



**ADDENDUM #001
RFP 520-2024
Swift Creek Middle School Custodial Services**

Date: June 20, 2023

Solicitation: RFP 520-2024, Swift Creek Middle School Custodial Services

Proposals Due: June 27, 2023, at 2:00 P.M. EST

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Please be advised that the changes below are applicable to the original specifications of the above-referenced solicitation. Added or new language to the ITN is highlighted in **yellow, while deleted language has been stricken.**

This Addendum includes the following revisions:

Change # 1:

Revision to Section 4.7

~~4.7.2 Professional Liability/Technology Errors & Omissions: Limit not less than \$1,000,000 per occurrence covering services provided under this Contract.~~

This Addendum provides the Board's written answers to the timely written questions received.

Question	Answer
1. I know this school will by supplying all the cleaners and paper products, will the school be supplying the vacuum cleaners, mops and mop buckets?	Yes, the District will supply vacuum cleaners, mops, and mop buckets
2. Who is the current contractor?	Brian D. Smith Cleaning Services
3. What is the current contract price being paid today for each building 1,3,4,5,6 and 8 or current per sq. ft. rate?	The current contract price is \$5,000 per month.
4. Is the current contractor's scope of work the same as the current bid scope of work?	Yes, it is the same scope.
5. How many hours per day do your cleaning techs work? How many techs?	Currently, the District has four (4) full-time custodial staff working Monday through Friday, eight (8) hours per day. The current Contractor provides services four (4) hours per day.
6. Would you hire us for any optional Strip & Wax jobs? How many coats of stripper & wax per strip? How many coats of wax per Scrub?	Floor stripping and waxing is not within the scope of this solicitation.

Question	Answer
7. What is the total square feet of each of your buildings?	Below are the buildings at Swift Creek: Building 1 – 2,697 NSF Building 3 – 15,189 NSF Building 4 – 15,005 NSF Building 5 – 15, 481 NSF Building 6 - 9,788 NSF Building 8 – 12,399 NSF
8. What hours are the current cleaning crew working?	The current Contractor provides services from 4:30 – 8:30 pm, daily.
9. What is your budget?	Currently, the District's fiscal year budget for these services is \$50,000 based on the current contract pricing.
10. Are there specific hours designated for cleaning on the weekends?	Cleaning should be performed during the weekdays with weekend cleanings on an as-needed basis.
11. Is there a Bond required?	No bond is required for this solicitation.
12. Will there be background requirements? If so, what is the level of background check required?	Please see Section 4.6 of the RFP.
13. Are there any billable optional services? What were the annual billings for the optional services?	Please see Section 2.4.5 and 2.4.6 of the RFP.
14. Will they waive the specific commercial automobile liability in lieu of the fact that we carry significant overall liability insurance?	Please see Section 4.7.4 of the RFP.
15. What are the additional negotiated services to be quoted in item 2 on the price sheet?	Please see the answer to Question #13.
16. Are our prices quoted to be used for all three years or are there provisions for annual increases?	Prices are to remain firm for the duration of the Contract term.
17. Does 4.7.2 Professional Liability apply to this solicitation? (It normally does not apply to janitorial)	Please see Change #1 of this Addendum.
18. Who is the incumbent? What is their current monthly price?	Please see the answers to Question #2 and #3.
19. If any, can you please tell us what the biggest issues or concerns you have with your current service provider?	There are no issues with the current Contractor.
20. Do we have to provide our firm's financial history?	Financial statements are not required, please see Section 3.1 of the RFP for required information.
21. Are there any bond requirements?	Please see the answer to Question #11.
22. Regarding Attachment 5 References - do we have to provide an alternate contact, or would a primary contact be just fine?	An alternate contact should be listed when available.
23. Regarding Attachment 6 Local Preference Affidavit - can our notary cross out the state of	Yes, the Notary can make the necessary revisions.

Question	Answer
Florida on the form and put Maryland+County instead or do we need a notary from the state of Florida to fill it out?	
24. Regarding Attachment 2 Required Provisions Certification - can our notary cross out the state of Florida on the form and put Maryland+County instead or do we need a notary from the state of Florida to fill it out?	Please see the answer to Question #23.
25. Are any services being subcontracted under the current agreement?	No
26. May we have copy of the vendor invoices for the past 6-12 months?	Please see the requested invoices attached to this Addendum.
27. Is this solicitation associated with a union?	No
28. What is the annual budget for the services outlined in the solicitation document?	Please see the answer to Question #9.
29. Regarding Required Forms #2 - Can someone please confirm if our organization, Grupo Eulen/USSI already completed the Application for Vendor Status or not?	USSI is in the District vendor files.
30. o we have to provide a certificate of insurance, with the holder being the School Board of Leon County, with our proposal response? Or is that only required by the winning vendor?	Only the Successful Proposer will be required to provide a Certificate of Insurance after award.
31. Are vendors allowed to attend the bid opening or is it not open to the public?	The bid opening is considered a public opening.

Invoice 92

Brian D. Smith Cleaning Service

INVOICE # 92
DATE: 1/23/2023

5990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
smithcleaningservice@yahoo.com
BDSCleaning.com

TO Att: Michele Meyer
School Financial Accountant III
Swift Creek Middle School
2100 Pedrick Rd.
Tallahassee, FL 32317
(850)414-2670 office
(850)414-2650 fax

Worked Performed At:

Swift Creek Middle School
2100 Pedrick Road
Tallahassee, FL 32317
850.414.2670

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	January 1st – January 15th <ul style="list-style-type: none">• Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>.• Water Fountain – <u>Clean and Disinfect Daily</u>.• Classroom and Hallways – <u>Daily and Weekly</u>.		

	<ul style="list-style-type: none"> Empty Trash, Change Liners Vacuum – carpet and under edge of rags <u>daily</u> . Sweep and mop all floors-get all corners <u>daily</u> . Wipe down tables/desk, <u>Weekly</u> . Dust and remove cob – webs <u>weekly</u> . Brian D. Smith Cleaning Service will supply labor.		
		SUBTOTAL	\$2500.00
		Total	\$2500.00

Thank you for your business!

Invoice 93

Brian D. Smith Cleaning Service

INVOICE # 93
DATE: 2/1/2023

5990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
smithcleaningservice@yahoo.com
BDSCleaning.com

TO Att: Michele Meyer
School Financial Accountant III
Swift Creek Middle School
2100 Pedrick Rd.
Tallahassee, FL 32317
(850)414-2670 office
(850)414-2650 fax

Worked Performed At:

Swift Creek Middle School
2100 Pedrick Road
Tallahassee, FL 32317
850.414.2670

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	January 16th – January 31st <ul style="list-style-type: none">● Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>.● Water Fountain – <u>Clean and Disinfect Daily</u>.● Classroom and Hallways – <u>Daily and Weekly</u>.		

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		SUBTOTAL	\$2500.00
		Total	\$2500.00

Thank you for your business!

Invoice 94

Brian D. Smith Cleaning Service

INVOICE # 94
DATE: 2/16/2023

5990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
smithcleaningservice@yahoo.com
BDSCleaning.com

TO Att: Michele Meyer
School Financial Accountant III
Swift Creek Middle School
2100 Pedrick Rd.
Tallahassee, FL 32317
(850)414-2670 office
(850)414-2650 fax

Worked Performed At:

Swift Creek Middle School
2100 Pedrick Road
Tallahassee, FL 32317
850.414.2670

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	February 1st – February 15th <ul style="list-style-type: none">• Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>.• Water Fountain – <u>Clean and Disinfect Daily</u>.• Classroom and Hallways – <u>Daily and Weekly</u>.		

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		SUBTOTAL	\$2500.00
		Total	\$2500.00

Thank you for your business!

Brian D. Smith Cleaning ServiceINVOICE # 95
DATE: 3/07/20235990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
smithcleaningservice@yahoo.com
BDSCleaning.com

TO Att: Michele Meyer
School Financial Accountant III
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2100 Pedrick Rd.
Tallahassee, FL 32317
(850)414-2670 office
(850)414-2650 fax

Worked Performed At:

Swift Creek Middle School
2100 Pedrick Road
Tallahassee, FL 32317
850.414.2670

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<p>February 16th – February 28th</p> <ul style="list-style-type: none"> • Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>. • Water Fountain – <u>Clean and Disinfect Daily</u>. • Classroom and Hallways – <u>Daily and Weekly</u>. 		

	<ul style="list-style-type: none"> ● Empty Trash, Change Liners Vacuum – carpet and under edge of rags <u>daily</u>. Sweep and mop all floors-get all corners <u>daily</u>. Wipe down tables/desk, <u>Weekly</u>. Dust and remove cob – webs <u>weekly</u>. <p>Brian D. Smith Cleaning Service will supply labor.</p>		
		SUBTOTAL	\$2500.00
		Total	\$2500.00

Thank you for your business!

Invoice 96

Brian D. Smith Cleaning Service

INVOICE # 96
DATE: 3/14/2023

5990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
smithcleaningservice@yahoo.com
BDSCleaning.com

TO Att: Michele Meyer
School Financial Accountant III
Swift Creek Middle School
2100 Pedrick Rd.
Tallahassee, FL 32317
(850)414-2670 office
(850)414-2650 fax

Worked Performed At:

Swift Creek Middle School
2100 Pedrick Road
Tallahassee, FL 32317
850.414.2670

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	March 1st – March 15th <ul style="list-style-type: none">• Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>.• Water Fountain – <u>Clean and Disinfect Daily</u>.• Classroom and Hallways – <u>Daily and Weekly</u>.		

	<ul style="list-style-type: none"> • Empty Trash, Change Liners Vacuum – carpet and under edge of rags <u>daily</u>. Sweep and mop all floors-get all corners <u>daily</u>. Wipe down tables/desk, <u>Weekly</u>. Dust and remove cob – webs <u>weekly</u>. <p>Brian D. Smith Cleaning Service will supply labor.</p>		
		SUBTOTAL	\$2500.00
		Total	\$2500.00

Thank you for your business!

Invoice 97

Brian D. Smith Cleaning Service

INVOICE # 97
DATE: 4/3/2023

5990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
smithcleaningservice@yahoo.com
BDSCleaning.com

TO Att: Michele Meyer
School Financial Accountant III
Swift Creek Middle School
2100 Pedrick Rd.
Tallahassee, FL 32317
(850)414-2670 office
(850)414-2650 fax

Worked Performed At:

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2100 Pedrick Road
Tallahassee, FL 32317
850.414.2670

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<p>March 16th – March 31st</p> <ul style="list-style-type: none">• Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>.• Water Fountain – <u>Clean and Disinfect Daily</u>.• Classroom and Hallways – <u>Daily and Weekly</u>.		

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		SUBTOTAL	\$2500.00
		Total	\$2500.00

Thank you for your business!

Brian D. Smith Cleaning ServiceINVOICE # 98
DATE: 4/18/20235990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
smithcleaningservice@yahoo.com
BDSCleaning.com

TO Att: Michele Meyer

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Swift Creek Middle School

2100 Pedrick Rd.

Tallahassee, FL 32317

(850)414-2670 office

(850)414-2650 fax

Worked Performed At:

Swift Creek Middle School

2100 Pedrick Road

Tallahassee, FL 32317

850.414.2670

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<p>April 1st – April 15th</p> <ul style="list-style-type: none"> • Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>. • Water Fountain – <u>Clean and Disinfect Daily</u>. • Classroom and Hallways – <u>Daily and Weekly</u>. 		

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		SUBTOTAL	\$2500.00
		Total	\$2500.00

Thank you for your business!

Invoice 99

Brian D. Smith Cleaning Service

INVOICE # 99
DATE: 5/01/2023

5990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
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TO Att: Michele Meyer
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Tallahassee, FL 32317
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SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	April 16th – April 30th <ul style="list-style-type: none">• Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>.• Water Fountain – <u>Clean and Disinfect Daily</u>.• Classroom and Hallways – <u>Daily and Weekly</u>.		

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		SUBTOTAL	\$2500.00
		Total	\$2500.00

Thank you for your business!

Brian D. Smith Cleaning ServiceINVOICE # 100
DATE: 5/16/20235990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
smithcleaningservice@yahoo.com
BDSCleaning.com

TO Att: Michele Meyer

School Financial Accountant III

Swift Creek Middle School

2100 Pedrick Rd.

Tallahassee, FL 32317

(850)414-2670 office

(850)414-2650 fax

Worked Performed At:

Swift Creek Middle School

2100 Pedrick Road

Tallahassee, FL 32317

850.414.2670

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<p>May 1st – May 15th</p> <ul style="list-style-type: none"> • Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>. • Water Fountain – <u>Clean and Disinfect Daily</u>. • Classroom and Hallways – <u>Daily and Weekly</u>. 		

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		SUBTOTAL	\$2500.00
		Total	\$2500.00

Thank you for your business!

Invoice 101

Brian D. Smith Cleaning Service

INVOICE # 101
DATE: 6/1/2023

5990 Smithville Lane, Tallahassee, FL 32309
Phone 850.566.3911 Fax 850.807.1812
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TO Att: Michele Meyer
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SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Cleaning of Bldg. 3, 4, 5, 6, media center, and front office/guidance Cleaning Of Building September-June August – December 2022	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	May 16th – May 31st <ul style="list-style-type: none">• Invoice includes bathrooms, <u>clean and disinfect daily</u>. Sweep and mop floors, empty trash, change lines, flush floor drains (weekly), clean mirrors, clean and disinfect sinks, toilets (spray enzymes), urinals, clean behind toilets, clean and disinfect door handles, push bars, common touch areas <u>daily</u>.• Water Fountain – <u>Clean and Disinfect Daily</u>.• Classroom and Hallways – <u>Daily and Weekly</u>.		

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		SUBTOTAL	\$2500.00
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