



**ADDENDUM #002
RFP 495-2023
Lincoln High School Custodial Services**

Date: May 11, 2022

Solicitation: RFP 495-2023 Lincoln High School Custodial Services

Proposals Due: May 18, 2022, 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 RFP is highlighted in yellow, while deleted language has been stricken.

This Addendum includes the following revisions:

Change No. 1:

2.4 Scope of Work

The District is seeking a qualified and experienced Contractor(s) to provide custodial services at Lincoln High School, located at 3838 Trojan Trail, Tallahassee, Florida. The work sought in this solicitation includes, but is not limited to, furnishing all labor, supervision, transportation, tools, and equipment necessary to provide custodial services in accordance with these specifications and subject to the terms of the Contract. Contractor shall write schedules and instruct its employees to be flexible in meeting the needs of the school and administrative personnel.

All consumable supplies (except for stripping and waxing) will be purchased by Lincoln High School. The area serviced under the contract include an estimated 162,735 square feet, including Buildings 1, 3, 4, 7 (cafeteria), and 8, and 9. The square footage noted is only an estimate. Bidders will be responsible for confirming their own measurements and must submit a firm price accordingly. Square Footage for custodial services to cover permanent buildings #1, 3, 4, 7 (cafeteria), 8, 9.

Change No. 2:

2.5 Stripping and Waxing of Floors

The District is seeking pricing for the annual stripping and waxing of floors. The District reserves the right to separately bid these services if it is in its best interest to do so.

- 2.5.1 Scope of Work: The Vendor shall provide all personnel necessary to strip and wax approximately 131,041 square feet of vinyl composite tile flooring at Lincoln High School. The Vendor's price must include all labor, supplies, materials, and equipment.
- 2.5.2 Schedule: Work must begin at the school's discretion, typically during the months of June and July each year. Specific beginning and ending dates will be negotiated directly with the Awarded Vendor to account for teacher planning days. The Vendor Lincoln High School (LHS) staff will remove all furniture, books, and equipment from Classrooms and offices. The Vendor LHS staff will sweep all areas to be stripped and remove all trash and debris. After waxing is complete, The Vendor LHS staff will return all furniture, books, and equipment to those areas.

Change No. 3:

4.7 Insurance

Below are the minimum insurance requirements the Contractor(s) must maintain:

- 4.7.1 General Liability: Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- ~~4.7.2 Professional Liability/Technology Errors & Omissions: Limit not less than \$1,000,000 per occurrence covering services provided under this Contract.~~
- 4.7.2 Workers Compensation: Florida Statutory limits in accordance with Chapter 440, F.S.; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease each-employee/disease-policy limit).
- 4.7.3 Auto Liability: Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If Contractor does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Contractor must be furnished to the District indicating the following: "(Contractor Name) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition".
- 4.7.4 Acceptability of Insurance Carriers: The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service.
- 4.7.5 Verification of Coverage: Proof of insurance must be furnished within fifteen (15) days of award of the contract.

- 4.7.6 Required Conditions: Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:

The School Board of Leon County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Leon County, Florida.

Certificate Holder: The School Board of Leon County, Florida, 2757 W. Pensacola St.
Tallahassee, FL 32303

The School Board of Leon County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this agreement.

- 4.7.7 Cancellation of Insurance: Vendors are prohibited from providing services under this Agreement with LCSB without the minimum required insurance coverage and must notify LCSB within two business days if required insurance is canceled.

**This Addendum provides Board's written answers to the timely written questions received.
All referenced attachments are posted at: <https://www.leonschools.net/Page/4411>**

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**Responses to Written Questions
RFP 495-2023
Lincoln High School Custodial Services**

Question	Answer
1. For the current 2021-22 school year, were these custodial services provided by Leon County employees/custodians or a vendor?	Darryl Williams Quality Cleaning is the vendor currently providing custodial services for Lincoln High School.
2. Just to clarify, the successful bidder will be responsible for purchasing all stripper chemicals, wax and sealant for the floor work in June/July?	Yes, please see Change No. 1 of this Addendum.
3. Who is the current contractor?	Please see the response to Question #1.
4. What is the current contract price?	The current contract price is \$19,391 per month.
5. Is the current contractor scope of work the same as the current bid scope of work?	Yes, the current contractor's scope of work is the same as the current bid scope of work. Please refer to the contract at the link below. https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/195/CURRENT%20RFP/RFP%20398-2018%20Lincoln%20Custodial/RFPNO3982018LINCOLNHIGHCUSTODIAL.pdf
6. How many hours per day do your techs work?	The current vendor works approximately 4 hours per day.
7. For Strip & Wax jobs, How many coats of stripper & wax per strip? How many coats of wax per Scrub?	Please see Section 2.5.5(h) of the RFP.
8. Who provides the chemicals for a strip & wax?	Please see the response to Question #2.
9. How many square feet is your strip & wax?	Please see Section 2.5.1 of the RFP.
10. How many square feet is carpet?	Of the serviceable area, 9,772 square feet of it is carpeted.
11. What is the total square feet of your building?	Please see Section 2.4 of the RFP for the total square feet of the serviceable area.
12. Who supplies the cleaning supplies?	Please see the response to Question #2.
13. Who supplies the paper & plastic?	The District understands this question to mean disposable paper and can liners, please see the response to Question #2.
14. What hours are the current cleaning crew working?	The current contractor's crew works between the hours of 3:00 p.m. and 10:00 p.m.

**Responses to Written Questions
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Question	Answer
15. Is there a Bond required?	No, there is no bond required.
16 a. Will there be background requirements? b. If so, what is the level of background check required?	a. Yes, please see Section 4.6 of the RFP. b. A Level 2 Background Check is required.
17 Are there any bond requirements associated with this opportunity? If so, are there any forms we have to submit them on or do we use the forms provided by our surety?	Please see the response to Question #15.
18 Please verify that the professional liability requirement (4.7.2) is not required for your janitorial bid?	Confirmed, please see Change No. 3 of this Addendum.
19 Attachment VI - Will you accept the notary from the State of Maryland as the HQ is submitting the proposal on behalf of the local office? If so, can we edit the form to say State of Maryland or do we have to cross it out?	Yes, the form may be edited only related to the notary certification.
20 Are we to include of firms financial documents with this submission? If so, are we to include a redacted copy?	No, financial documents are not required.
21 Are we to include any other information regarding the proposal response other than what's called out in Tab's A,B,C?	The only documents required are included in Section 3.1 of the RFP.
22 Can you confirm if we are we to include 4 USB's as our electronic submission for the Technical response and 1 USB for the Cost response in our submittal?	Confirmed.
23 Can we ship all of the required responses in one shipping box?	Please see Section 1.5(d) on how to submit cost proposals.

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