



ADDENDUM #2

TO RFP #20-07 CITY CLEANING SERVICES

OCTOBER 9, 2020

This addendum is provided to answer questions and respond to request submitted.

Question 1: Are there access requirements for cleaning of exterior windows.

Response 1: The windows at City Hall and Commission Chambers are the only window that would require special access (elevated higher than 1 story). Methods for cleaning windows will be at the discretion of the Provider.

Request 2: Clarify weekend cleaning?

Response 2: City Hall and Rec Center Buildings are closed Saturday and Sunday. The outside restrooms at ROC Park and the Restrooms at Archibald Park, Kitty Stuart Park, Johns Pass Park, Johns Pass Village, Causeway Park, and Marina are open 7 days a week.

All park restrooms are to be cleaned 7 days a week.

Request 3: Where is Tom and Kitty Stuart Park.

Response 3: Tom and Kitty Stuart Park is located at 14080 Gulf Blvd. There will be a new restroom installed once the park is re-opened

Question 4: What is the square footage of the buildings?

Response 4: Please refer to Addendum #1

Question 5: Will there be a walk-through of the buildings?

Response 5: Due to COVID restrictions, walk-throughs will be by appointment only. Please call 727-391-9951 Ext. 400 to schedule a walk-through.

Question 6: Will the Provider be responsible for all tissue and paper products?

Response 6: Yes, Cleaning Agents, materials, supplies (paper towels, hand soap, toilet tissue, odor neutralizers, etc.) and equipment are to be furnished by the Provider.

Question 7: When are all Proposals due?

Response 7: Sealed Proposals and all copies must be received at City of Madeira Beach City Hall on or before October 27, 2020 at 1:00pm.

Question 8: What is the schedule of the cleaning? Does the cleaning have to be done at night?

Response 8: The City understands that cleaning procedures and frequencies may vary. Providers must prepare and submit a cleaning schedule that demonstrates the efficient use of personnel, Cleaning Agents, materials, equipment, and supplies. The City prefers that the proposed schedule will minimize the impact to City Staff from 8:00 am-5:00pm from Monday – Friday.

Question 9: How will the Provider be notified of Emergency Cleaning during Out-of-Schedule Service?

Response 9: The Provider will be notified of emergency clean up by designated City Staff. Also keep in mind Section 8: Operations Plan in the RFP:

“Proposers must explain how incidents, accidents, complaints, and emergencies are to be dealt with including proposed response times.”

Question 10: Do all the restrooms have paper towels?

Response 10: All restrooms have paper towels except Archibald, Johns Pass Park, and Johns Pass Village.

Question 11: Can the Provider mount dispensers to the wall of the supply closets?

Response 11: Yes, provider may mount dispensers in the assigned areas if the assigned areas are kept clean and orderly.

Question 12: Special Events - Will you accept a 4 hour minimum per person?

Response 12: Providers should prepare and submit a proposal that takes into consideration of staffing level required and operation plan that demonstrates the efficient use of personnel that the Provider believes will be required to perform Services required to maintain the high standards for cleanliness at Madeira Beach.

Proposals will be evaluated 75% based on price and 25% based on experience, qualifications, staffing/operations plan, and products.

Currently the City has a policy of 2 hour minimum for extra work.

Question 13: Will we be setting alarms and retaining keys for an evening at some locations?

Response 13: The Provider will not be required to set alarms.
Please refer to Page 10 of the RFP for retaining keys:

The City is responsible for the initial issuance of access keys required for all spaces covered under the Contract.

The Provider must:

- Properly secure the City keys at all times;*
- Restrict access to keys to essential Personnel only;*
- Be responsible for all costs associated with replacing missing keys and/or installing new locks as a result of lost or misplaced keys. Cost must be reimbursed to the City by the Provider withing thirty (3) days of the date the expense in incurred, or the expense will be withheld for any payment due the Provider.*

Question 14a: Please clarify who provides washroom dispenser paper products, hand soap, plastic bags, urinal block?

Response 14a: Refer to Response 6.

Question 14b: If we provide, is it included in monthly fee or billed extra? If by us, will need building populations.

Response 14b: ALL supplies are to be provided by the Provider. The proposal must include the monthly cost to perform all cleaning services (including ALL necessary supplies required to meet the minimum cleaning standards set forth in the RFP)

Public restroom use varies seasonally, population of public restrooms are not available. Please refer invoices attached to Addendum #1 for current supplies budget as well as updated table below.

	TOTAL (SF)	CARPETED (SF)	NON-CARPETED (SF)	OCCUPANCY
CITY HALL	11263	4566	6697	~25-30 employees
REC CENTER	5406	297	5109	~10 employees and average ~60 kids Mon.-Fri.
FIRE STATION	112		112	SHOWERS ONLY
MARINA	525		525	RESTROOM/LAUNDRY ONLY
CAUSWAY PARK	200		200	RESTROOM ONLY
ARCHIBALD PARK	336		336	RESTROOM ONLY
TOM AND KITTY STUART PARK	103		103	RESTROOM ONLY
JOHNS PASS VILLAGE	384		384	RESTROOM ONLY
JOHNS PASS PARK	504		504	RESTROOM ONLY

Question 15: Are any locations open holidays?

Response 15: City Hall and Rec Center are closed on (11) City recognized holidays.

Question 16: Window Cleaning above 8 feet – included or separate contract.

Response 16: It is the City’s intent to have all exterior window cleaning at the locations listed as part of this RFP.

Question 17: Is parking available free at all locations?

Response 17: Parking fees are waived while performing contracted work for the City.

Question 18: Are you open to an additional alternate proposal?

Response 18: The Provider should submit one proposal that presents their qualifications and understanding of the work to be performed. The proposal should demonstrate their ability to perform the scope of services outlined within the RFP. Upon approval of recommendations the successful proposer may be invited to enter negotiations.

Refer to Part E; Negotiation of the Agreement:

Negotiation

The Staff Evaluation Committee will make recommendations to the Board of Commissioners of those proposers it determines are best qualified to perform services, if any. Upon approval of the recommendations, the successful proposer(s) may be invited to enter negotiations. These negotiations are generally relative to the scope of services to be performed and the associated costs.

Question 19: 2nd Year cost... It is unclear what will happen with wages/affordable care act/Covid Leave Act. Should we leave year 1 & 2 at same price with understanding that it will be adjusted by actual increase only without margin?

Response 19: Refer to Page 7 “Price Escalation/De-escalation” in the RFP. The fees shall remain constant for Year 1 and Year 2 of the agreement. Change in pricing will be considered for the renewal period up to (2) one year extensions. **Please use the attached updated Proposal Form.**

Price Escalation/De-escalation

*The Proposer’s annual fee for cleaning **services shall remain firm for the initial two (2) year period of the Agreement**. Any escalation or de-escalation in pricing for each renewal period will be based on the Bureau of Labor Statistics Employment Cost Index (Private industry workers, Total compensation, Installation, maintenance and repair, all workers, United States, Not seasonally adjusted) change in most recent 12 month period. The option for renewal shall be exercised upon mutual agreement between Successful Proposer and City, by written agreement with all original terms and conditions.*

Question 20: Page 28 of the RFP, the checklist of documents required for submittal includes Appendix A, Contract which needs to be returned with page 42 signed. The contract provided is blank and it is not labeled as sample or draft, and vendors could be hesitant to pre-sign a blank agreement.

- Would it be acceptable for vendors to type in a note, at the bottom of the page, indicating acceptance to the contract terms and conditions per draft contract and sign under this note? Or
- Could you please provide clarification on how this should be handled?

Response 20: The contract is provided details the terms and conditions of the agreement. The Proposal submitted by the Vendor (with completed Proposal Form) will become part of the Contract. By signing the Contract the Vendor is agreeing to the terms and conditions, and will honor the rates they (The Vendor) provide in the Proposal Form.

The effective date of the Contract will be determined after successful negotiation and approval from the Board of Commissioners.

**ATTACHMENT 1:
Revised Proposal Form**

Proposal Form for Cleaning Services

The undersigned hereby submits the following proposal for the **monthly** cost cleaning services (inclusive of cleaning agents, materials, supplies and equipment) for the City of Madeira Beach Facilities:

CURRENT CITY FACILITIES	
	Year 1 & 2 -Monthly
City Facilities	\$
	Year 1 & 2 – Hourly
Out-of-Schedule	\$
Special Event	\$

FUTURE CITY FACILITIES	
	Year 1 & 2-Monthly
City Facilities	\$
	Year 1 & 2 – Hourly
Out-of-Schedule	\$
Special Event	\$

*Effective once Building Department Addition below City Hall is completed.