ADDENDUM NO. 1
FRIDAY, SEPTEMBER 16, 2019

Solicitation Title: Citywide Janitorial Services
Solicitation No.: RFP 02-18-19
Due Date: THURSDAY, OCTOBER 3, 2019
BY NO LATER THAN 3:30 PM

Attention all potential bidders:

☐ MUST Addendum: Read carefully and follow all instructions. Information included in this
Addendum will have a material impact on the submittal for this solicitation. All “MUST”
addenda are considered a matter of responsiveness. “MUST” addenda must be
acknowledged on Form “A-5”. Failure of a Submitter to acknowledge the addenda shall
be cause for rejection of the bid.

Request for Information Questions/Clarification:

Q.1 What is the final date to submit the proposal?
A.1 Deadline for submittal is Thursday, October 3, 2019.

Q.2 What is the budget?
A.2 The City’s historical cost estimate for janitorial services is approximately $200,000
annually.

Q.3 What is the name of the current Vendor?
A.3 Chi-Ada Corporation.

Q.4 What is the monthly cost in the current contract?
A.4 See “Attachment A”.

Q.5 There are 2 days listed for meetings. Is it required from the proposer to attend both
days? Will the City provide transportation to the different locations, for review of
areas to be bid? Can there be a map of locations provided by the City?
A.5 The pre-proposal conference was not mandatory. No, the City did not provide
transportation to different locations during the pre-proposal conference.

Q.6 On the pricing schedule, I have not seen a schedule for the number of days
serviced per location, which I am sure varies, as well as time to clean. Can that be
provided?
A.6 Included in the solicitation is an attachment for each location including the
approximate square footage, service times and restrooms.

Q.7 Can you provide me the current awarded contracted price agreement in effect, that
includes the areas for this RFP?
A.7 See answer to Q4.

Q.8 Is there an annual allocated budget assigned for this RFP?
A.8 See answer to Q2.
Q.9  I would like to have and review the current and last Citywide Janitorial Service Contract for consideration?
A.9  See answer to Q4.

Q.10  Please provide the previous janitorial service contract information thank you?
A.10  See answer to Q4.

Q.11  What is the yearly amount that the City is paying to the actual cleaning company?
A.11  See answer to Q4.

Q.12  The bid requires a Janitorial Service Bond, valued at $100,000.00, Can you please give us clarity of the definition, and is this a surety bond and/or a performance bond?
A.12  Janitorial service surety bonds are a type of business service bond intended for a residential or commercial cleaning company. With this bond in place, you protect customers from losses incurred as a result of employee theft committed by employees while engaged in cleaning services.

Q.13  On Section 1.37 Wage Statement:
   •  Must we provide this? Is it a requirement?
A.13  The Awarded vendor must provide at the time for Contract execution a written statement stating that “wage rates and other factual unit cost supporting the compensation are accurate, complete and current at the time of contracting”.

Q.14  On Section 2.6 & 2.7 Jessica Lunsford Act and Background Checks & Lauren Book Child Safety Ordinance: What're the Costs?
A.14  It is the responsibility of each Respondent to comply with the requirements of Section 2.6 & 2.7.

Q.15  On Section 2.8 Insurance and A-7:
   •  Is the professional liability insurance required?
A.15  Awarded vendor shall guarantee all required insurances remain current and in effect throughout the term of Contract. All insurance policies required by the Contract shall be maintained in full force and effect throughout the term period.

Q.16  On Section 3.2 Locations
   •  Is it bidding on all or nothing?
A.16  Yes, you must submit a price for all locations listed in Section 3.2.

Q.17  Please provide the name of the current contractor providing the services?
A.17  See answer to Q3.

Q.18  Current contractor’s billing rate for each line item the bid?
A.18  See answer to Q4.

Q.19  Have the new RFP specifications changed from the current contract?
A.19  Yes, the specifications have been updated from the current contract.

Q.20  Will the city allow increases in contract amount due to increases in the Florida minimum wage?
A.20  Prior to completion of each exercised contract term, the City may consider an adjustment to price based on changes in the Consumers Price Index (CPI) applicable to this geographical region.
Q.21 What is the approved budget for this project?
A.21 See answer to Q2.

Q.22 What is the current monthly cost for each location under the current contract?
A.22 See answer to Q4.

Q.23 Will the city please provide the tabulation sheet awarded to the current vendor?
A.23 See answer to Q4.

Q.24 Please verify the square foot of the Gwen Margolis Community Center?
Attachment K is approx. 2806. I was told that it was 5700 square ft. could you please confirm?
A.24 The actual square footage of the facility is 5,700 ft.

Q.25 Please provide the current information regarding Optional Services under the current agreement? Do you have a preferred Subcontractor currently providing this work?
A.25 See answer to Q4. No preferred subcontractor currently providing this service.

Q.26 I'm requesting the pay amount for the current contract?
A.26 See answer to Q4.

Q.27 Could you please confirm response submittal deadline?
A.27 Deadline for submittal is Thursday, October 3, 2019.

Q.28 What is the current janitorial service monthly cost per facility?
A.28 See answer to Q4.

Q.29 Who is the current janitorial service provider?
A.29 See answer to Q3.

Q.30 What is the annual budget for the services outlined in the RFP?
A.30 See answer to Q2.

Q.31 Is the current scope same or different from the scope outlined in this RFP?
A.31 Yes, the current scope is the same as the scope outlined in this RFP.

Q.32 What is the Square footage breakdown % for the floor work: VCT, Tile, and carpet? If available?
A.32 No, that specific information is not available.

Q.33 What are the City observed holidays when service is not provided?
A.33 The Calendar will be provided as part of the agreement.

For any other questions, clarification can be found in the specifications. All other terms, conditions, and specifications remain unchanged for this solicitation.

End of Addendum
Attachment A
The prices listed below shall include the total cost to complete the services including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of services and/or products requested by the City of North Miami.

<table>
<thead>
<tr>
<th>ATTACHMENT</th>
<th>LOCATION</th>
<th>MONTHLY AMOUNT</th>
<th>QUANTITY (in months)</th>
<th>ANNUAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>City Hall</td>
<td>$2,385.00</td>
<td>12</td>
<td>$28,620.00</td>
</tr>
<tr>
<td>B</td>
<td>Police Station</td>
<td>$4,000.00</td>
<td>12</td>
<td>$48,000.00</td>
</tr>
<tr>
<td>C</td>
<td>Museum of Contemporary Art (MoCA)</td>
<td>$575.00</td>
<td>12</td>
<td>$6,900.00</td>
</tr>
<tr>
<td>D</td>
<td>North Miami Public Library</td>
<td>$1,571.00</td>
<td>12</td>
<td>$18,852.00</td>
</tr>
<tr>
<td>E</td>
<td>Parks &amp; Recreation Admin Office</td>
<td>$558.00</td>
<td>12</td>
<td>$6,696.00</td>
</tr>
<tr>
<td>F</td>
<td>Motor Pool</td>
<td>$315.00</td>
<td>12</td>
<td>$3,780.00</td>
</tr>
<tr>
<td>G</td>
<td>Enchanted Forest Community Center</td>
<td>$258.00</td>
<td>12</td>
<td>$3,096.00</td>
</tr>
<tr>
<td>H</td>
<td>Griffing Adult Center</td>
<td>$275.00</td>
<td>12</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>I</td>
<td>Sunkist Grove Community Center</td>
<td>$750.00</td>
<td>12</td>
<td>$9,000.00</td>
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<tr>
<td>J</td>
<td>Keystone Center</td>
<td>$275.00</td>
<td>12</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>K</td>
<td>Gwen Margolis</td>
<td>$315.00</td>
<td>12</td>
<td>$3,780.00</td>
</tr>
<tr>
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<td>-----------</td>
</tr>
<tr>
<td>L</td>
<td>Ben Franklin</td>
<td>$215.00</td>
<td>12</td>
<td>$2,580.00</td>
</tr>
<tr>
<td>M</td>
<td>Claude Pepper Park</td>
<td>$215.00</td>
<td>12</td>
<td>$2,580.00</td>
</tr>
<tr>
<td>M (option #1)</td>
<td>Claude Pepper Park</td>
<td>$215.00</td>
<td>12</td>
<td>$2,580.00</td>
</tr>
<tr>
<td>M (option #2)</td>
<td>Claude Pepper Park</td>
<td>$215.00</td>
<td>12</td>
<td>$2,580.00</td>
</tr>
<tr>
<td>N</td>
<td>Cagni Park</td>
<td>$215.00</td>
<td>12</td>
<td>$2,580.00</td>
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<tr>
<td>O</td>
<td>Cagni Gym</td>
<td>$215.00</td>
<td>12</td>
<td>$2,580.00</td>
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<tr>
<td>P</td>
<td>Joe Celestine Center</td>
<td>$1,445.00</td>
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<td>$17,340.00</td>
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<tr>
<td>Q</td>
<td>Clyde Judson Center</td>
<td>$215.00</td>
<td>12</td>
<td>$2,580.00</td>
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<tr>
<td>R</td>
<td>Utility Operations Center</td>
<td>$400.00</td>
<td>12</td>
<td>$4,800.00</td>
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<td>S</td>
<td>7th Ave Community WorkStation</td>
<td>$325.00</td>
<td>12</td>
<td>$3,900.00</td>
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<tr>
<td>T</td>
<td>Police Crime Scene Trailer</td>
<td>$215.00</td>
<td>12</td>
<td>$3,540.00</td>
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<tr>
<td>U</td>
<td>Code Compliance Trailer</td>
<td>$215.00</td>
<td>12</td>
<td>$3,540.00</td>
</tr>
</tbody>
</table>

GRAND TOTAL (A-U) $183,924.00

- Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Also the Respondent agrees to hold this offer open for a period of one hundred and twenty (120) days from the deadline for receipt of Response.

- Respondent understand and agree to be bound by the conditions contained in this Solicitation and shall conform to all the requirements.
Chi-Ada Corporation

Company Name

Offeror Signature

Date: 5/24/16

Bart Okoro

Name: (Please Print)

President

Title:

NOTE: City of North Miami is exempt from all taxes (Federal, State, & Local). Proposal price should be less all taxes. Tax Exemption Certificate furnished upon request.
**JANITORIAL SERVICES**

**RFP 18-15-16**

**PRICE PROPOSAL FORMS (CONTINUED)**

### OPTIONAL SERVICES

<table>
<thead>
<tr>
<th>A) Exterior Window Cleaning</th>
<th>ANNUAL RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall</td>
<td>$1,525.00</td>
</tr>
<tr>
<td>Police Station</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Museum of Contemporary Art (MoCA)</td>
<td>$450.00</td>
</tr>
<tr>
<td>North Miami Public Library</td>
<td>$725.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B) Special Events Janitorial Services:</th>
<th>PER EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum of Contemporary Art (MOCA)</td>
<td>$21.00</td>
</tr>
<tr>
<td>Library</td>
<td>$21.00</td>
</tr>
</tbody>
</table>

| C) Steam-clean carpeted areas | $0.25 / per sq yd. |

| D) Emergency Janitorial Services, hourly rate | $24.00 / per hr |

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---

Chi-Ada Corporation

Company Name

Offeror Signature

Date: 5/12/16

Bart Okoro

Name: (Please Print)

President

Title:

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**NOTE:** City of North Miami is exempt from all taxes (Federal, State & Local). Proposal price should be less all taxes. Tax Exemption Certificate furnished upon request
Attachment B
ATTACHMENT “E”

PARKS AND RECREATION ADMINISTRATIVE OFFICE
12300 NE 8th Avenue
(Approximately 1,500 sq. ft.)

Service Times:
- Monday through Friday; 6:00pm – 7:00am

Restrooms:
- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Remove debris from sand urns and clean outside of containers
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwell, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

Weekly Services:
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
• Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
• Clean all electric switch plate covers and receptacles.
• Dust and wipe clean all window treatments including sills.
• Clean interior and exterior windows in lobby areas.
• Dust and wipe exposed air conditioning grills and vents.
• Clean (vacuum) metal strips on ceiling tiles
• Wash baseboards and exposed pipes where applicable.
• Clean floor drains and remove corrosion and tarnish.
• De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
• Machine scrub all bathroom floors
• Treat heavy traffic carpeted areas

Quarterly Services:
• Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
• Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
• Strip & clean all slate floors.
• Clean refrigerator, if applicable

Semi-Annual Services:
• Clean & vacuum all air conditioning vents
• Steam clean upholstered furniture and wall partitions
• Vacuum all draperies where applicable.
• All book stacks/book shelves are to be dusted and wiped clean.
• Wipe vinyl or plastic furniture.
• Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
• Wipe and dust all baseboards including under desks, behind furniture, etc.)
• Wash overhead lighting fixtures and lighting glass.
• Wash interior windows
ATTACHMENT “P”

JOE CELESTINE CENTER/GYM
1525 NW 135 Street
(Approximately 20,000 sq. ft.)

Center Service Times: (Twice a day cleaning 11am-1pm and 9pm-7am)
- Monday through Thursday; 11:00pm – 7:00am
- Friday, Saturday and Sunday; 11:00pm – 7:00am

Gym Service Times:
- Friday, Saturdays and Holidays; 9:00pm – 7:00am (Restrooms Only)

Office:
- One (1) Office Space

Restrooms:
- Two (2) restrooms
- Two (2) locker rooms
- One (1) Family Restroom

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom waste baskets and other trash receptacles.
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all wall carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
● Clean & polish fronts & tops of counters.
● Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
● Clean all electric switch plate covers and receptacles.
● Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
● Dust and wipe clean all window treatments including sills.
● Clean interior and exterior windows in lobby areas.
● Dust and wipe exposed air conditioning grills and vents.
● Clean (vacuum) metal strips on ceiling tiles
● Wash baseboards and exposed pipes where applicable.
● Clean floor drains and remove corrosion and tarnish.
● De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
● Machine scrub all bathroom floors
● Treat wall carpeted areas.

Quarterly Services:
● Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
● Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
● Strip & clean all slate floors.
● Clean ice machine, refrigerators, ovens and microwaves

Semi-Annual Services:
● Clean & vacuum all air conditioning vents
● Steam clean upholstered furniture and wall partitions
● Vacuum all draperies where applicable.
● All book stacks/book shelves are to be dusted and wiped clean.
● Wash Naugahyde vinyl or plastic furniture.
● Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
● Wipe and dust all baseboards including under desks, behind furniture, etc.)
● Wash overhead lighting fixtures and lighting glass.
● Wash interior windows