



**REQUEST FOR PROPOSAL (RFP) ADDENDUM**  
**RFP-2024-12 Janitorial Services Pinellas County HS EHS**

Addendum No.: 2

Date of Addendum: 01/09/2025

Addendum No.: 1

Date of Addendum: 01/02/2025

<b>RSVP for Mandatory Walk Through</b>	Please RSVP by Monday, January 13 <sup>th</sup> 2pm EST
<b>Walk Through (MANDATORY)</b>	Thursday, January 16 <sup>th</sup> , 2025, at 9am EST
<b>Questions Due:</b>	Wednesday, January 22 <sup>nd</sup> , 2025, by 5:00 PM EST
<b>Proposal Due Date:</b>	<b>Friday January 31<sup>st</sup>, 2025, by 5:00 PM EST</b>
<b>Estimated Award Date:</b>	The estimated award date is the week of <b>April 1, 2025</b> .

Revised: # 6 Pre-Bid Meeting page 4 of RFP-2024-12

A mandatory pre-bid meeting (walkthrough) will be held on **Thursday, January 16<sup>th</sup>, 2025; Please RSVP by Monday, January 13<sup>th</sup> 2pm EST**. All buildings will be available for review.

All bidders interested in responding to this RFP must have at least one representative of their organization sign in attendance on Pre-Bid Meeting Vendor sheet. Bidders failing to attend the pre-bid meeting will not be allowed to participate further in the RFP process. **Late entry to the pre-bid meeting will not be permitted.**

After completion of the walkthrough at this building, bidders will have time to complete measurements, take photos, etc. This will be the only time allowed in these areas for the purpose of the bid(s). Please email [lsfprocurement@lsfnet.org](mailto:lsfprocurement@lsfnet.org) to **RSVP no later than Monday, January 13<sup>th</sup>, 2025, by 2:00 PM EST**. Please come prepared to take your own measurement of each area.

**This is the ONLY time you will be able to walk through the buildings and get measurements and take photos. Please bring with you all your necessary tools to measure the rooms for your own measurements. Photos taken MUST NOT include any children.**

**Questions received as of January 9, 2025. Any other questions received will not be answered until after the question cut off date of January 22<sup>nd</sup>.**

Questions & Answers  
Buyer  
Organization

Lutheran Services Florida Question  
Acceptance Deadline 01/22/2025 05:00 PM EST

Q1	<b>Question: Square Footage of Facilities:</b> Good Afternoon, could you provide the total sq ft of the list of facilities?
R1	<b>Please refer to Addendum #1</b>
Q2	<b>Question: Current Bid:</b> Can you please provide the amount of the current bid price?
R2	<b>We are unable to disclose the current bid price at this time. We encourage all bidders to provide their best pricing. Lutheran Services Florida is Non-Profit.</b>
Q3	<b>Question: Student &amp; Staff Population:</b> Please provide the student and staff population by location .
R3	<b>We are unable to disclose this information at this time.</b>
Q4	<b>Question: School Calendar &amp; Events:</b> Please provide a calendar of school days, holidays, and other closed days by location.
R4	<b>Calendar will be provided with service agreement, there are 206 instructional days where children are present for the daily learning.</b>
Q5	<b>Question: School Calendar &amp; Events:</b> Do any locations have events, after school practices, summer school?
R5	<b>Classes are in session until 5:30 pm EST daily. Nothing is scheduled after the class day.</b>
Q6	<b>Question: School Calendar &amp; Events:</b> How are event cleaning needs and additional cost of disposables handled?
R6	<b>Classes are in session until 5:30 pm EST daily. Nothing is scheduled after the class day.</b>
Q7	<b>Question: Day Staff Needs:</b> Please indicate what locations require day staff and how many hours at each property as well as the hours of service desired at each.
R7	<b>Janitorial services are to be performed exclusively after hours, not during the day. All services must be completed daily between 6:00 PM and midnight.</b>
Q8	<b>Question: Gym Floors:</b> Please provide the gym size (square footage) and floor type (wood, vinyl, concrete, etc.) for each location
R8	<b>You may measure the gym floor during the mandatory walk through on January 16th</b>

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Q9	<b>Question: Existing Service:</b> Please provide a copy of the last few months custodial service invoices for each location.
R9	<b>We are unable to disclose this information at this time.</b>

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Q10	<b>Question: Existing Service:</b> Has the specification changed from the existing service agreement?
R11	<b>Please refer to the specifics detailed in this RFP see scope of services beginning on page 15. These are the specifications to be followed for this RFP.</b>

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Q12	<b>Question: Existing Service:</b> Are all locations currently awarded to one contractor? Will you award this RFP to one vendor or split the locations between a number of vendors?
R12	<b>Please refer to the specifics detailed in this RFP Award of Contract beginning on page 11. LSF reserves the right to split the award to multiple offerors for different scopes with separate contracts.</b>

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Q13	<b>Question: Existing Service:</b> Will you award this RFP to one vendor or split the locations between a number of vendors?
R13	<b>Please refer to the specifics detailed in this RFP Award of Contract beginning on page 11. LSF reserves the right to split the award to multiple offerors for different scopes with separate contracts.</b>

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Q14	<b>Question: Wage Specification:</b> Is there a minimum pay rate requirement?
R14	<b>The pay rate must comply with or exceed the requirements set by federal, state, and local labor laws.</b>

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Q15	<b>Question: Disposable Products:</b> Please provide a history of expenditures for toilet paper, plastic trash bags, hand soap, urinal blocks, sanitary napkin bags, paper seat covers, etc...
R15	<b>We are unable to disclose this information at this time.</b>

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Q16	<b>Question: Disposable Products:</b> Please provide dispenser details and count by location... Are there any in classrooms? Cafeterias? Locker Rooms?
R16	<b>We are unable to disclose this information at this time. You may see these areas during the Mandatory Walk through.</b>

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Q17	<b>Question: Disposable Products:</b> How is the cost of disposable products handled for after school and weekend events? There is no way to estimate this cost without a population by event. We suggest a cost reimbursement arrangement for all disposable items required for both regular daily use plus events.
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<b>R17</b>	<b>Classes are in session until 5:30 pm EST daily. Nothing is scheduled after the class day.</b>
<b>Q18</b>	<b>Question: Staffing Questions:</b> Are we required to hire the existing staff?
<b>R18</b>	<b>Please refer to the specifics detailed in this RFP. This is a contracted-out service. Please refer to Janitorial Services Scope of Work, Operational Procedures, Page 6, #1. Contractor is to provide all equipment, labor, and supervision of janitorial services.</b>
<b>Q19</b>	<b>Question: Staffing Questions:</b> Are they union? What is the current custodial staffing/hours by location?
<b>R19</b>	<b>Please refer to the specifics detailed in this RFP. This is a contracted-out service. Please refer to Janitorial Services Scope of Work, Operational Procedures, Page 6, #1. Contractor is to provide all equipment, labor, and supervision of janitorial services.</b>
<b>Q20</b>	<b>Question: Staffing Questions:</b> What is the current custodial staffing/hours by location?
<b>R20</b>	<b>Please refer to the specifics detailed in this RFP. This is a contracted-out service. Please refer to Janitorial Services Scope of Work, Operational Procedures, Page 6, #1. Contractor is to provide all equipment, labor, and supervision of janitorial services.</b>
<b>Q21</b>	<b>Question: Sales Taxes:</b> Are you exempt or subject to the local tax of services (7 - 7.5%)?
<b>R21</b>	<b>Please refer to the specifics detailed in this RFP Page 19 top # 56. Sales Tax Exemption</b>
<b>Q22</b>	<b>Question: Equipment Questions:</b> Do any of the facilities own any of the equipment (trash barrels, maid carts, floor machines, etc...) or does the contractor provide all equipment?
<b>R22</b>	<b>Please refer to Janitorial Services Scope of Work, Operational Procedures, Page 6, #1. Contractor is to provide all equipment, labor, and supervision of janitorial services. departing facilities.</b>
<b>Q23</b>	<b>Question: Equipment Questions:</b> Is there secure storage space for equipment and supplies at each location?
<b>R23</b>	<b>You will be able to see during the Mandatory Walk Through</b>
<b>Q24</b>	<b>Question: Building Security:</b> Does each location have after hours security?
<b>R24</b>	<b>Each location is secure.</b>

- Q25 **Question: Building Security: Are we responsible for setting any alarms?**  
**Please refer to Janitorial Services Scope of Work, Operational Procedures, Page 6, #8.** Facility must always remain secure. Vendor staff is responsible for ensuring doors remain locked during and after service. Vendor must turn off lights, arm security system and ensure all doors are locked prior to departing facilities.
- R25
- Q26 **Question: Bid and or Performance Bond: Are either or both required? If so, for what percentage of the annual cost?**
- R26 **No Bid or Performance Bond required.**
- Q27 **Question: Subcontractors:** Many Tampa/Clearwater/St Pete area cleaning contractors subcontract custodial work to avoid payroll taxes which in turn brings their bid price 15- 20% lower than those of us who “play by the rules”. How will you evaluate bid responses?  
NOTE - You are liable for the workers compensation/accident/injury expenses for subcontractors working in your facilities. You may want to ask your legal counsel team.
- R27 **LSF awards contracts, including janitorial services, based on the best bid. The best bid may take into account factors such as price, availability, prior workmanship, staffing, and other relevant criteria**
- Q28 **Question: Potential initial cleaning costs:** If some or all locations are in poor condition and require an initial pre-start cleaning, how would that be handled?
- R28 **LSF, a federally funded organization, issues RFPs for janitorial cleaning services every five years. The buildings have been and continue to be properly maintained.**
- Q29 **Question: Payment Terms / Budget:** What are your standard payment terms? Do you pay by ACH?
- R29 **Invoices are due monthly, following the completion of work, and will be paid within 30 days, provided the invoice is complete and accurate. Yes, LSF does offer vendors to be paid by ACH.**
- Q30 **Question: Payment Terms / Budget:** Do you have an established custodial service budget for 2025? If so, what is the budgeted amount?
- R30 **We are unable to disclose the current budget at this time.**