



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

Addendum No.: 3

Date of Addendum: 01/23/2025

Addendum No.: 2

Date of Addendum: 01/09/2025

Addendum No.: 1

Date of Addendum: 01/02/2025

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

Revised: # 8 Due Date page 4 of the original RFP

8. DUE DATE

For a proposal to be considered, it must be submitted directly to LISA.SCHULTZ@LSFNET.ORG via email no later than **Wednesday, February 5, 2025, by 5:00 PM EST**. Proposals received after this deadline will be late and ineligible for consideration. Proposals sent to any other email addresses will not be accepted.

Revised: # 13 PROPOSAL SUBMISSION FORMAT page 5 of the original RFP

13. PROPOSAL SUBMISSION FORMAT

Proposals should be concise, straightforward and prepared simply and economically. Organize the proposal as outlined below. Failure to format the proposal as follows may result in the proposal being deemed not responsive and disqualified from consideration. Your response shall be submitted as ~~(3)~~ (4) separate PDF files and labeled as follows:

1. FILE ONE- DOCUMENTATION

- Business License
- W9
- Certificate Of Insurance

2. FILE TWO – COST PROPOSAL BID FORM

- Please complete and return **ATTACHMENT B**. Bidders may submit their additional documentation with their cost bid form however Bidders failing to complete the provided cost proposal form may be disqualified at LSF’s discretion.

3. FILE THREE- 2 REFERENCES

- The offeror shall provide at least two (2) references of customers which have received services similar to those required by Lutheran Services Florida. Include for each reference, the business name, address, phone number, contact person (including contact person’s phone number and email address) date of the project, and a short description of the project and the work performed. Lutheran Services Florida reserves the right to contact or visit any of the offeror’s provided references to evaluate the level of performance and customer satisfaction. Information gathered during this process will not be made public. If the offeror is not able to provide the aforementioned information, provide a detailed explanation of the reason(s) for such inability. The information gathered from references will be considered during the evaluation process.

4. FILE THREE- 2 REFERENCES

- A detailed cover letter from your company, outlining how you plan to complete the scope of work associated with RFP-2024-12 Janitorial Services - Pinellas. The letter should include:
 1. A clear explanation of your approach to meeting the project requirements and objectives.
 2. A description of your staffing plan, including key roles and responsibilities.
 3. An organizational chart that visually demonstrates the team structure, reporting relationships, and workflow for this project.

Please ensure the cover letter highlights your team's qualifications, experience, and any compliance measures relevant to this project.

Delete: # 15 Scope of Services # 3 Page 6 of the original RFP
 Janitorial Services Scope of Work

OPERATIONAL PROCEDURES #3

~~3.—Lutheran Services Florida shall furnish all consumables to include, but not limited to; all paper products such as toilet paper, hand towels, seat protectors, sanitary napkins, and including trash liners; maintenance products, cleaning powders and products, detergents, disinfectants, polishes, and all soap products necessary for the organization to utilize the facilities in a proper manner. All dispensers shall be maintained by the Service Provider at no additional costs to LSF. It is the expectation that the Contractor will provide a report~~

~~weekly to LSF's Point of Contact outlining low stock and inventory of consumable items. Contractor will reorder consumable items for restock based on the price list submitted to LSF in RFP. Contractor will replace broken dispensers, no additional cost(s) to LSF) within 10 business days.~~

And replace with

Contractor will stock supplies daily as needed (toilet paper, paper towels, brown wax sanitary bags, soap, etc.) and report broken dispensers as discovered.

Delete: # 15 Scope of Services #8 Page7 of the original RFP

Janitorial Services Scope of Work

GENERAL CLEANING OF RESTROOMS #8

~~8.—Vendor shall provide and install all necessary dispensers with LSF prior approval.~~

Delete: # 15 Scope of Services #13 Page 8 of the original RFP

Janitorial Services Scope of Work

GENERAL CLEANING OF RESTROOMS #13

~~13.-The contractor shall maintain and replace, as necessary, all toilet paper, soap, and paper towel dispensers at no cost to LSF.~~

Revise # 2 Due Date page 8 of the original RFP

Janitorial Services Scope of Work

SUPPLIES #2

~~1.~~ Lutheran Services Florida shall furnish all consumables to include, but not limited to; all paper products such as toilet paper, hand towels, seat protectors, sanitary napkins, and including trash liners; maintenance products, cleaning powders and products, detergents, disinfectants, polishes, and all soap products necessary for the organization to utilize the facilities in a proper manner. ~~All soap dispensers shall be maintained by the Service Provider.~~ It is the expectation that the Contractor will provide a report weekly to LSF's Point of Contact outlining low stock and inventory of consumable items. ~~Contractor will reorder consumable items for restock based on the price list submitted to LSF in this RFP. Lutheran Services Florida shall not be charged sales tax.~~

Delete: # 8 Scope of Services #8 Page11 of the original RFP

Janitorial Services Scope of Work

RESTROOMS #8

~~8.—Vendor shall provide and install all necessary dispensers with LSF prior approval.~~

Revise: Attachment A – Cleaning Checklist for all sites. Check marks were missing from RFP starting on page 23 of original RFP.

ATTACHMENT A - CLEANING CHECKLIST

FOR ALL SITES

| CLEANING SPECIFICATIONS FOR ALL SITES | | | |
|---|--------------|-------------|-----------|
| FACILITY GENERAL CLEANING | Once A Month | Once A Week | Each Time |
| Clean, dust, disinfect and wipe all furniture. | | | X |
| Clean side light, glass, mirrors doors and partitions. | | | X |
| Clean and sanitize all phones. | | | X |
| Clean all accessible walls. | | | X |
| Remove trash, replace liners, clean, disinfect, sanitize, and dry all garbage, and sanitary napkin receptacles. | | | X |
| Clean all interior windows and window frames. (monthly) | X | | |
| Clean and dust all windowsills and window treatments. | | X | |
| Clean and disinfect light switches, door hardware and frames. | | | X |
| Clean pictures, frames and similar wall fixtures. | | X | |
| Clean all vertical surfaces such as: walls, partitions, door frames and doors. | | | X |
| Clean, vacuum or dust visible accessible pipes, AC vents, air grills, wall comers, exhaust fans, and high moldings. | | X | |
| Sweep and mop all composition floors to include removal of dust, wax and dirt from baseboards, comers, and other hard to reach areas. I. Clean and polish water coolers, sinks and plumbing fixtures. | | | X |

| | | | |
|--|---|-------------|---|
| Clean and disinfect hand basins, backsplash, countertops, and cabinet doors. | | | X |
| Wash and degrease all rubber type entrance and kitchen rugs and mats. | | X | |
| Apply odor eliminator in floor drains. | X | | |
| Spot clean and vacuum all carpeted areas to include entrance mats, upholstery, wall to wall carpet and area rugs. | | | X |
| Refill all toilet tissue, paper towel, seat cover and soap dispensers as required in corresponding dispensers. Items shall not be left outside of dispensers. Vendor shall provide all necessary dispensers with LSF prior approval. | | X AS NEEDED | |
| Provide LSF notification a list of low-stock consumable items- itemized. | | X | |
| Provide LSF notification a detailed list of broken/missing dispensers with an ETA of when the item(s) will be replaced. | | | X |

| CLEANING SPECIFICATIONS FOR ALL SITES | | | |
|---|---------------------|--------------------|------------------|
| GENERAL CLEANING OF RESTROOMS | Once A Month | Once A Week | Each Time |
| Sweep, mop and disinfect all floors including hard reaching places (including but not limited to, under sinks, behind toilets, etc.) with specially treated mops. | | | X |
| Clean, deodorize and disinfect all hand basins, fixtures, toilets and urinals both inside and out. | | | X |
| Clean, and disinfect and dry all toilet seats, washing both sides of the toilet seats. | | | X |
| Clean and disinfect light switches, walls, and partitions. | | | X |
| Clean and polish all mirrors, bright work, including but not limited to, sloan flush valves, kick plates, partition hardware, shelves, cabinets, and dispensers. | | X | |

| | | | |
|--|---|-------------|---|
| Clean, disinfect, empty and replace liners/wax bags in sanitary napkin receptacles. | | | X |
| Refill all toilet tissue, paper towel, seat cover and soap dispensers as required in corresponding dispensers. Items shall not be left outside of dispensers. Vendor shall provide all necessary dispensers with LSF prior approval. | | X AS NEEDED | |
| Apply odor eliminator in floor drains. | X | | |
| Remove trash, replace liners, clean, disinfect, sanitize, and dry all garbage receptacles, and sanitary napkinreceptacles. | | | X |
| Vacuum or dust visible accessible pipes, AC vents, air grills, wall corners, exhaust fans, and high moldings. | | X | |
| Sweep and mop all composition floors to include removal of dust, wax and dirt from baseboards, comers, and other hard to reach areas. | | | X |
| Clean, polish and sanitize | X | | |
| Provide LSF notification a list of low-stock consumable items- itemized. | | X | |
| DELETE: -Provide LSF notification a detailed list of broken/missing dispensers with an ETA of when the item(s) will be replaced. | | | |

| FACILITY CLOSING INSTRUCTIONS | | | |
|-------------------------------|--------------|-------------|-----------|
| CLOSING INSTRUCTIONS | Once A Month | Once A Week | Each Time |
| Arrange Furniture | | | X |
| Maintain Janitorial Closet | | | X |
| Complete Custodial Check List | | | X |
| Turn Off All Lights | | | X |

| | | | |
|--|--|---|---|
| Secure Entry Doors And Windows | | | X |
| Close Office And Hallway Doors | | | X |
| Activation Of Security Alarm | | | X |
| Submit completed Custodial Check List to LSF | | X | |
| Leave List for LSF Point of Contact itemizing the low-stock consumable items requiring reorder | | X | |
| | | | |

Delete:

8. Janitorial Consumable Supplies Percent Markup

| Item | # Of Items/Case | Unit Of Measure | Unit Pricing | % Markup to LSF |
|--------------------|-----------------|-----------------|--------------|-----------------|
| Paper Towels | 30 | Case | - | - |
| Black 38x 58 Liner | 100 | Case | - | - |
| Black Dispensers | 1 | Each | - | - |
| 24x33 Clear Liners | 1000 | Case | - | - |
| 33x40 Clear Liners | 250 | Case | - | - |
| 38x 58 Black Liner | 100 | Case | - | - |
| Facial Tissue | 36 | Case | - | - |
| Gojo Soap | 2 | Case | - | - |
| Towel Roll | 6 | Case | - | - |
| 2ply Toilet Paper | 36 | Case | - | - |
| Delivery Charge | 1 | Each | - | - |

Pinellas Head Start Early Head Start will supply their own consumables and make them available to be filled as needed.

Pinellas Head Start Early Head Start will supply their own dispensers and replace them as it is reported that one bork and or needed to be replaced.

Questions received after January 9, 2025, and before cutoff date of January 22nd.

Questions & Answers - Lutheran Services Floria RFP-2024-12 Janitorial Services - Pinellas
Buyer Organization Acceptance Deadline 01/22/2025 05:00 PM EST

Q1 **Question:** Regarding the Price Lock (pg. 19 of RFP), can you please confirm if that's within the first three years or does that include optional years?

R1 **The Price lock is per term. If you anticipate a rate increase each year, please make mention of it on your proposal.**

Q2 **Question:** Can you please provide the percentage of square foot by floor type?

R2 **We are unable to share this information at this time.**

Q3 **Question:** Student & Staff Population: Please provide the student and staff population by location.

R3 **We are unable to share this information at this time.**

Q4 **Question:** Can you please clarify if the third submitted file, references, is to include two references (as requested on pg. 5) or are we to include four references (as requested on the reference form provided on pg. 22)?

R4 **Please refer to the RFP 13. Proposal Submission Format page 5**

Q5 **Question:** Can you please provide the height, number of windows, and locations to be serviced in this contract for the window cleaning part of the scope?

R5 **We are unable to share this information at this time.**

Q6 **Question:** What would be considered an in-kind contribution?

The term "in kind" generally refers to providing something of the same type or equivalent value as something else, rather than in cash or a different form. Its meaning can vary depending on the context:

Donations or Contributions

R6

Definition: Offering goods, services, or resources instead of money. OR Offering discounted pricing on goods or services to help support the cause that is collecting In Kind.

Example: Instead of donating money to a charity, someone might donate equipment, materials, or volunteer time, OR provide services at a discounted pricing transparently providing the value of the discount in writing for record keeping.

Q7

Question: What is the current janitorial service monthly cost per facility?

R7

We are unable to share this information at this time.

Q8

Question: What is the annual budget for the services outlined in the solicitation document?

R8

We are unable to share this information at this time.

Q9

Question: Who is the current janitorial service contractor?

R9

We are unable to share this information at this time.

Q10

Question: Can you please provide the proposal from the winning vendor of the last solicitation (RFP) associated with this project?

R10

We are unable to share this information at this time.

Q11

Question: Are any services being subcontracted under the current agreement?

R11

Please refer to THIS RFP and all 3 addendum and not any older RFPs

Q12

Question: Are there any bond requirements?

R12

No bond requirements

Q13

Question: What are the holidays when service is not provided?

R13

All Federal Holidays

Q14

Question: What is the estimated date for issuance of final addenda??

R14

Addendum 3 is the last addendum for this RFP, dated January 23, 2025

Q15

Question: If any, can you please tell us what your biggest issues or concerns you have with your current service provider?

R15

No concerns recorded. Per Policy we must put out a RFP every five years.

Q16 **Question:** In putting together a proposal, is there any particular information you'd like us to include other than what's requested in Section 13. Proposal Submission Format?

R16 Please refer to the RFP

Q17 **Question:** Can you provide copies of the vendor invoices for the past 6-12 months?

R17 We are unable to share this information at this time.

Q18 **Question:** Can you provide copies of the last 6-12 month invoices for consumables?

R18 We are unable to share this information at this time.

Q19 **Question:** What is the greatest challenge you are facing in your janitorial services?

R19 No concerns recorded. Per Policy we must put out a RFP every five years.

Q20 **Question:** *How long have you been trying to resolve this challenge?*

R20 Please see prior answer

Q21 **Question:** What is it costing you both from a financial and operational perspective?

R21 We are unable to share this information at this time.

Q22 **Question:** How do you see the janitorial vendor helping you with the challenge?

R22 A vendor can assist with the program challenge by offering In Kind Discount on services with transparency of the value of the discount for record keeping.

Q23 **Question:** What are the most important objectives you are trying to achieve this year that janitorial services can help you achieve?

R23 No concerns recorded. Per Policy we must put out a RFP every five years.

Q24 **Question:** What is important to you in achieving those objectives?

R24 No concerns recorded. Per Policy we must put out a RFP every five years.

Q25 **Question:** What do you see as the most important things that a service provider can do to add value in helping you?

R25 Service Provider can ensure his/her/their staff correctly complete the daily tasks as indicated on RFP for quality janitorial services for a clean environment for the families to work and play in.

Q26 **Question:** What do your tenants (or employees/visitors/etc.) say brings value in your services to them?

R26 If our contractors do their jobs correctly then we have a safe clean environment for our families

- Q27 **Question:** What would be your ideal resolution of the issues you are facing in the services?
R27 **N/A**
- Q28 **Question:** If this issue is resolved, do you feel there is something underlying it that would also need to be resolved?
R28 **N/A**
- Q29 **Question:** What steps have already been taken to resolve the issue?
R29 **N/A**
- Q30 **Question:** Does the company bidding need to be a local business or hold a local business license, or is having an active Florida business license sufficient to qualify?
R30 **Please see # 3 Mandatory Minimum Requirements of RFP page 3**
- Q31 **Question:** Please confirm who provides consumable supplies e.g. toilet paper, paper towels, hand soap, sanitizer, trash liners, deodorizers, seat covers, etc.
R31 **Please refer to complete Addendum # 3 for complete answer.**
- Q32 **Question:** What level background screening is required for all staff?
R32 **Level II for anyone on site when children are on site. Selected vendor's janitorial staff are expected AFTER hours and therefore are not required to have Level II background screening.**
- Q33 **Question:** Are we able to keep some cleaning equipment and supplies at each site?
R33 **Storage space is limited and LSF can not be responsible for any equipment left on site.**
- Q34 **Question:** How do you currently validate scope compliance and ensure quality and consistency of service?
R34 **See RFP Attachment A starting on Page 23 of the RFP & Addendum #3 starting on page #3**
- Q35 **Question:** Is kitchen equipment and surfaces included in the scope or just daily mopping of floors in commercial kitchen areas?
R35 **Yes please see complete Addendum # 3**
- Q36 **Question:** Please confirm additional "special" services such as window cleaning, carpet viewing, strip and wax, buffing will be quoted and billed additionally.
R36 **Referring to the RFP section 1 Daily Janitorial Cleaning will be awarded through this RFP. Additional cleaning (striping, waxing, buffing, acid washing, carpet cleaning, etc.) will be awarded al la carte as needed and each time the vendor selected should receive a fully approved PO prior to work starting.**

- Q37 **Question:** What is daily expectation regarding moving rugs to clean underneath in classrooms? What about wiping down of individual toys, cribs, book cases, etc.?
The teachers are responsible for cleaning the toys, cribs, bookcase etc. The carpet cleaning is done by the cleaning company twice a year at all centers. Also, on a case-by-case basis in emergency situations.
- R37

Cost bid sheet has been revised on the following pages

ATTACHMENT B- COST PROPOSAL BID FORM-REVISED

*REQUIRED

Services 1. Janitorial Services Pricing

| Building | Approx SF | Standard Monthly Cost | Monthly In Kind | Monthly Cost after In Kind | Annual Cost after In Kind |
|-------------------------|-----------|--------------------------|-----------------|-------------------------------|------------------------------|
| CLEARWATER | | | | | |
| HIGH POINT | | | | | |
| LOS CAMINOS CENTER | | | | | |
| RAINBOW VILLAGE | | | | | |
| Jordan Park | | | | | |
| Gulley Center | | | | | |
| Tarpon Springs Center | | | | | |
| Administration Building | | | | | |
| Connie Marmaro | | | | | |
| Heidi Greenslade | | | | | |

Services 2. Strip & Wax & Acid Scrub Cleaning Pricing

| Building | Approx SF | Strip and Wax | After Discount | Acid Scrub | After Discount |
|--------------------|-----------|---------------|----------------|------------|-------------------|
| CLEARWATER | | | | | |
| HIGH POINT | | | | | |
| LOS CAMINOS CENTER | | | | | |
| RAINBOW VILLAGE | | | | | |

Jordan Park
 Gulley Center
 Tarpon Springs Center
 Administration Building
 Connie Marmaro
 Heidi Greenslade

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|--|--|--|--|--|
| | | | | |
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Services 3. & 4. Routine Buffing Price Top Scrub

| Building | Approx SF | Routine Buffing | Price after Discount | Top Scrubbing | Price after Discount |
|-------------------------|------------------|------------------------|-----------------------------|----------------------|-----------------------------|
| CLEARWATER | | | | | |
| HIGH POINT | | | | | |
| LOS CAMINOS CENTER | | | | | |
| RAINBOW VILLAGE | | | | | |
| Jordan Park | | | | | |
| Gulley Center | | | | | |
| Tarpon Springs Center | | | | | |
| Administration Building | | | | | |
| Connie Marmaro | | | | | |
| Heidi Greenslade | | | | | |

Services 6. & 7. Deep Cleaning Pricing & Health Outbreak Cleaning Pricing

| Building | Approx SF | Deep Cleaning | Price after Discount | Health Outbreak Cleaning | Price after Discount |
|-----------------|------------------|----------------------|-----------------------------|---------------------------------|-----------------------------|
|-----------------|------------------|----------------------|-----------------------------|---------------------------------|-----------------------------|

| | | | | |
|-------------------------|--|--|--|--|
| CLEARWATER | | | | |
| HIGH POINT | | | | |
| LOS CAMINOS CENTER | | | | |
| RAINBOW VILLAGE | | | | |
| Jordan Park | | | | |
| Gulley Center | | | | |
| Tarpon Springs Center | | | | |
| Administration Building | | | | |
| Connie Marmaro | | | | |
| Heidi Greenslade | | | | |

By signing below I certify that:

- This proposal is valid for 90 days for evaluation. The prices offered by the awarded contractor for materials, labor, and all services as set forth in Purchase Order shall not increase at any point during the Term.
- I attended the Mandatory Walk thru and verified measurements to provide an accurate bid.
- I fully understand all expectations of the requested services and will meet LSF’s Scope of Work as requested in **RFP-2024-012**.
- I have received and read addendum 1 dated 01/02/2025 I fully understand all expectations of the requested services and will meet LSF’s Scope of Work as requested in addendum 1.
- I have received and read addendum 2 dated 01/09/2025 I fully understand all expectations of the requested services and will meet LSF’s Scope of Work as requested in addendum 2.
- I have received and read addendum 3 dated 01/23/2025 I fully understand all expectations of the requested services and will meet LSF’s Scope of Work as requested in addendum 3.
- I, certify that neither myself nor my principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction(s) arising from these Conditions by any governmental department or

agency.

- I understand I must submit a response per “Proposal Response Outline” in RFP

Printed Name: _____

Signature: _____

Telephone: _____ Email: _____

Date: _____

End of Addendum 3