

**TAMPA-HILLSBOROUGH COUNTY
EXPRESSWAY AUTHORITY**

Letter of Clarification No. 1

FOR

Request for Qualifications (RFQ)

Janitorial Services

RFQ O-02221

Letter of Clarification No. 1 ~ RFQ O-02221

Date of Letter of Clarification: **1/12/2022**

The following responds to questions received on the solicitation reference above:

Question 1:	Who is the Current Contractor/Service Provider?
Response 1:	S & C Janitorial Services
Question 2:	What are the current annual costs for the Contract?
Response 2:	\$27,500 annually
Question 3:	What is the current annual Contract Budget?
Response 3:	To be determined
Question 4:	What brand of dispensers are in the bathrooms?
Response 4:	Bobrick
Question 5:	Are windows required to be cleaned outside and inside on all floors?
Response 5:	Spot clean entrances and vicinity glass both in and outside (1st floor only) Spot clean internal glass or windows (all floors) <i>Note: Above reference from Page 7 (item # 4) of RFQ O-0221.</i>
Question 6:	What's the difference between the general contract amount and dollar amount? (Section 3) under experience & references
Response 6:	For this project the general contract amount and dollar amount should be the same.

Question 7:	In the Questionnaire, the Firm name where Reference was employed for this Project: Are you all asking the name of the company that the reference works for?
Response 7:	Yes
Question 8:	What are your payment terms? Is it Net 30?
Response 8:	Net 40, however, payments are usually less than 30 days of an approved invoice.
Question 9:	Please provide a list of holidays observed or days that this facility is closed
Response 9:	2022 Holiday Schedule New Year's Day (Friday - 12/31/21) Martin Luther King Holiday (Monday - 01/17/22) Memorial Day (Monday - 05/30/22) Juneteenth (Monday- 06/20/22) Independence Day (Monday - 07/04/22) Labor Day (Monday - 09/05/22) Veterans Day (Friday - 11/11/22) Thanksgiving Holiday (Thursday - Thanksgiving Day, 11/24/22) Thanksgiving Holiday (Friday - Day after Thanksgiving, 11/25/22) Christmas Holiday (Friday–12/23/22) Christmas Holiday (Monday–12/26/22)
Question 10:	Is direct deposit an option to receive payment?
Response 10:	Yes

Question 11:	What are some challenges you've received from your previous cleaning company?
Response 11:	Our top challenges from all past cleaning companies include: communication (response time), staff turnover, level of service drops over time and quality assurance.
Question 12:	What is the frequency of cleaning per week ? (days)
Response 12:	5 days
Question 13:	What are the operating hours to start and finish cleaning?
Response 13:	Anytime between 6:00 PM – 4:00 AM
Question 14:	Is Cleaning to be done during your staff work hours or after hours once everyone leaves?
Response 14:	After hours.
Question 15:	Is there a certain amount of cleaning employees required for cleaning?
Response 15:	The Contractor should provide sufficient employees to “Perform such other services as are necessary to keep the facility clean and in a sanitary condition.” Page 7 of the RFQ O-02221.
Question 16:	For the east toll plaza cleaning, will there be floor maintenance and supplies required?
Response 16:	Yes
Question 17:	How would you all like the proposal submitted in the two separate envelopes? What documents should be placed in each envelope?

Response 17:	Exhibit C ~ Bid Proposal Form must be in a separated sealed envelope. All other Exhibits and required documents may be in one envelope.
Question 18:	Should we provide a separate written proposal for this RFQ?
Response 18:	See “Instructions to Bidders” section for Bid Proposal Package requirements.
Question 19:	What are the bid tabulations for the current award?
Response 19:	See attached BID PROPOSAL FORM #O-00915.
Question 20:	Do you know the average monthly consumable expense cost from the prior cleaning crew?
Response 20:	We do not collect that information.

Respondents MUST acknowledge receipt of this Letter of Clarification by signing, dating and returning the completed Acknowledgement of Receipt of Letter of Clarification/ Addendum form **with the Respondent’s bid package**.

All other items, conditions, and specifications in the procurement document not specifically changed by the Addendum remain unchanged.

Please send all questions to THEA’s Procurement Manager, Man Le, via email at Man.Le@tampa-xway.com.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM and/or LETTER OF CLARIFICATION

Were Addenda issued on this Solicitation?

Yes

No

Were Letter of Clarification issued on this Solicitation?

Yes

No

I (We) hereby acknowledge receipt of the following Addendum/Addenda issued in reference to this solicitation by listing the Addenda by number, date and signing the form:

Addendum _____ Date: _____

Addendum _____ Date: _____

Letter of Clarification _____ Date: _____

Letter of Clarification _____ Date: _____

BIDDER:

By: _____

Authorized Signature

Printed Name of Signer

Title of Signer

Date Signed

[END OF ACKNOWLEDGMENT OF RECEIPT FORM]

Exhibit B

**BID PROPOSAL FORM
JANITORIAL SERVICES FOR THE TRANSPORTATION MANAGEMENT CENTER
#O-00915**

Please Print or Type Company Name:

S and C Janitorial Inc.

The undersigned Bidder, hereby declares that we have carefully read this proposal or bid and the provisions, terms and conditions including but not limited to the (1) Schedule /TMC Janitorial Services and ITB, (2) Scope of Services, (3) Bid Proposal Forms, (4) Insurance Requirements, (5) TMC Floor Plans and other requirements concerning the equipment, materials, supplies and services ("the Services"), and with full knowledge and understanding of the requirements and conditions, do hereby agree to provide the Services for the following price thereon as follows.

TMC Janitorial Services Contract Bid Summary

Year 1:	September 01, 2015 to August 31, 2016	\$ <u>27,500.00</u>
Year 2:	September 01, 2016 to August 31, 2017	\$ <u>27,500.00</u>
Year 3:	September 01, 2017 to August 31, 2018	\$ <u>27,500.00</u>
TOTAL YEAR (1 - 3) BID:		\$ <u>82,500.00</u>

Options to renew:

Year 4:	September 01, 2018 to August 31, 2019	\$ <u>27,500.00</u>
Year 5:	September 01, 2019 to August 31, 2020	\$ <u>27,500.00</u>

Authorized Signature: Sheryl Allen

Date: 7-3-2015

Print Name: Sheryl Allen

Title: Vice-president

[END OF EXHIBIT B