

RFP - Janitorial/Cleaning Services
 Offerors' Conference – November 2, 2016
 Q & A

Question		Answer																		
	<p><u>Clarification:</u> typographical errors noted in the RFP</p> <p>Attachment H is corrected in the RFP to reflect Attachment J.</p>	Respondents are required to fill out Attachment J and submit with their proposals.																		
	<p><u>Clarification:</u> the Vendor Questionnaire will be considered when evaluating a Respondent's Past Performance</p>																			
1	Do we copy and paste and put it on letterhead or just fill out these forms?	Yes. Both																		
2	Was this meeting mandatory?	No.																		
3	Is the existing contract of the eight locations setup the same way?	Yes.																		
4	Were previous cost numbers provided?	No.																		
4a	Can we request it? The current contract prices will be posted?	Yes <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Location</th> <th>Budget Amount</th> </tr> </thead> <tbody> <tr> <td>Carol City</td> <td>\$44,712.00</td> </tr> <tr> <td>Edison</td> <td>\$7,200.00</td> </tr> <tr> <td>Hialeah Downtown</td> <td>\$49,148.00</td> </tr> <tr> <td>Homestead</td> <td>\$33,360.00</td> </tr> <tr> <td>Miami Beach</td> <td>\$11,820.00</td> </tr> <tr> <td>North Miami Beach</td> <td>\$7,200.00</td> </tr> <tr> <td>Perrine</td> <td>\$51,000.00</td> </tr> <tr> <td>South Miami</td> <td>\$10,200.00</td> </tr> </tbody> </table>	Location	Budget Amount	Carol City	\$44,712.00	Edison	\$7,200.00	Hialeah Downtown	\$49,148.00	Homestead	\$33,360.00	Miami Beach	\$11,820.00	North Miami Beach	\$7,200.00	Perrine	\$51,000.00	South Miami	\$10,200.00
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5	Will the budget come in an addendum in the future?	No.																		
6	The Affirmation Acknowledgement form, on page 34, isn't this something you want us to fill out afterwards? If not, would this page be submitted blank but signed?	The Contractor is required to provide an Affirmation/Acknowledgement Form to the SFWIB not later than thirty (30) days upon award of contract.																		
7	The deadline to receive the bid is Wednesday, November 16, 2016 , and the Public review forum is on Friday, November 18, 2016 , and there is a two (2) day gap where bids are opened? Usually the price is announced so no amendments can be made in or out of house?	Yes. Bids are due Wednesday, November 16, 2016, and the Public Review forum is Friday, November 18, 2016. If we require any additional information, we will contact that vendor directly.																		
8	Most of the cleaning is done at night?	Please refer to Section B.2, Service locations for detailed information on the hours of cleaning.																		

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9	Are you going to accept the best offer since there is no budget?	No. The SFWIB will apply the criteria outlined in Section C, Selection Process.
10	It's just not off price, it's about price and performance	Yes. The SFWIB will apply the criteria outlined in Section C, Selection Process.
11	If we submit the bid via mail, are you going to go off the post marked date? If the bid comes in after but its post marked before the required date to submit bid, will you still accept it?	No.
12	On page 18, it says you reserve the right to award to two firms, so one firm could get four (4) locations and the other firm gets four (4) locations?	Yes.
13	Only two?	Up to two (2) firms.
14	How many responses were received from the last RFP?	This is the first RFP issued for this service.
15	How was it solicited for the existing contract?	Through an Invitation to Bid (ITB).
16	Did you have a large turnout from that?	Six (6) responses were submitted.
17	How many copies of the bid do you want?	Three (3).
18	Make a copy of Attachment J for each location and bid on that location?	Yes.
19	Do you have to bid on all locations to be considered?	No.
20	If you bid on three locations, your bid will not be thrown out because you didn't bid on all locations?	No.
21	Are you allowed to tell us how many employees are doing this job at each location?	The SFWIB does not have this information since it is at the discretion of the Contractor(s) to provide sufficient manpower to perform the service.
22	Are you all going to be on the committee for the scoring?	No.
23	Are you going to regenerate this form as to how you want us to submit it, since Attachment J is out of place?	Yes. The revised document will be posted on the website.
24	Are we free to visit the locations or do we need to make appointments?	Respondents interested in having a tour of any career center must contact the Center Director of each site to schedule an appointment. Please visit SFWIB's website (www.careersourcesfl.com) for contact information
25	We can't access the centers to see the conditions of the centers?	Yes. See question #24
26	These are public facilities, so we can enter them but we can't go into the offices and things of that nature?	See question #24

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27	The cleaning hours are after 5:00pm, is security there or will you be distributing keys?	Yes. The selected Contractor(s) will be provided with access to these facilities.
28	If I only have staff for three locations, can I bid on three locations?	Yes.
29	If I submit a question after today, will that question be answered or it will be answered by an addendum?	No. Today was the forum for answers/clarifications.
31	Is this a contract for one year?	No. The selected Contractor(s) will enter into an agreement with the SFWIB effective January 1, 2017 through June 30, 2017, with the option to renew for two (2) additional one (1) year periods.