



**LEE COUNTY**  
SOUTHWEST FLORIDA  
BOARD OF COUNTY COMMISSIONERS

(239) 533-5450

John E. Manning  
*District One*

March 18, 2015

Cecil L. Pendergrass  
*District Two*

SOLICITATION NO.:B-150113

Larry Kiker  
*District Three*

SUBJECT: ADDENDUM NUMBER ONE

Brian Hamman  
*District Four*

REFERENCE: Janitorial Services for Various Downtown Facilities

Frank Mann  
*District Five*

The following changes shall become a part of the Bid Documents and shall be as binding as if contained therein:

Roger Desjarlais  
*County Manager*

Richard Wesch  
*County Attorney*

**ITEM NO. 1**  
**CLARIFICATIONS**

Donna Marie Collins  
*County Hearing Examiner*

The following clarifications are the County responses' to various inquires received since the pre-bid conference:

Inquiry #1: Are the Downtown Project Coordinator and Chief Supervisor full time positions?

County's response: Yes

Inquiry #2: Are the two (2) new positions: Utility Person for Court Services and Onsite Crew Supervisor, full time positions (40 hours/week)?

County's response: The Utility Person for Court Services and the Crew Supervisor are to be on duty during regular business hours (7:00 a.m. to 5:00 p.m.). There is to be an on-site Crew Supervisor also on duty during the evening for the evening crews (beginning at 5:00 p.m. until finished).

Inquiry #3: Is the Onsite Crew Supervisor a day or night time position?

County's response: Both. Answered this question above.

Inquiry #4: Was the Community Development/ Public Works Building included in the last bid? If not, is the square footage for this location to be considered an addition to the current contract?

County's response: It was not included in the 2010 bid when it first was awarded but was added on to that bid later during that contract time. It is now included in this bid. The square footage of the 2010 bid was 727,000 s.f. The square footage of this bid is 827,000 square feet.

## Solicitation No. B-150113- Addendum No. One (Continued)

### ITEM NO. 1 (Continued)

Inquiry #5: Are the daily/weekly cleaning specifications accomplished during the day shift staff 7 AM-5 PM and the night shift used to complete the periodic and special cleaning?

County response: We have both day and night cleaning going on in our buildings. Some areas within buildings we have to do the regular cleaning during the day because we are not allowed in those areas at night (i.e. the State Attorney's area that we showed you for one). All of the buildings under this contract have day and night cleaning crews. The night cleaning crews double check what the day cleaning crews do and clean where needed (i.e. bathrooms, break rooms, conference rooms, etc). They also do all the vacuuming, mopping, dusting, trash and recycling, etc, in the areas that cannot be done during the day, which is most of the areas in the buildings. Day cleaning crews get special tasks done like first floor windows, glass doors, etc. that cannot be done during the night. They also keep the restrooms and break rooms cleaned and restocked several times a day. Special and periodic tasks (i.e. carpet cleaning, stripping and waxing of floors, etc) can be done at night, but most of the time it is best to do them on the weekends when there is less traffic in the buildings.

Inquiry #6: How many day staff are currently utilized?

County response: Pages 30 through 33 of the specifications talk about personnel requirement. On page 33 it specifically states the minimum requirement for crew staffing for each building with the statement below it "these positions are merely minimum requirements for the cleaning crews. The vendor will need to staff each crew according to the needs of the building being serviced". As discussed during the pre bid on Friday, Lee County has always maintained that the vendor is the professional and, after looking at the buildings and the specifications, will need to additionally staff the buildings in order to accomplish the required tasks.

### ITEM NO. 2 CORRECTION

Disregard/discount scrivener's reference to "BID BOND" on page two (2) of the "Request for Bid Step One- Qualifications" document.

**BIDDER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER BEING CONSIDERED NON-RESPONSIVE. ALL OTHER TERMS AND CONDITIONS OF THE BIDDING DOCUMENTS ARE AND SHALL REMAIN THE SAME.**