

ADDENDUM 1

RFP AP 68-19 – Janitorial Services at the Destin-Fort Walton Beach Airport (VPS)

August 8, 2019

This addendum is to provide answers to questions from vendors.

The following change has been made to the scope of services to include the following:

Clean taxi queuing area restrooms daily and empty trash

- 1. Referencing Page 69, Exhibit D Labor Positions, please clarify if the specification call for seven days per week service? If so, please advise as to the additional labor required for the other two days, e.g. each position is listed for 40 hours per week, when in fact it will require 56 hours.
 - What was outlined in the RFP were the positions/titles of the positions and the fact that we are looking at primarily full time equivalents. The proposers are to build the models and staffing requirements as they deem necessary to fulfill the contract. Whether that includes additional full time positions or a combination of part time positions to fill the 16 hour gap, that is the responsibility of the proposer to provide.
- 2. Is the requirement for three shifts, seven days a week? Yes, that is correct, the level of staffing to accomplish the required tasks for each shift should be proposed by the potential vendor.
- 3. Would the authority be willing to provide an area to have a washer/dryer? No
- 4. How many holidays does the airport honor for its staff? The performance under this contract will be required 365 days a year. The airport does not close for any holidays. The holidays the County offices observe are as follows:

Christmas Eve Labor Day

Christmas Day Veteran's Day

New Year's Day Thanksgiving

MLK Day Friday after Thanksgiving

Memorial Day

Independence Day

- 5. Could you please provide a list of the current consumable products? See attached.
- 6. Could you please provide the current annual spend on consumables? These are reported to us as cost, without any mark-up.

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FY 2017 Actual – $82,604
FY 2018 Actual – $102,713
FY 2019 Budget - $117,000 (actual will likely fall near $130,000)
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- 7. What is the current staffing model per shift? See attached. ** Please note that the expectations of the successful proposer are different, as the current staffing model does not necessarily meet the needs of the airport in the most efficient and effective manner.
- 8. Who is responsible for dusting above 8 feet and how often? (Window Sills, Light Fixtures, Air Ducts/Returns, Horizontal Ledges) The vendor should consider those as needed, minimum of annually. If lifts are needed, coordinate with Airport Maintenance.
- 9. During which shift/hours should the exterior window cleaning be done? No specific shift.
- 10. Will successful respondent have access to airport lifts for glass cleaning/dusting? Yes, but only in coordination with Airport Maintenance.
- 11. Can alternate responses be submitted alongside a response to the original RFP? Any suggestions on alternate methods/staffing/equipment should be included in the proposal.
- 12. Would the airport consider using air hand-dryers in restrooms where applicable? No.
- 13. What is the airports preferred plan of action when compactor/dumpsters are filled and not emptied for extended periods of time? Recommend more accommodations here. Please contact AOC/Maintenance Supervisor if this is an issue.
- 14. We assume the agreement for servicing Concourse C will be negotiated in the future with the successful respondent leading up to the opening? Yes
- 15. Under Section G, after a Manager/Supervisor performs daily inspections on the form provided by the county, who is responsible for the weekly summary to the Airports Director? The respondents Manager/Supervisor or the Airports designee? The vendor's manager/supervisor will report daily to the Airports Maintenance Supervisor who will communicate to the Airports Deputy Director and/or other senior management, as applicable.

- 16. Please confirm that deadlines are based on Central Daylight Time. Yes
- 17. Please advise on where the Bid Security and Performance Guarantee should be inserted. Bid Security should be included with the other required forms that will accompany your response. Performance Guarantee will only be required from the successful proposer.
- 18. In this requirement "Respondents shall include a detailed description of how they anticipate the recruitment of management and staff to complete the janitorial services outlined. Information shall include sourcing, training methodologies, and a timeline for staffing." Please expand on what you would like for the "timeline for staffing". When will the manager be selected and hired? When will you be fully staffed, per your proposed staffing plan, and have the hiring process, training and badging completed? We would expect that you are fully staffed no later than 30 days from contract execution date.
- 19. Please confirm that the 'benefits program' is the same as the 'benefit package' referenced in this requirement: "Benefit programs for each position shall be identified along with a detail of whether the positions are full time or part time and what benefit package is included." If not, please expand on what you are looking for in this requirement. Yes, intended to be the same.
- 20. Please confirm whether or not this requirement "Respondents shall outline in detail the proposed operations, maintenance and repair plan, how the plan is monitored and managed, resources required." is pertaining to equipment. If not, please advise on what it is in reference to. Yes, pertaining to equipment.
- 21. The RFP asks us to submit detailed information about our janitorial program, including a staffing plan, transition plan, operations plan, maintenance and repair plan, equipment, chemical and supply lists, org chart, resumes, letters of credit, etc. As some of these documents can be lengthy in pages, would you consider NOT counting them against the 40-page limit? If so, would it be possible to include them at the end in an "Appendix" section. An appendix section is acceptable for resumes, letters of credit and other County required forms. Your response, including all plans and lists mentioned above, should fall within the 40 page limit.
- 22. A Bid Bond in the amount of \$5,000 will be required. Does the County have its own required bid bond form or is a surety company's bid bond form acceptable? No, please use a form provided by a surety company.
- 23. A Performance Bond in the amount of 50% of the projected annual cost submitted in the proposal will be required of the successful Proposer. Does the County have its own required performance bond form? If so, can they provide a copy prior to the bid opening date? If you do not have a required form, is a surety company's annual performance bond be acceptable? No, please use a form provided by a surety company.

- 24. Do you require the page 56 of 69 to be included in our response? No, that is just the final page of the example contract.
- 25. On page 25 of 69, the list of additional required documents states that we should include the Government Debarment & Suspension form but there is none attached. If this is required, please provide a copy of the form. Please see attached form to return with your proposal.
- 26. Please advise on where the forms should be inserted in the order of our response. If there is no preference, would it be possible to insert into an "Appendix" section? Yes, an appendix section to include all the forms is acceptable.

Proposals due date remains unchanged and is scheduled for: August 30, 2019 at 3:00 P.M.

- 24. Do you require the page 56 of 69 to be included in our response? No, that is just the final page of the example contract.
- 25. On page 25 of 69, the list of additional required documents states that we should include the Government Debarment & Suspension form but there is none attached. If this is required, please provide a copy of the form. Please see attached form to return with your proposal.
- 26. Please advise on where the forms should be inserted in the order of our response. If there is no preference, would it be possible to insert into an "Appendix" section? Yes, an appendix section to include all the forms is acceptable.

Proposals due date remains unchanged and is scheduled for: August 30, 2019 at 3:00 P.M.

Government Debarment & Suspension

Instructions

- 1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in accordance with these instructions.
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- 3. The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Orders 12549, at Subpart C of OMB 2 C.F.R. Part 180 and 3000.332. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- 5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- 6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is

suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Orders 12549, Debarment and Suspension, and OMB 2 C.F.R.

Part 180, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880.

[READ INSTRUCTIONS ON PREVIOUS PAGE BEFORE COMPLETING CERTIFICATION]

- 1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency;
- 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

Printed Name and Title of Authorized Representative	
Signature	Date

Exhibit "B"

STAFFING PLAN

Staffing Peak Travel Months	
Destin-Fort Walton Beach Airport	
	12-16 hours
Regional manager	weekly
Early 1st Shift - 5am-1:30pm	1 FTE
1st Shift - 7am-3:30pm	4 FTEs
Mid-day Period Staffing - 11am-	
7:30pm	1 FTE
2nd Shift - 3pm-11:30pm	4 FTEs
3rd Shift - 11pm-7:30am	2 FTEs

Staffing Regular Months	
Destin-Fort Walton Beach Airport	
	12-16 hours
Regional manager	weekly
Early 1st Shift - 5am-1:30pm	1 FTE
1st Shift - 7am-3:30pm	3 FTEs
Mid-day Period Staffing - 11am-	
7:30pm	1 FTE
2nd Shift - 3pm-11:30pm	3 FTEs
3rd Shift - 11pm-7:30am	2 FTEs

^{*} Regular month staffing will be determined by the number of in-bound and out-bound flights

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Month May	Item Number 800794	<u>Description</u> TISSUE TOILET HEAVEN SHCE 2PLY	Order Qty 10	Unit Measure CT	<u>Unit Pri</u> \$ 46.9		<u>SubTotal</u> 469.70	<u>Tax</u> \$ 30.53	\$	<u>Total</u> 500.23
May	365379	BRIGHTON PROF JRT 2PLY	10	ст	5 28.3			\$ 18.45	Ś	302.35
Мау	647204	ENMOTION PAPER TOWELS	10	CT	\$ 65.1			\$ 42.33	\$	693.63
May	458189	DIAL ANITBACT HAND SOAP 1GAL	8	EA	\$ 17.9			\$ 9.35	\$	153.27
May Mav	364785 814861	24X31 BLK 1MIL 250CT LOWD LINER WSTE 33X40 SUP HVY BK	5 5	CT CT	\$ 50.0			\$ 16.28 \$ 19.50	\$	266.73 319.45
May	538959	TRASH BAG 40GAL BK 100CT RECY	5	CT CT	\$ 54.2			\$ 17.64	5	289.09
May	814867	LINER WSTE 40X48 SUP HVY BK	5	cT	\$ 58.8	- +		\$ 19.14	\$	313.54
May	1949018	CLOROX WIPES VALUE PK 3/75 CT	6	PK	\$ 14.6	9 \$	88.14	\$ 5.73	\$	93.87
May	538892	BAG TRASH 7-10 GALLON BK	5	ст	\$ 58.6			\$ 19.07	Ş	312.52
May	1949018	CLOROX WIPES VALUE PK 3/75 CT	6	PK AT	\$ 14.6			\$ 5.73 \$ 19.14	\$	93.87
May May	814867 538959	LINER WSTE 40X48 SUP HVY BK TRASH BAG 40GAL BK 100CT RECY	5 S	ct ct	\$ 58.8			\$ 19.14 \$ 17.64	\$ \$	313.54 289.09
May	814861	LINER WSTE 33X40 SUP HVY BK	5	ст	\$ 59.9			5 19.50	\$	319.45
May	538892	BAG TRASH 7-10 GALLON BK	5	ст	\$ 58.6	9 \$	293.45	\$ 19.07	\$	312.52
May	364785	24X31 BLK 1MIL 25OCT LOWD	5	ст	\$ 50.0			\$ 16.28	\$	266.73
May May	458189 647204	DIAL ANITBACT HAND SOAP 1GAL ENMOTION PAPER TOWELS	16 15	€A CT	\$ 17.9 \$ 65.1			\$ 18.71 \$ 63.50	\$	306.55 1,040.45
May	365379	BRIGHTON PROF JRT 2PLY	15	ст	\$ 28.3			\$ 27.68	Ś	453.53
May	800794	TISSUE TOILET HEAVEN SHCE 2PLY	10	ст	\$ 46.9			\$ 30.53	\$	500.23
May	365384	BP PAPER TWL 85SHT/RL	8	ст	\$ 25.8			5 13.44	\$	220.16
May	458189	DIAL ANITBACT HAND SOAP 1GAL	12	EA	\$ 17.9	-		\$ 14.03	\$	229.91
May May	163884 2042036	BP ALL PURPOSE 9X16.5 WIPERS 16X19 WHT TERRY BAR TOWEL GOPK	3 2	CT PK	\$ 52.0 \$ 27.7			\$ 10.14 \$ 3.61	\$ \$	166.14 59.19
May	1949018	CLOROX WIPES VALUE PK 3/75 CT	4	PK	\$ 33.0			\$ 8.58	Ś	140.58
May	365379	BRIGHTON PROF JRT 2PLY	20	cr	\$ 28.3	9 \$	567.80	\$ 36.91	\$	604.71
May	365374	BP MULTI FOLD WHT 250/PK	3	CT	\$ 23.5			\$ 4.60	\$	75.31
May	163884	BP ALL PURPOSE 9X16.5 WIPERS	3	ст	\$ 52.0			\$ 10.14	\$	166.14
May	852063	CUT-END MOP COTTON WH 24# BRIGHTON PROF :RT 2PLY	12 10	EA EA	\$ 4.7 \$ 283.9			\$ 3.71 \$ 184.54	\$	60.71 3.023.54
May May	365379 647204	ENMOTION PAPER TOWELS	10	CT	5 65.1			\$ 42.33	\$	693.63
May	538959	TRASH BAG 40GAL BK 100CT RECY	6	ст	\$ 54.2			\$ 21.17	5	346.91
May	814865	LINER WASTE 38X60 SUPRHVY150/BX	6	ст	\$ 242.2			\$ 94.47	\$	1,547.79
Maγ	800794	TISSUE TOILET HEAVEN SHCE 2PLY	10	CT	\$ 46.9			\$ 30.53	5	500.23
Мау	72218	BP HALFFOLD TOILET SEAT COVERS	10	CT	\$ 62.0			\$ 40.36	\$	661.26
May May	731082 962529	REC MED WET MOP 5IN HDBND BLUE C-WAXED BAG FOR SAN NAP RCPT 2	24 6	EA CT	\$ 6.7 \$ 52.0	-		\$ 10.47 \$ 20.32	\$ \$	171.51 332.86
May	1966100	45 GAL HEX TRASH CAN BEIGE	6	EA	\$ 146.0			\$ 56.94	Ś	932.94
Мау	TNN1870PY	STORAGE CAB 78 IN PUTTY	2	EA	\$ 596.0			\$ 77.48	5	1,269.48
May	647204	ENMOTION PAPER TOWELS	15	ст	\$ 65.3			\$ 63.50	\$	1,040.45
May	887835	JUMBO ROLL TISSURE 2PLY 1000 FT	5	CT	\$ 24.8	9 5	124.45	\$ 8.09	\$	132.54
May		Total							\$	19,516.63
June	365379	BRIGHTON PROF JRT 2PLY	5	ct	\$ 28.3	9 \$	170.34	\$ 11.07	\$	181.41
June	647204	ENMOTION PAPER TOWELS	10	ст	\$ 65.3			\$ 42.33	\$	693.63
June	72218	BP HALFFOLD TOILET SEAT COVERS	1	ст	\$ 62.0			\$ 4.04	\$	66.13
June	2611745	APPLEORCHARD DRY AIR FRSHNR CT	1	CT	\$ 25.9			\$ 1.69	\$	27.68
June June	2611667 2612129	TROPIC BREEZE DRY AIR FRESHENR FRESH LINEN DRY AIR FRSHNR CT	4 2	ст ст	\$ 25.9			\$ 6.76 \$ 3.38	\$	110.72 55.36
June	2612127	CITRUS BLAST DRY AIR FRESHNR CT	2	ct	5 25.9			5 3.38	Ś	55.36
June	916718	GOJO LUXURY FOAM HANDWASH 125ML	3	ст	\$ 48.5	5 \$	145.65	5 9.47	\$	155.12
June	902008	NITRILE DISP GLOVE PWORFR MD	1	ст	\$ 83.5	,		\$ 5.43	\$	88.93
June	365374	BP MULTI FOLD WHT 250/PK	5	CT .	\$ 23.5	-		\$ 7.66	\$	125.51
June June	800794 962529	TISSUE TOILET HEAVEN SHCE 2PLY C-WAXED BAG FOR SAN NAP RCPT 2	5 4	CT CT	\$ 46.9			\$ 15.27 \$ 13.54	\$	250.12 221.90
June	472384	LINER 40X53 1.3MHL 100/CT BLK	6	cī .	\$ 69.3			\$ 26.98	\$	442.12
June	814861	LINER WSTE 33X40 SUP HVY BK	6	CT	\$ 59.9	9 9	359.94	\$ 23.40	\$	383.34
June	580823	KLEENEX COTTENELLE CONVENIENC	1	C T	\$ 26.4			\$ 1.72	\$	28.21
June	2611667 364785	TROPIC BREEZE DRY AIR FRESHENR 24X31 BLK 1MIL 250CT LOWD	1 8	CT CT	\$ 25.9			\$ 1.69 \$ 26.05	\$	27.68 426.77
June June	364785 163884	BP ALL PURPOSE 9X16.5 WIPERS	8	CT	\$ 50.0			\$ 13.52	\$	221.52
June	727753	DISPOSABLE DUST MOP HEAD 24X5	24	EA	\$ 7.3			\$ 11.53	\$	188.89
June	72218	BP HALFFOLD TOILET SEAT COVERS	3	CT	\$ 62.0	9 \$	186.27	\$ 12.11	\$	198.38
June	69439	MR CLEAN MAGIC ERASER 30PK	1	CT	5 48.5			\$ 3.16	\$	51.75
June	800794	TISSUE TOILET HEAVEN SHCE 2PLY	6	cr cr	\$ 46.9			\$ 18.32 \$ 25.40	\$	300.14 416.18
June June	647204 749790	ENMOTION PAPER TOWELS SOAP HAND FOAM W/COND F/TFX274	6 3	CT CT	\$ 65.3			\$ 25.40 \$ 15.01	\$	245.98
June	365384	BP PAPER TWL 85SHT/RL	4	ст	\$ 25.1			\$ 6.72	5	110.08
June	365374	BP MULTI FOLD WHT 250/PK	4	CT	\$ 23.5	7 \$	94.28	\$ 6.13	\$	100.41
June	365379	BRIGHTON PROFJRT 2PLY	6	ст	\$ 28.3			\$ 11.07	\$	181.41
June	365384	BP PAPER TWL 85SHT/RL	1	ст	\$ 25.5			\$ 1.68 \$ 16.28	\$ \$	27.52 266.73
June June	364785 365379	24X31 BLK 1MIL 250CT LOWD BRIGHTON PROF JRT 2PLY	5 25	ст с т	\$ 50.0			\$ 16.28 \$ 39.31	5	644.06
June	959517	SWIFFER WET RFLL XTRA PWR 14CT	3	ВX	\$ 15.			\$ 2.98	\$	48.85
June	71073	URINAL SCREEN NSLIP MNDRN10BX	6	вх	\$ 16.3		98.34	5 6.39	\$	104.73
June	2612128	CITRUS BLAST DRY AIR FRESHENER	4	EA	\$ 4.0			\$ 1.06	\$	17.42
June	2611746	APPLE ORCHARD DRY AIR FRESHENR	4	EA	\$ 4.2			\$ 1.12	\$	18.28 110.72
June June	2611667 749790	TROPIC BREEZE DRY AIR FRESHENR SOAP HAND FOAM W/COND F/TFX274	3	cī cī	\$ 25.9			\$ 6.76 \$ 15.01	\$	245.98
June	822838	BP ANTBC LVNDR HAND SOAP 1 GAL	12	EA	\$ 15.8			\$ 12.39	Ś	203.07
June	219296	MCRFBR LGT ECNMY CLTH 12X12 RD	1	PK	\$ 25.5	9 9	25.99	\$ 1.69	\$	27.68
June	800794	TISSUE TOILET HEAVEN SHCE 2PLY	20	ct	\$ 46.5			\$ 51.06	\$	1,000.46
June June	647204 2611667	ENMOTION PAPER TOWELS TROPIC BREEZE DRY AIR FRESHENR	25 1	ст ст	\$ 65.3			\$ 105.84 \$ 1.69	\$	1,734.09 27.68
Jun e June	2611667 800794	TISSUE TOILET HEAVEN SHCE 2PLY	2	ст	\$ 46.9			\$ 6.11	\$	100.05
June	814867	LINER WSTE 40X48 SUP HVY BK	10	ст	\$ 58.			\$ 38.27	\$	627.07
June	163884	BP ALL PURPOSE 9X16.5 WIPERS	6	cr	\$ 52.	00 5	312.00	\$ 20.28	\$	332.28
June	800794	TISSUE TOILET HEAVEN SHCE 2PLY	20	ст	\$ 46.5			\$ 61.06	\$	1,000.46
June	365379	BRIGHTON PROF JRT 2PLY	25	CT CT	\$ 24.			\$ 39.31	\$	644.06
June June	647204 749790	ENMOTION PAPER TOWELS GOJO TEX SKN CONR SOAP 1200ML	25 4	CT CT	\$ 65.3 \$ 76.9			\$ 105.84 \$ 20.02	\$	1,734.09 327.98
June June	749790 2864194	WAXED PAPER LINER BROWN 250/CT	6	ст	\$ 23.0			\$ 9.20	\$	150.80
June	PGC95531CT		1	ст	\$ 107.			\$ 6.96	\$	114.09
June	814895	LINER WASTE 39X57 SHW	5	ст	\$ 27.			\$ 8.91	\$	145.91
June		URINAL MAT PRLOGO #1525	24	EA CS	\$ 7.5	-		\$ 13.05	\$	187.05
June June	82838DIAL	DIAL, ANTIMICROBIAL HAND SOAP 1280Z Total	4	CS	\$ 58.0)6 \$	232.24	\$ 15.10	\$	247.34 15,443.15
									-	