

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICTATION:** Janitorial Services for Hickory Point Recreational Complex Facilities and LCWA Preserve Locations 12/18/2024

Vendors are responsible for the receipt and acknowledgement of all solicitation addenda. Submit an electronically signed copy with solicitation submission. Failure to acknowledge an addendum may prevent the submission from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**CHANGES TO THE BID DOCUMENT**

1. Section 5.0, Pre-Bid Conference: A Non-Mandatory Pre-Bid Conferences will be held on the dates and times below. Vendors should bring the solicitation documents to the conference.

**Hickory Point Recreational Complex:** Vendors shall meet at the front of the Hickory Point Administration Building, 27351 SR 19. Tavares, Florida:

* Tuesday, January 7, 2025, at 9:00am
* Wednesday, January 8, 2025, at 1:00pm

**Crooked River Preserve**: Vendors shall meet at the restroom & supply storage area, 11121 Lake Louisa Road, Clermont, Florida:

* Thursday, January 9, 2025, at 9:00am
* Thursday, January 9, 2025, at 1:00pm

**Flat Island Preserve:** Vendors shall meet at the **restroom & supply storage area, 2388 Owens Road, Leesburg, Florida:**

* Friday, January 10, 2025, at 9:00am
* Friday, January 10, 2025, at 1:00pm

**Bourlay Historical Nature Park: Vendors shall meet at the restroom & supply storage area, 910 North Canal Street, Leesburg, Florida:**

* Friday, January 10, 2025, at 10:30am
* Friday, January 10, 2025, at 2:30pm

Vendors are advised to bring any needed equipment for proper site review as additional site visits shall not be allowed.

Vendors are advised to visit the site of the proposed work and become familiar with conditions affecting the work to be done or the e equipment, materials, and labor required.

In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in the process, or an interpreter to participate in any proceedings under this solicitation, should contact the Contracting Officer listed in Section 4.0 for assistance, at least two (2) business days before any meeting date.

1. Change Section 6.3: The last day for questions or requests for exceptions has now been changed from **12/20/2024** to **01/14/2025**.
2. Remove Section 6.1. The updated Lake County Water Authority – General Terms and Conditions is referenced as Exhibit C and vendors must certify that have reviewed and accept as written in Attachment 1, Section 3.0.
3. Vendors shall review and submit REVISED Attachment 2 – Pricing FILLABLE Form.

**QUESTIONS/RESPONSES**

1. Do we need to make an appointment to do the site walk through? Is there a specific date or time assigned?
	1. See above
2. Is it possible to get the square footage of offices and inside areas?
	1. Square footage does not accurately represent the services required for Group A or B.
3. What time should the services be performed?
	1. Mornings are preferred.
4. Password to unlock Word and Excel documents?
5. See REVISED Attachment 2 – Pricing FILLABLE Form. Attachment 1, 2, and 3 are FILLABLE forms or sheets. Vendors shall fill in each required area of each form. A password is not required.
6. Is there a previous award contract and bid tabulation for this project?
7. The current contract can be found below, however, services or quantity of services may or not be the same as stated in the new bid<https://c.lakecountyfl.gov/ProcurementDocuments/term-supply_contracts/24-W16.pdf>
8. Regarding Section 7.2.2, Delivery – How is delivery being judged?
9. Vendors shall remove Section 7.2.2 from 7.0, Method of Award
10. Can we submit a P&L sheet as a say to submit the financial statement requirement?
11. This would be acceptable.
12. I don’t see a Completed Attachment 4, Staff and Supply Information form that’s mentioned in Section 8.0. Is this something that we create or is an attachment provided to use to fill out?
13. Vendors shall remove Completed Attachment 4, Staff and Supply Information from this Section 8.0, Delivery and Submittal Requirements.

Q9. Are there any licenses required to qualify for this solicitation

1. Vendors shall submit licenses, if required.

Q10.What is your budget for this RFP?

* 1. Unknown at this time.

Q11.Who is the current contractor(s) for Group A and B and what are their current approved award amounts per year?

1. See Q5 answer above.

Q12. Who is the current contractor(s) for Group A and B and what were their approved award amounts per year when they were first awarded?

1. See Q5 answer above.

Q13.Can different contractors be awarded contracts per group?

1. County reserves the right to make awards on the lowest price basis by individual item, group of items, all or none, or a combination; with one or more Vendors; to reject any and all offers or waive any minor irregularity or technicality in submittals received.

Q14.Will we be involved in any setting up, taking down, portering, or cleaning after events in the large pavilion at Hickory Point?

1. Not included in scope of work.

Q15.Are the trash cans (large black metal ones) around the park, playground and other areas all included in the scope? Or just the specified areas in the task list?

1. See Exhibit 4 – Task List and Cleaning Schedule.

Q16.Are the doggie waste bags included in this bid?

1. Not included in scope of work.

Q17.Are we responsible for unlocking and locking the restrooms at each site?

1. Not included in scope of work.

**ACKNOWLEDGEMENT**

Firm Name: Click or tap here to enter text.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.