

**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 1/15/2025

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.

**QUESTIONS/RESPONSES**

Q19. Does the solicitation include offices?

1. Please refer to Exhibit D – Task List and Cleaning Schedule.

Q20. Is there any information on the current company?

1. See Addendum 1, Question and Answer 5.

Q21. Does this include cleaning the outside of the buildings?

1. No. This is for janitorial services inside the buildings and any trash immediately outside of the building.

Q22. Does the county provide transportation between the buildings at Hickory Point Recreation Center?

1. No. Vendor is responsible for transportation to all sites.

Q23. Are there floor plans available for the buildings?

1. No.

Q24. Does this include collecting the trash within the park grounds?

1. No. This includes the trash cans inside the restroom facilities, buildings and immediately outside of the building.

Q25. Can we store our items in the supply closets?

1. The vendor may utilize the supply closets for storage at their own risk. County is not responsible for missing items.

Q26. Will the vendor be responsible for keys to access the buildings and supply closets?

1. Yes.  The vendor will be supplied a set of keys to access all areas specified in the contract. After the keys are provided the vendor, the vendor will be responsible for all actions necessary to execute the terms of the contract.

Q27. Is the contractor responsible for providing and stocking supplies?

1. Yes. See Exhibit A, Section 4, Delivery Requirements and Acceptance.

Q28. On Exhibit D, Task List and Schedule, please clarify if “daily” is 5 days a week or 7 days a week.

1. Daily would be considered seven days a week, including holidays.

Q29. We have our own employees but will occasionally use subcontracts given the scenario. Do we provide that information before the bid submission or after winning the bid?

1. See Exhibit C, Prime Contractor.

Q30. Is there a place to store a golf cart at Hickory Point (the main location)?

1. If the “golf cart” or similar cart was provided by the vendor, the LCWA/County would provide an area in which it could be parked.  Please note that this area may only be under cover such as a carport or awning and not fully enclosed such as a shed or container.  As developments within the complex occur, enclosed space may become available to park the cart, but this is not guaranteed.

Q31. Are we responsible for cleaning the lockers in the volleyball building?

1. The vendor would be responsible for checking the lockers and addressing any uncleanliness.

Q32. Are we responsible for any outside trash bins? I noticed two different types of trash bins throughout the park.

1. If the trash bin is under the roof of any building designated in the contract, that bin would count under this contract.   Vendors shall replace County’s response to Addendum 1, Question 15 with this answer.

Q33. Are we responsible for cleaning the elevator and stairs at the Pavillion?

1. Yes.

Q34. I don’t see “Supplies” portion within the Pricing Sheet. Would you like us to include the price within each location section individually?

1. Contractor shall provide and restock all supplies. Supplies shall be included in cost for each park.

Q35. Regarding air fresheners, seat covers, and hand sanitizers, do you have any idea on the quantity displayed of each and where?

1. No. The vendor shall make this determination based on observations of the sites.

**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.