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**Addendum #2**  
**ITB #36-22, Citywide Custodial Services**  
**August 23, 2022**

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**NOTICE IS HEREBY GIVEN** that the following addendum serves to provide clarification and to answer the questions received on ITB #36-22, Citywide Custodial Services.

Please note that Corrections/Additions have been made to the Bid document (copies of corrected pages are attached):

**Correction:** On **Exhibit A Custodial Site Locations**, both Clearwater Beach Marina Bait House Restrooms located at 45 Causeway Blvd. and Clearwater Beach Marina Office and Restrooms located at 25 Causeway Blvd. have been updated to as-needed services only.

**Addition:** Please note on **REVISED\_Exhibit A Custodial Site Locations** the addition of Seminole Street Boat Launch Restrooms. Square footage has also been added to all sites that the city has available.

Remove: **Exhibit D Citywide Custodial Services Bid Pricing form**

Replace: **REVISED\_Exhibit D Citywide Custodial Services Bid Pricing form**

- Removal of Clearwater Beach Marina Bait House Restrooms and Clearwater Beach Marina Office and Restrooms; added Seminole Street Boat Launch Restrooms. Added a second tab for Outdoor Recreation Facilities.

Added: **Exhibit F Current Vendor Contracts**  
**Exhibit G Current Vendor Invoices**

Question 1: Is there a new hard date for when questions are due, still 10 days prior to due date, the 20<sup>th</sup>?

**Answer to Question 1: Yes, since the due date has changed, questions will be due by August 20, 2022.**

Question 2: Will floor care (waxing, buffing, deep carpet cleaning, etc.) be included in the contract.

**Answer to Question 2: Reference DETAILED SPECIFICATIONS, 5. SERVICES TO BE PERFORMED AS-NEEDED, Page 21 of the solicitation.**

Question 3: MSB Garage states trash only, is that trash only within the offices and elevator lobbies or is that trash litter throughout the parking decks?

**Answer to Question 3: Vendors will be responsible to remove trash from all trash bins located on all floors of the parking garage.**

Question 4: Clearwater Beach Marina Bait House Restrooms is on Exhibit D and it is not on Exhibit E should that item be ignored? Can you provide the SQFT for the following locations;



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Garden Ave Garage / PU RO#1 / Parks & Recreation Nursery / PU WRF Marshall Break Lab / PU RO# 2

**Answer to Question 4:** *Clearwater Beach Marina Bait House Restrooms has been removed from Exhibit D Citywide Custodial Services Bid Pricing form. Reference REVISED\_Exhibit D Citywide Custodial Services Bid Pricing form posted on the City's website.*

*A site visit was conducted by City staff on August 9 – 11, 2022, allowing vendors to visit locations that did not have square footage and locations that would enable vendors to obtain a better understanding of the building(s) size, layout and needs. Exhibit E\_Facility Site Visit Schedule was created for locations that were part of the site visit only.*

Question 5: For the consumables we were wondering if you have a population of each building or are you able to provide what you are paying currently so we can try to bid as accurately as possible. Or is it ok to do a cost plus model for the items.

**Answer to Question 5:** *Reference Answer to Question 4 above and Addendum 1, Answer to Question 1.*

Question 6: How many vendors does the city plan to award?

**Answer to Question 6:** *At this time this has not yet been determined.*

Question 7: May we be provided a copy of the current contract?

**Answer to Question 7:** *Reference Exhibit F Current Vendor Contracts.*

Question 8: May we be provided copies of the past 6 months of invoices for all vendors?

**Answer to Question 8:** *Reference Exhibit G Current Vendor Invoices.*

Question 9: Who is the Current Contractor/Service Provider?

**Answer to Question 9:** *Reference Answer to Question 7 above.*

Question 10: What are the current annual costs for the Contract?

**Answer to Question 10:** *The current cumulative annual amount for custodial services \$780,000.00.*

Question 11: What is the current annual Contract budget?

**Answer to Question 11:** *The City's annual budget for Fiscal Year 2023 is estimated at \$900,000.*

Question 12: What is the deadline for the submission now?

**Answer to Question 12:** *Reference Addendum #1\_ITB36-22 located on the City's website.*



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**Question 13:** Exhibit D bid pricing doc has 39 buildings listed but when you go to the file Exhibit A Custodial Site Locations on the outdoor recreation facilities tab, none of the locations listed in that tab are listed on exhibit D and a handful from the cities facilities tab are not listed on Exhibit D- we want to confirm that we do need to include a quote for them as well or just the buildings listed on Exhibit D only. If those need included, do we need an updated pricing form?

**Answer to Question 13:** *Reference REVISED\_ Exhibit D Citywide Custodial Services Bid Pricing form.*

**Question 14:** Multiple locations were sharing one square footage number for example the Clearwater Gas Complex - Admin building, Welding Shop and Complex Building – we just want to confirm that we are going to assume to Divide by the quantity of building that share one square footage given.

**Answer to Question 14:** *Reference REVISED\_ Exhibit A Custodial Site Locations.*

**Question 15:** We noticed several facilities were listed as N/A for square footage is that something you are able to provide us? Or should we just take a guess? We will need to input some number to populate the quote for that particular building. It's in exhibit A where n/a is listing several square footages as N/A.

**Answer to Question 15:** *Reference Answer to Question 14 above.*

**Question 16:** the square footage provided in the Exhibit A shows a combined number for Fire 48, but the pricing Exhibit has it broken down into Training, Logistics and Training office. Without the breakdown for each the pricing would be empirically. This is the same case for Clearwater Gas location, General Services Building and Public Utilities. How are we to provide a number for each without the individual square footage?

**Answer to Question 16:** *Reference Answer to Question 14 above.*

**Question 17:** Can you share the successful company or companies who are currently cleaning?

**Answer to Question 17:** *Reference Answer to Question 7 above.*

**Question 18:** Help me understand, JANI-King (blackout) on the Bid Tabulation.

**Answer to Question 18:** *The items blacked out on the bid tabulation indicates a non-award.*

**Question 19:** Do all employees have to complete the Personal Data Report?

**Answer to Question 19:** *Reference DETAILED SPECIFICATIONS, 3.8 PERSONNEL BACKGROUND CHECK AND REQUIREMENTS, page 19 of the solicitation.*

**Question 20:** On Exhibit E; there are three site visits blocks. Do we bid on all three or provide 3 different bids for each site visit block?

**Answer to Question 20:** *Exhibit E\_Facility Site Visit Schedule was created for locations that were part of the site visit only.*

**Question 21:** There are 8 (as-needed) and 1 (trash) only; help me understand the bid for "as-needed."

**Answer to Question 21:** *Services will be provided to the City on an as-needed basis.*



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Question 22: "The previous bid tab is provided below, however, the makeup of ITB 36-22 is significantly different." How significantly different?

**Answer to Question 22: *The first solicitation for Custodial Services was issued in 2018. Since then, we have been able to simplify our bidding process based on services we have been receiving.***

Question 23: I counted and noticed 40 locations. Right? However, Exhibit E, Site Visit Schedule, I counted and noticed:

10 locations in the first block  
9 locations in the second block  
19 locations in the third block

38 locations total, right? Which 2 locations are missing?

**Answer to Question 23: *Reference Answer to Question 20 above.***

Question 24: What holidays does The City observe?

**Answer to Question 24: *A list of City holidays can be found on the City's website at <https://www.myclearwater.com/news-info/city-holiday-s/-toggle-all>***

Question 25: I am trying to complete my bid sheet for this bid, but the cells for the hourly rates are still locked. Is this number still needed, or is there another way we should submit this number?

**Answer to Question 25: *Reference REVISED\_Exhibit D Citywide Custodial Services Bid Pricing form.***

Question 26: Is the current contractor scope of work the same as the current bid scope of work?

**Answer to Question 26: *Reference Answer to Question 22 above.***

Question 27: How many outside park locations are there? And approximately how long does it take for a tech to clean these park locations?

**Answer to Question 27: *There are 13 outside park restroom facilities that receive regular servicing. Depending on vendor staffing will depend on the time it takes to clean these locations.***

Question 28: How many hours per day do the techs work at each location?

**Answer to Question 28: *This will vary depending on the number of employees the vendor staffs at each location.***

Question 29: What hours are the current cleaning crew working?

**Answer to Question 29: *Reference DETAILED SPECIFICATIONS, 3.4 WORK SCHEDULE, page 17 of the solicitation.***

Question 30: For us to accurately quote the Vendor Supplies Items. Can you tell us how much quantities of the following are being used:



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- A. **VENDOR SUPPLIED ITEMS.** In addition to cleaning products, the following consumable products are to be provided by the Contractor(s):
1. Toilet tissue (two ply, facial quality).
  2. Paper towels (single-fold, multi-fold or roll - as appropriate) Roll towel dispensers must be filled with a compatible product.
  3. Sanitary napkins and tampons for dispensers, where applicable (money to be collected and kept by Contractor(s))
  4. Liquid (lotion) hand soap / Hand Sanitizer (Purell replacement cartridges are required for the Purell dispensers, where applicable)
  5. Trash receptacle liners (multiple sizes used)
  6. Air deodorizer refills, where applicable
  7. Urinal screens with enzyme type urinal block deodorizer
  8. Toilet seat covers for existing dispensers

**Answer to Question 30: This will depend on the location. Reference REVISED Exhibit A Custodial Site Locations and Answer to Question 4 above.**

**Question 31:** What is the level of background check required?

**Answer to Question 31: Reference DETAILED SPECIFICATIONS, 3. SPECIFICATIONS, 3.8 PERSONNEL BACKGROUND CHECK AND REQUIREMENTS, page 19 of the solicitation.**

**Question 32:** Is there a chance that this bid maybe awarded to more than one company?

**Answer to Question 32: Reference DETAILED SPECIFICATIONS, 2. SCOPE OF SERVICES, page 15 of the solicitation.**

**Please Note:** The ten (10) day deadline for submitting questions is now closed and no further questions will be responded to.

*End of Questions and Answers*

All other dates and terms and conditions remain the same in this Invitation to Bid.

*End of Addenda*