State College of Florida  Manatee-Sarasota
Contracted Custodial Services ITN

Question & Answer

Questions and Answers originally posted on November 2, 2012, dates of changes and additions noted below

Q & A from November 1st Tour

1. Q - What are the amounts of VCT versus carpet flooring? Are there standard floor types for classroom and offices?
   A - An estimate will be posted to website that shows total square feet of flooring types in each building. Classrooms are typically VCT and offices are typically carpeted. However, there are many exemptions.

2. Q - Does SCF prefer full time or part time custodial staff?
   A – Currently most staff are part time with full time supervisors and day porters. The college is open to proposals with full or part time crews.

3. Several buildings were identified that have reduced or no custodial service due to the nature of activities that take place within the space:
   a. Building #26 Natural Sciences – Total of 3695 sq.ft. of lab prep areas and chemical storage
   b. Building #10 Art – 1013 sq.ft. kiln area
   c. Building #14 and 500 – Kitchen areas

4. Q - Are consumables part of the ITN?
   A – No. Consumables may be purchased through our selected custodial contractor; however that would take place outside from the scope of this ITN.

5. Q – How many day porters do you currently have?
   A - 2 on the Bradenton and 2 on the Venice Campuses, 1 at Lakewood Ranch. A total of about 6-8 hours a day is spent at the collegiate school (Bradenton Campus) by our day porters.

6. Q – Is the Light Maintenance position at Lakewood Ranch also a day porter?
   A – No. There is a separate day porter at Lakewood Ranch. The light maintenance position is the only maintenance person assigned to that campus. Other SCF personnel will assist as needed from another campus.

7. Q- Are any custodial staff employed by SCF?
   A – No.

8. Is custodial responsible of filling the hand sanitizers or supplying the sanitizer?
   A – No. Sanitizer is supplied and filled by SCF staff.

9. Q - How does the key system work?
   A – Custodial is issued a master interior key for each building. No exterior keys are issued to custodial at this time.
10. Q- Does custodial do any pressure washing?
   A- No.

11. Q – Does custodial wash windows?
   A- Yes. Only interior windows within reach.

**Q & A from Emails**

*Note - check the above Q & A as duplicate questions will only appear in one section.*

1. Q-Does the college supply markers and erasers?
   A – Yes

2. Q - The ITN mentions that graffiti must be removed, is this part of the contract or extra?
   A – Graffiti removal is part of the contract. Meaning that custodial will attempt to remove graffiti on interior surfaces, not exterior. If the graffiti cannot be removed by the resources available to the custodial staff, then the task is turned over to our maintenance staff.

3. Q - Can you please supply the current contract price?
   A – This information can be supplied as a public records request through our Public Relations Department.
   A. The current contract price for custodial services is $888,483.72/year. This includes all three campuses. (edited November 6th)

4. Q - Are nightly cleaning and porter charges included in the cost per square foot of the current contract?
   A- Yes

5. Q- Does the college supply radios to the janitorial staff for communication?
   A – Yes. Radios are available on the Bradenton and Venice campus for custodial staff. The same channel is used for SCF staff and custodial staff.

6. Q - Can you provide floor plans?
   A – No. For security reasons we cannot supply floor plans. Square footage and [estimated] floor types will be available on the website in a separate document.

7. Q - The ITN references that contractor is responsible for sanitary liners, toilet seat covers, and trash bags. Are there any other consumables that are included in the contract.
   A – The above mentioned consumables and custodial supplies/cleaners are *not* included in the contract. Paper Products are not included in the contract.
Correction (Nov 5th)

8. Q - Can you supply a restroom count per building and fixture count?
   A – We will look into this list. If we are able to generate this list, it will be posted on our website.

   Added November 5, 2012

9. Q – We do not have a standard contract for government entities... Page 8 requires that we submit unless we don’t have one. Please verify that it is ok not to send one in.
   A – Proposers are not required to submit a standard contract. If you do not have one, the college will provide a contract.

10. Q – Can you provide annual usage for sanitary liners, toilet seat covers and trash bags?
    A – No. These items are included in the contract and we do not maintain these records.

11. Q – Will supervisors have access to an office, desk or other area?
    A- Yes. There is a designated custodial office at each campus with computer connections including WiFi.

12. Q- Regarding the minimum qualification of “how many major (70,000 sq.ft.) or larger contracts have you contracted”... Is this total for the history of the company or currently in place?
    A – This question refers to form #2. We are asking for at least two examples either current buildings or in the history of the company.

   Added November 8, 2012

13. Q- On page 18 of the ITN, it is stated that the College will consider purchasing consumable products from the Contractor under a separate PO. Should we propose pricing for consumables in our proposal (maybe under “Other” on Price Proposal, Form 6, page 36), or will those purchases be negotiated after an award for the new contract?
    A- Do not include consumables pricing in the proposal. This will be determined at a later time.

14. Q - Item 7.1, ITN page 24, Entranceway Service, states our responsibility for keeping these areas clean out to 20 feet from the building entrance. Do you anticipate that this responsibility would include pressure/power washing, or is that a responsibility of the College?
    A - Pressure washing is the Colleges’ responsibility. 20 feet from the entranceway is related to trash and /or recyclables that may be misplaced.
15. Q - On page 28 of the ITN, Term of Contract says the new contract will be for two years with option for three 1-year renewals. The second sentence states that any increase beyond year two must be submitted in writing. Is our pricing submitted to be firm for the first two years of the contract?

A - Yes, the price is firm for the first two years.

16. Q - On the Minimum Qualifications form (Form 2, page 29), we are asked for the date our company was incorporated in the State of Florida. If we are not a Florida corporation, do you prefer a clarification of the state in which we are incorporated and the date, or simply our date of incorporation?

A - If other than Florida, please include the state in which you are incorporated and the date.

17. Q - Several forms (Forms 2, 6, and 8) in the ITN have a line asking for “Proposer” to fill in. Do these forms require a signature or only the proposing company name, or both?

A - No signature required on forms that have only a “Proposer” line (such as form 2). Please enter your company name on those lines.

18. Q - According to scheduling language within the ITN, it reads that this is a 5 day a week schedule with the exception of the day porter at Lakewood Ranch, is this correct?

A - Correct. Day custodial at Lakewood Ranch is needed for Saturday and Sunday. The need for the other campuses are “as needed”.

19. Q - Page 26 of the ITN states that Venice hours are “Monday and Friday”. Should this be Monday through Friday?

A - Yes. Venice campus hours on page 26 should read “Monday through Friday”.

20. Q - Lakewood Ranch hours, on Page 26, reads “6:00 PM to 11:30 AM Monday through Friday”. Should this be 11:30 PM?

A - Yes. Lakewood Ranch hours for a majority of custodial services should read “between the hours of 6:00 PM and 11:30 PM Monday through Friday”.

Added November 13, 2012

21. Q - On page 34 form 4 for submittal, we are asked to fill page 31 in the vent that proposer is a M/WBE. Page 31 however doesn’t seem to follow, is this referring rather to page 40 FORM 10?

A - Correct, the reference on page 34 should direct you to form 10 on page 40.
22. Please provide a copy of the current contract.
   A. You may request this through our Public Relations & Marketing Department.

23. Please provide the current staffing model for each of the campuses.
   A. See page 26 of the ITN for the schedule and question #5 above. This is information is representative of current staffing, however a complete model is not available.

24. Q. During the last 12 months, what is the dollar amount of deductions for penalties for the current contractor?
   A. There have been no deductions for penalties during the last 12 months.

25. Q. Provide current contract pricing per campus.
   A. Bradenton Campus - $634,072.80
      Venice Campus - $155,507.28
      Lakewood Ranch (custodial)- $62,332.32
      Lakewood Ranch (maintenance position) - $36,571.32 (24 hours/per)