



Town of Cutler Bay
Request for Proposals (RFP) No. 23-01
Professional Janitorial Maintenance Services
for Town Hall Offices Located Within the Cutler Bay Town Center Building

TOWN RESPONSES TO QUESTIONS

Question No. 1:

Do you have a breakdown of carpet and VCT?

Answer:

No.

Question No. 2:

How many restrooms?

Answer:

Seven (7) restrooms that pertain to Town Hall Office employees/personnel.

Question No. 3:

Can we look at them to see what kind of toilet paper used, or soap?

Answer:

Yes, please visit the Cutler Bay Town Center building anytime Monday – Friday, from 8:00 AM to 5:00 PM.

Question No. 4:

I did not see the price sheet in the bid documents, is that part of the addendum?

Answer:

No.

Question No. 5:

In reference to contract renewals; minimum wage goes up annually, will the contract pricing be adjusted annually with each renewal?

Answer:

No.

[Question No. 6:](#)

Do we take into account the increases in our proposal, and list them out?

Answer:

Yes.

[Question No. 7:](#)

The term of the contract is five (5) years or three (3) years?

Answer:

The initial contract term is for three (3) years, with the option to renew for two additional one (1) year terms, based upon the same terms and conditions of the original agreement.

[Question No. 8:](#)

Want the pricing listed monthly or annually?

Answer:

Listing both as a price breakdown is preferred.

[Question No. 9:](#)

Who is the current contractor providing services and what is their current monthly billing?

Answer:

Clean Space, Inc. is the Town's current contractor, and their cost is \$2,765.27 per month.

[Question No. 10:](#)

Are the specifications in the current RFP the same as the current contract with the incumbent?

Answer:

No.

[Question No. 11:](#)

Please confirm how many restrooms need to be serviced?

Answer:

Seven (7).

[Question No.12:](#)

Please confirm contractor is to provide all consumable supplies. (Toilet tissue paper, hand towel paper, trash plastic liners)

Answer:

Yes.

Question No. 13:

If so, how many employees occupy the areas to be cleaned? How many visitors?

Answer:

The Town has a total of sixty-five (65) employees/personnel and approximately sixty (60) employees/personnel within our Policing Unit that utilize the different office suites that are leased by the Town. The Town is a municipality, providing services to the public on a daily basis. The number of visitors to Town Hall Offices per day/week/month varies.

Question No. 14:

Please provide a breakdown of flooring types? How many square feet are vinyl tile and how many are carpet?

Answer:

Please refer to Page 37 of 68 for the approximate square footage for each Town Hall Office suite number. The square footage that is vinyl tile and carpet is unknown. Please note, the indication of the approximate square footage measurements provided does not eliminate the need for the contractor's onsite inspection.

Question No. 15:

Is the submission deadline February 22 or February 24? I ask this question because of this section: *Sealed submittals including one (1) original and five (5) bound paper copies of the submittal, plus a USB flash drive containing all documents submitted, must be received no later than 4:00 PM on February 22, 2023 and be clearly marked on the outside, "RFP No. 23-01 PROFESSIONAL JANITORIAL MAINTENANCE SERVICES", by Mr. Mauricio Melinu, Town Clerk, Town of Cutler Bay, 10720 Caribbean Blvd., Suite 105, Cutler Bay, Florida, 33189.*

Answer:

The submission deadline is 4:00 PM on February 22, 2023, pursuant to the required legal notice that was published in a newspaper by print in the issues of the Miami Daily Business Review on January 27, 2023; which states "Sealed submittals including one (1) original and five (5) bound paper copies, plus a USB flash drive containing all documents submitted, must be received no later than 4:00 PM on February 22, 2023, and be clearly marked on the outside, "RFP No. 23-01 PROFESSIONAL JANITORIAL MAINTENANCE SERVICES", by Mr. Mauricio Melinu, Town Clerk, Town of Cutler Bay, 10720 Caribbean Blvd., Suite 105, Cutler Bay, Florida, 33189." Please see Addendum No. 2 issued February 17, 2023.

Question No. 16:

Would it be possible to schedule another pre-bid meeting? The site visit took place on February 3, while the RFP publication date on *Demandstar* is February 6, which is not favorable for most companies that would like to bid on this project.

Answer:

No. The required legal notice was published in a newspaper by print in the issues of the Miami Daily Business Review on January 27, 2023, which states "A Mandatory RFP Response

Meeting will be held on February 03, 2023, ay 10:00 AM EST at the Cutler Bay Town Center Council Chambers; 10720 Caribbean Blvd., Suite 115, Cutler Bay, Florida 33189.”

Question No. 17:

Our company has previously bided to provide services at the Town of Cutler Bay. We are familiarized with the floor plan and layout of the facility; however, our company was not able to assist the pre-bid conference on February 03,2023 @ 1:00 pm. I would like to submit a proposal to bid, however, please advise if i could still do so?

Answer:

No. The required legal notice was published in a newspaper by print in the issues of the Miami Daily Business Review on January 27, 2023, which states “A Mandatory RFP Response Meeting will be held on February 03, 2023, ay 10:00 AM EST at the Cutler Bay Town Center Council Chambers; 10720 Caribbean Blvd., Suite 115, Cutler Bay, Florida 33189.”