



MIAMI PARKING AUTHORITY
ADDENDUM No. (1) TO RFP 19-01 JANITORIAL SERVICES
QUESTIONS & ANSWERS (Q&A)
09 NOVEMBER 2018

This Addendum is issued to modify RFP 19-01 for informational purposes, and is hereby made a part of the Solicitation package. Please make this Addendum part of your Proposal.

1. **Q - What are the hours that they require the Project Manager to be on site?**
A - Section 2.3.7 of the RFP, states that the requirement for a project (account) manager is to liaison and be available on a daily basis during regular business hours, Monday through Friday, for purposes of addressing complaints and/or performance issues. Thus, on-site project management may not be necessary, and is different from on-site supervision.
2. **Q - Do they have a specific brand or type of chemical that has to be used for the cleaning? Specific trash bags, paper towel, hand soap and tissue paper?**
A - No name brand is specified.
3. **Q - What is the total current contract value?**
A - The last executed contract for Garage 1 janitorial services averaged \$3,250 per month.
4. **Q - What is the Square Footage of the areas to be cleaned? Either a total or a breakdown would be helpful.**
A - 16,400 square feet in total.
5. **Q - I did not send in a letter of intent. Can I send it now? I did attend the site visit on October 31.**
A - A Letter of Intent is not necessary at this point.
6. **Q - Is a bid bond required with this bid response?**
A - A bid bond is required, per Section 1.11, and it is normally 5% of the total Proposal amount.
7. **Q - Regarding the living wage. If we offer benefits and the employee does not want it, do we still have to pay \$15.00 per hour or will \$13.19 per hour be accepted if we offer benefits and employees do not want it?**
A - Payment of living wage to covered employees is a requirement per City of Miami Code Section 18-557.
8. **Q - How many employees is the current vendor using?**
A - The contractor is responsible for determining how much workforce is needed to provide the end-results required by the RFP. The last executed contract for Garage 1 janitorial services included 5 employees in different capacities.

9. **Q - Who is the current janitorial service provider?**
A - Currently, N/A. The last executed contract for Garage 1 janitorial services was with Ace Floor & Custodial Services.
10. **Q - What is the annual budget for the services outlined in the RFP?**
A - N/A.
11. **Q - Are there any holidays observed when service is not provided?**
A - Section 2.3.2 of the RFP states that the contractor shall perform the services five (5) days per week, Monday through Friday between the hours of 6:00pm to 10:00pm.
12. **Q - The RFP indicates there is a requirement for a performance bond 100% of contract price. Is a *BID BOND* required for this RFP? if so, in what amount or percentage?**
A - A bid bond is required, per Section 1.11, and it is normally 5% of the total Proposal amount.
13. **Q - Are there any other restrooms that need to be cleaned in addition to the restrooms that were shown during the site visit which were inside the office area? What is the total # of restrooms that need to be cleaned?**
A - No, there are not.
14. **Q - Are there any hallways that need to be vacuumed other than the hallways inside the suite/office area?**
A - No, there are not.
15. **Q - Would contractor employees be allowed to park in the parking garage while providing service?**
A - Yes, they will.
16. **Q - Please provide most updated rate for living wage for 2019.**
A - Per City of Miami Code Section 18-557 and Section 18.0 of the RFP, i.e., \$15.00 per hour without health benefits, and \$13.19 per hour with health benefits.
17. **Q - Will a certified payroll be required?**
A - Yes, along with financial records, as stated in Section 2.0.
18. **Q - Will background checks be required for each employee?**
A - Yes, MPA will run independent background checks.
19. **Q - Will employees require a special ID?**
A - No, only their regular contractor identification badge.
20. **Q - Please provide total and cleanable square feet of Suite 1103.**
A - 13,398 square feet in total.
21. **Q - Will the staff have access to a janitorial room with water connectivity?**
A - Yes, they will.
22. **Q - Will there be parking available to employees? If so, is there a fee?**
A - Yes, parking will be available to contractor employees, at no cost.

23. Q - The RFP calls for a 3-year pricing, however since living wage changes yearly; will the vendor be allowed to adjust the pricing according to the changes in the living wage rates?

A - The contractor must project its costs to provide firm/fixed pricing.

24. Q - How many sq. ft. is the office area?

A - 11,954 square feet in total.

25. Q - Is the terrace included in the square feet provided?

A - Yes, it is.

26. Q - Is there a price sheet in the RFP or do bidders submit the price using page 18 of the RFP?

A - Section 2.4 Pricing Schedule must be fill out. A supplemental breakdown may be also added if feasible.

27. Q - Is the contractor responsible for providing consumable supplies? (Trash liners, hand soap, paper towel, toilet paper, seat covers, etc.) If so, how much is MPA currently spending on consumables per month?

A - Per Section 2.3.1 of the RFP, the contractor duties include providing cleaning supplies, materials, equipment, and labor necessary to perform works. The last executed contract for Garage 1 janitorial services included a monthly average of \$225 per month for supplies/materials.

28. Q - Please confirm this contract requires Living Wage Pay rates stated on page 27 of the RFP, \$15 per hour without health benefits & \$13.19 per hour without benefits.

A - Payment of living wage to covered employees is a requirement for any and all service contracts, per City of Miami Code Section 18-557(c).

29. Q - Will MPA audit the contractor to confirm living wage pay rates being paid to the janitors?

A - Please refer to RFP Section 1.8 Audits Rights and Records Retention.

30. Q - Does the current contractor pay Living Wage rates?

A - There is not a current contractor providing services.