



ADDENDUM TO SOLICITATION/OFFER AND AWARD

1. ADDENDUM 1	2. EFFECTIVE DATE May 15, 2023	3. SOLICITATION NUMBER RFP 23-01	4. SOLICITATION DESCRIPTION Custodial and Grounds Services
5. ISSUED BY: LAKE-SUMTER STATE COLLEGE TAMMY SPENCER, INTERIM DIRECTOR OF PURCHASING 9501 U.S. HWY 441 WILLIAMS-JOHNSON BLDG./ROOM 133 LEESBURG, FLORIDA 34788-3950 TELEPHONE: (352) 365-3502		6. MAIL TO: COMPANY NAME: COMPANY ADDRESS: TELEPHONE: FAX:	

7. TYPE OF ACTION REQUESTED

Check one:

- A. THE CHANGE ORDER IS ISSUED TO INCREASE/DECREASE FUNDING AMOUNT AS SET FORTH IN ITEM 8 BELOW:
- B. THE ABOVE NUMBERED SOLICITATION IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES SET FORTH IN ITEM 8 BELOW:
- C. OTHER (Set forth in Item 8 below)

IMPORTANT: CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 ORIGINAL SIGNED COPY (IES) TO THE ISSUING OFFICE.
 IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 ORIGINAL SIGNED COPY (IES) TO THE ISSUING OFFICE.

8. DESCRIPTION OF ADDENDUM:

This addendum serves as notice that the schedule of events listed on page 29 has been changed in regards to Short List Evaluation Team Meeting, May 30, 2023 will be the revised date. Secondly, please see the clarifications listed below about the Custodial and Grounds items listed in the RFP.

Lastly, the approximate student population by campus from Spring 2023 was 1,200 students for the South Lake Campus, 800 students on the Leesburg Campus and 300 students at the Sumter Center. This only includes students in LSSC credit courses and does not include partner usage on campus or public use.

Page 20 (6) Miscellaneous-Supply all chalk, markers and erasers-Do not include not needed
Page 22 (13) Supplies, Chemicals and Equipment-All Batteries for soap dispensers as well
Page 25 (4) Mowing-College will be responsible for all mowing inside baseball/softball field fencing.

Listed below are questions submitted thru e-mail as indicated in RFP 23-01 document.

Question: Please provide the student population by campus.
Answer: Please see addendum verbiage above for this information.

Question: Does the college have a preferred number of days porters they would like to see at each campus or is this up to the vendor to decide?
Answer: The vendor should propose what they feel is needed based on location and square feet.

Question: Under Tab One - Section F (Page 31) it states: "List educational entities serviced in the State of Florida whereby facilities serviced include athletic, housing and swimming facilities.
Answer: LSSC would like to know if the vendor services an on-campus housing and athletic facilities in The State of Florida. It is not necessary to provide the swimming facilities information.

Question: Do all the required documents - Attachment A through F - count towards the 75-page limit of the proposal?

Answer: No, they do not.

Question: Under Attachment A - the form asked for "State Certified Vendor"(Yes or No) along with "Certification Number" and "Effective Dates" - Does all this apply to small/minority business certification or is this something else?

Answer: Florida Department of Management Services certifies vendors as State Certified Vendors, for more information on the requirements please visit their website below.

https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/vendor_registration_and_vendor_lists

Question: Page 31 of RFP: Under Tab 3 - Methodology - Section C, it states "Project plan for daily execution of work". Can you please provide clarification on what you are looking for? Typically, this is the daily scope of work which provides the daily tasks for both janitorial and landscaping services, but this will be several pages long and will make it difficult to keep our 75-page limit.

Answer: Yes, the daily scope of work is sufficient for this section.

Question: Does the college have a preferred variety of annuals (flowers) they would like for us to price for color changes or is this up to the vendor

Answer: The specific annual request for flower beds is determined by the season. We would collaborate together to make changes to the beds. But the upkeep of the weeds in the beds remain the same. Be proactive.

Question: Is the college looking for the vendor to do mosquito sprays? Or is the use of "dunks" in ponds sufficient?

Answer: No, the vendor will not have mosquito sprays or dunks in the base contract.

Question: With regards to event set up, does the college know the average number of weekly labor hours needed for events? We understand that this will change from week to week (and from month to month)

Answer: The hours calculated for a large event would be determined by the following:

Location: Most large set ups are in gym or magnolia room.

Gym requires 4 to 6 people at 2 hrs each for set up and 2 hrs each for breakdown.

Set up includes: carpet tiles, chairs and/or tables depending on event. This is determined by the **anticipated events included in this document below**. This also counts the external events such as Sherriff's office dinner. The tiles must always go down in gym to protect the floor. The load that is extensive is bringing the large carts of chairs and carpet tiles, from one building to the gym due to lack of storage in our gym. One suggestion to assist with this is, vendor could place a LSSC approved storage building on the back side of the gym to house the chairs, and carts with tiles. A suggestion that LSSC would consider if vendor deems necessary. Magnolia Room large events would be setting up tables/chairs for a large event max 125 in that space. I would not consider that to be where you would need to bring in help.

Question: I was wondering if you could provide me with the number of current custodial workers you have, and their hours, so that we can get a better idea for a price?

Answer: There currently is mix of full time and part time staff employed by our vendor. LSSC would like you to propose a staffing model based on the locations and building square footage.

Question: Is the vendor responsible for replacing broken or vandalized dispensers?

Answer: Yes, the vendor installs and replaces the broken dispensers for soap, toilet paper, and paper towels.

Question: Is the vendor responsible for filters in water bottle filling stations?

Answer: No, the college supplies these.

Question: Are entryway mats owned by the College or supplied by the vendor?

Answer: The college supplies entryway mats.

Question: What is the College's expectation of recycling?

Answer: LSSC doesn't have a recycling program so there is no sorting of items in bins. At one time, this was a student led initiative.

Question: Is this a student project or the responsibility of the vendor? If the vendor is responsible, is this single-stream recycling, or does the recycling require sorting?

Answer: Please see previous answer.

Question: It was mentioned in the meeting that for the Fine Arts Center – the vendor will only be servicing approximately 3,000 square feet of the 26,577 square feet listed. Please confirm.

Answer: Yes, that is accurate.

Question: Pg 25 C-2, Section 1.d – Vendor shall assume full responsibility for any existing College owned grounds equipment used... Please provide a list of grounds equipment owned by the college that is available for use by the vendor. Does the college own a tractor that can be used by vendor?

Answer: The vendor owns the equipment used for custodial and grounds. The college does not own a tractor.

Question: How often will pressure washing be needed on the grounds? It was mentioned at the pre-bid meeting that the requirements of the contract would be 2 times per year. But there was also a mention of pressure washing being needed whenever mold is present on the buildings. Please let me know if we should provide costs for the 2 times per year with additional pressure washes as needed in our bid.

Answer: The College pressure washes the sides of buildings when needed. Pressure cleaning service shall consist of two (2) complete cleanings on all three (3) campuses (Leesburg, South Lake and Sumter only) to include the following:

- Sidewalks and walkways
- Stairs and stairwells
- Overhangs, canopies and covered walkways

Question: Please explain why section 10-C references one FTE per campus on Sunday evening/night? How does FTE relate to the one night?

Answer: Please disregard the statement about one FTE

Question: Can you provide the invoices for the last 2 years? Or what the price increase was from the previous year to this year

Answer: There has been no price increase in the last year.

Question: Can you please provide the full proposal from the current company for this year?

Answer: I have attached a current invoice and an invoice from a year ago for comparison.

Question: Please clarify Section C-1 1. Clean windows/frames/ledges. Is this for every window? During the Pre-Bid Meeting we were told this was no part of the contract.

Answer: The vendor needs to clean the interior windows/frames/ledges of classrooms and offices on a weekly basis

Question: How many day porters are currently serving at each campus, schedules, hours needed?

Answer: The vendor should propose what they feel is needed based on location and square feet.

Question: Please confirm exterior window cleaning is not a part of this contract as per the pre-bid meeting.

Answer: The vendor needs to clean exterior doors/windows by building entryways, but not whole building exterior window cleaning

Question: Is there a form for the price proposal that we need to download or will be made available? Otherwise, any specific format?

Answer: There is no specific form for this proposal.

Question: Will you please provide the current vendor pricing?

Answer: I have attached a current invoice and an invoice from a year ago for comparison

The large events requiring additional man power so janitorial team can stay on task in other locations on campus:

-Spring Commencement

-Fall Commencement

-Staff Holiday Event

-Any Staff/Faculty event requested by President

Example (Strategic Planning campus wide)

-Welcome Back Bash (faculty and staff)

-Foundation Distinguished Alumni Dinner or any event scheduled requiring carpet tiles/tables/chairs

-Athletic Banquet

-Nurse Pinning Ceremony

-Early College Graduate Ceremony

Any large external Event: we charge customers

-Example: Lake County Sheriff's Office

-Lake Tech Graduation

There is no way to know who externally will book this space for usage. It's becoming a popular location due to limited Venues in Lake County.

9. AUTHORIZED SIGNATURES REQUIRED

TAMMY SPENCER
NAME (PRINT)

INTERIM DIRECTOR OF PURCHASING
TITLE

SIGNATURE

DATE SIGNED

Invoice

Lake Sumter State College-Cust
 9501 US Hwy 441
 Leesburg FL 34788

Invoice Number: 4589600057
 Invoice Date: Mar 31, 2023
 Department: Service Billing
 Customer Number: F458960000

Bill To: Lake Sumter State College-Cust
 9501 US Hwy 441
 Leesburg FL 34788

Remit To: SSC Service Solutions
 Compass Group USA
 PO Box #50196
 Los Angeles CA 90074-0196

Note: PO 2100031 Service Period 03/01/23 - 03/31/23

Custodial				
Cost Center	Description	Quantity	Unit Price	Amount
45896	LEESBURG CAMPUS - CUSTODIAL	1.00	\$26,814.31	\$26,814.31
45896	SOUTHLAKE CAMPUS - CUSTODIAL	1.00	\$19,007.85	\$19,007.85
45896	SUMTERVILLE CAMPUS - CUSTODIAL	1.00	\$2,686.67	\$2,686.67

Sub-Total (Non-Taxable)	\$48,508.83
Sub-Total (Taxable)	\$0.00
Sales Tax	\$0.00
Balance Due (Upon Receipt)	\$48,508.83

Invoice

Lake Sumter State Coll-Grounds
 9501 US Hwy 441
 Leesburg FL 34788

Invoice Number: 4589700057
 Invoice Date: Mar 31, 2023
 Department: Service Invoice
 Customer Number: F458970000

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Note: PO 2100031 Service Period 03/01/23 - 03/31/23

Grounds				
Cost Center	Description	Quantity	Unit Price	Amount
45897	LEESBURG CAMPUS - GROUNDS	1.00	\$16,438.10	\$16,438.10
45897	SOUTHLAKE CAMPUS - GROUNDS	1.00	\$18,492.86	\$18,492.86
45897	SUMTERVILLE CAMPUS - GROUNDS	1.00	\$5,577.21	\$5,577.21

Sub-Total (Non-Taxable)	\$40,508.17
Sub-Total (Taxable)	\$0.00
Sales Tax	\$0.00
Balance Due (Upon Receipt)	\$40,508.17

Invoice

Lake Sumter State College-Cust
 9501 US Hwy 441
 Leesburg FL 34788

Invoice Number: 4589600045
 Invoice Date: Mar 31, 2022
 Department: Service Billing
 Customer Number: F458960000

Bill To: Lake Sumter State College-Cust
 9501 US Hwy 441
 Leesburg FL 34788

Remit To: SSC Service Solutions
 Compass Group USA
 PO Box #50196
 Los Angeles CA 90074-0196

Note: PO 2100031 Service Period 03/01/22 - 03/31/22

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45896	SOUTHLAKE CAMPUS - CUSTODIAL	1.00	\$19,007.85	\$19,007.85
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 Leesburg FL 34788

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