



UNIVERSITY OF CENTRAL FLORIDA

Department of Procurement Services
12424 Research Parkway, Suite 355
Orlando, FL 32826

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO BID

ITB NUMBER: 2022-13OCSA

ITB TITLE: HOUSING COMMUNITIES SUMMER TURN CLEANING

OPENING DATE & TIME: MARCH 28, 2023; 3:00 PM

ADDENDUM NUMBER: I ADDENDUM DATE: MARCH 21, 2023

Purpose of this addendum is to answer questions asked during the q/a period, and to change the due date to March 28, 2023, at 3:00 PM.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR OFFER. FAILURE TO SIGN AND RETURN WITH YOUR OFFER COULD RESULT IN REJECTION OF YOUR OFFER.

PROPOSERS SIGNATURE

PRINT OR TYPE PROPOSER'S NAME

COMPANY NAME

EMAIL ADDRESS

1. Vendor Question: When is the contractor's insurance due? Is it before or after the award is given to the winning bidder?

UCF Answer: Please see page 6 of the bid document, number thirteen, "Contractor Insurance".

2. Vendor Question: What is the estimated dollar value of this contract opportunity?

UCF Answer: The dollar value of the previous contract was \$48,801. This dollar value is for reference purposes only.

3. Vendor Question: Are any carpet servers included?

UCF Answer: Carpet Services are limited to vacuuming.

4. Vendor Question: Does the vendor have to pay for parking, or are decals given to us?

UCF Answer: Please see page 5 of the bid document, number six, "Parking".

5. Vendor Question: Are windows relevant to the scope only interior?

UCF Answer: Interior windows only.

6. Vendor Question: Are paper towels and other consumables provided by the University?

UCF Answer: No.

7. Vendor Question: Will the carpets need to be shampooed?

UCF Answer: No, that is not part of this scope of work.

8. Vendor Question: I would like to know what exact cleaning chemicals are used? The housekeeper manager mentioned a different chemical brand that was used for toilets, can you please name it?

UCF Answer: The awarded cleaning company will provide their own cleaning chemicals and supplies. Utilize only EPA (Environmental Protection Agency) approved chemicals and use proper chemical designated for each surface type, including provision of SDS sheets.

9. Vendor Question: How many cleaning staff are allowed to be on the property?

UCF Answer: This will be at the discretion of the chosen cleaning company.

10. Vendor Question: Are subcontractors allowed?

UCF Answer: Yes. The Respondent is fully responsible for all work performed under the contract resulting from this ITB, if any. The Respondent may enter into written subcontract(s) for

performance of certain of its functions under such contract, unless otherwise specified. The subcontractors and the amount of the subcontract(s) shall be identified in the Respondent's response to this ITB. No subcontract(s) which the Respondent enters into under the contract resulting from this ITB, if any, shall in any way relieve the Respondent of any responsibility for performance of its duties under such contract. The Respondent is responsible to fully notify any subcontractor(s) of their responsibilities under any subcontract. All payments to subcontractors shall be the sole responsibility of the Respondent.

11. Vendor Question: Is there a percentage of MWBE required for this bid?

UCF Answer: No, there is not a required percentage.

12. Vendor Question: To confirm, there are 561 units that need to be cleaned in a month between May 3-May 30? Will there be additional time to complete the cleanings? Or can the cleaners start in the middle or last week of April to have additional time if there are any unexpected delays?

UCF Answer: The expectation is that all of these spaces be turned during the month of May in preparation for our summer conference schedule.

13. Vendor Question: What is the starting date and completion date for this project?

UCF Answer: The main cleaning of the residence halls for this lot takes place during the month of May. There may be additional opportunities for the contractor to assist with cleaning "post-conference" or "post building projects" which would usually take place in late July to early August and will be highly dependent on the University's needs and scheduling for that timeline.

14. Vendor Question: It will be all move out cleanings, however do the units have pot/pans/silverware inside the cabinets or will it be completely empty?

UCF Answer: The units will be empty, any items found are considered lost and found items.

15. Vendor Question: All units will be empty from residents?

UCF Answer: Yes.

16. Vendor Question: Will we have a set schedule of units per day or we will have access to all units and we can plan on how many units will be cleaned per day?

UCF Answer: There is not a set quota per day.

17. Vendor Question: As per the contract, you mentioned it's a 3 years contract. If we win the bid and sign a contract, we would place a bid every year or the prices we send you this year will extend to all 3 years? And if by any chance we need to break the contract after 1 or 2 years, is there a penalty and can it be done?

UCF Answer: This bid is a two-year contract with a total of five, one-year renewal options. The contract pricing established would be effective through the length of the contract, unless otherwise amended and agreed to during the renewal process, with proper supporting documentation. For contract termination options, please refer to page 5 of the bid document, number eleven, "Cancellation/Termination".

18. Vendor Question: I did not see anything explaining when payment would be completed. What are the terms of payment please? (Example: net pay of 30, 60 or 90 days)

UCF Answer: It is the policy of the University that invoices on goods and/or services that have been received, inspected, and approved by the University will generally be paid within thirty (30) days of the University's receipt, inspection and approval thereof. Until the University receives a properly completed invoice, the payment process will not begin.

19. Vendor Question: Could UCF provide with the budget for the new contract?

UCF Answer: Please see the answer to question number two. Also, please note that the amount listed in question two is for reference purposes only and does not guarantee the same amount for this bid award.

20. Vendor Question: Could UCF provide clarification on Page 13; II. General Expectations and Requirements; C. "Contractor's pricing will be based on a unit price for one bedroom and common space-"

Bedrooms are different sizes, some are one (1) bed, others are two (2) beds such as Apollo suites. Please provide clarification on how contractors should build unit price including common areas ex.) kitchen, bathroom, living room and hallway only to one bedroom and how will the price for the second bedroom be produced?

UCF Answer: This statement should be removed from the bid document – this applies to our annual communities more so than this scope. The quantity and space types are illustrated on the pricing sheet.

21. Vendor Question: In order to propose a discount for early payment, what is the standard payment terms UCF uses to pay the vendor under this contract?

UCF Answer: Please see the answer to question number eighteen.