

June 30, 2026

POLK COUNTY, A POLITICAL SUBDIVISION OF

THE STATE OF FLORIDA

ADDENDUM #1

Bid #26-132-SM

Janitorial Services for Various Parks Restrooms

This addendum is issued to clarify, add to, revise and/or delete items of the Quote Document for this work. This Addendum is a part of the Quote Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Extension of Receiving Date, Questions and Answers

The Receiving Date has been extended to Wednesday, July 8, 2026, prior to 2:00 p.m.

Jason Flucker-Williams

Jason Flucker-Williams

Procurement Analyst

Procurement Division

This Addendum sheet should be signed and submitted with your quote submittal. This is the only acknowledgment required.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Questions and Answers

Question 1: Could you please provide the historical annual consumption of the following supplies; toilet paper, hand soap, trash bags, and paper towels?

Answer 1: PNR is unable to provide the historical annual consumption. These supplies are provided and managed directly by the incumbent vendor.

Question 2: Are there any personnel requirements such as background checks, identification badges, security credentials, or specific access restrictions and working hours that contractors must comply with?

Answer 2: No. Restroom service shall be performed once daily between the hours of 7:00 a.m. and 6:00 p.m.

Question 3: Will invoices be submitted monthly?

Answer 3: No. Invoices will be submitted on a weekly basis.

Question 4: Are electricity and water available in all restroom facilities at all times?

Answer 4: Yes.

Question 5: What is the current contract value or pricing being charged by the existing service provider?

Answer 5: To obtain a copy of the bid tabulation for Bid 23-142-SM, Janitorial Services for Various Park Restrooms, please visit the FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder Bid 26-132-SM, Janitorial Services for Various Park Restrooms.zip", select "Open" or "Save As" to download the attachments. If you need assistance accessing this website due to ADA or any other reason, please email Jason Flucker-Williams at jasonfluckerwilliams@polkfl.gov

Question 6: Is this solicitation limited exclusively to firms that already possess a Florida-based W/MBE certification at the time of bid submission?

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Answer 6: This solicitation has been designated under Polk County's Sheltered Market Program and is limited to competition between all local Polk County vendors and certified Women and Minority Business Enterprises (W/MBEs) located in Hardee, Highlands, Hillsborough, Lake Manatee, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk and Sumter Counties as defined in the solicitation. Vendors claiming W/MBE status must provide valid documentation with their bid demonstrating their eligibility under the Sheltered Market Program.

Acceptable documentation includes:

- A Notarized Affidavit of Women or Minority Business Designation, available on the County's website; or
- A valid W/MBE Certification from one of the following:
 - Florida Minority Supplier Development Council
 - Women Business Enterprise National Council
 - The State of Florida Office of Supplier Diversity
 - Florida Department of Transportation
 - U.S. Small Business Administration
 - Federal Aviation Authority
 - Other Florida governmental agencies
 - Certifications from other governmental agencies will be considered on a case-by-case basis.

Question 7: Would a firm that is currently certified as a W/MBE in another state and actively pursuing Florida certification be eligible to submit a bid?

Answer 7: Yes, however, to be considered eligible for award under the Sheltered Market Program, the firm must provide acceptable documentation demonstrating its W/MBE eligibility with its bid. Certifications issued by other governmental agencies will be considered on a case-by-case basis.

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Question 8: Are there any reciprocity provisions or alternative certifications that would satisfy the solicitation requirements?

Answer 8: There are no reciprocity provisions. The County will accept valid W/MBE certifications from the agencies identified in question two (2). Certifications from other governmental agencies will be considered on a case-by-case basis.

Question 9: Since we are an existing Polk County contractor currently performing janitorial services for the County, are we eligible to participate in this solicitation?

Answer 9: Existing contract status with Polk County does not, by itself, determine eligibility under the Sheltered Market Program. Vendors may participate in this solicitation; however, they must meet the qualifications and requirements set forth in the bid package, including the eligibility requirements established under Polk County Sheltered Market Program Ordinance No. 10-005. Vendors that do not meet these requirements will be deemed non-responsive.

Question 10: Can a copy of the bid tabulation and bid sheets from the previous bid, 23-142-SM be provided?

Answer 10: See the answer to Question 6 above.

Question 11: Is each restroom expected to be cleaned once per day, Monday through Saturday?

Answer 11: Yes.

Question 12: Are any park restrooms required to be serviced more than once per day?

Answer 12: No.

Question 13: During tournaments or special events, are additional service visits expected?

Answer 13: No. Parks and Natural Resources (PNR) personnel will be assigned to support tournaments and special events when needed.

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Question 14: If toilet paper, paper towels, soap, or trash receptacles need attention after the daily cleaning, is the contractor expected to return and replenish them?

Answer 14: No.

Question 15: Are there any locations that require an on-site day porter or periodic restroom checks throughout the day?

Answer 15: No.

Question 16: The excel bid sheet indicates 365 days (interpreted as 7 days per week Service). Page 42 of the bid package indicates service is required 6 days per week Mon - Saturday. Can you please verify if the Service requires 6 or 7 days per week?

Answer 16: The Service requires six (6) days (Monday-Saturday).

Question 17: Regarding the pricing proposal excel bid sheet. Should the dollar amount listed be based on actual service days or by the scope of work? In other words, would the Daily, Weekly, and monthly unit costs be the same based on frequency of service or should the Cost reflect the Scope of Work (Daily = Core Cleaning Duties, Weekly = Washing Stalls & High Dusting, Monthly = Scrubbing of Floors & Cleaning of all metal/stainless steel surfaces)?

Answer 17: The unit prices shall be based on the scope of work associated with each service frequency, not the number of service days. Specifically, the Daily unit price shall include the tasks identified under Items 1–8, the Weekly unit price shall include the tasks identified under Items 9–11, and the Monthly unit price shall include the tasks identified under Items 12–13, all in accordance with the Frequency of Services schedule on page forty-two (42).

Question 18: Who is the current contractor?

Answer 18: Venesat, Inc.

Question 19: What is the current monthly pricing for each location?

Answer 19: See the answer to Question 6 above.

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Question 20: In the scope, the frequency of services states that services are to be provided Monday – Saturday. On the bid sheet, it lists the number of daily services as 365, which would indicate services would need to be done Sunday – Saturday. Which is correct?

Answer 20: Services are only required Monday through Saturday in accordance with the Frequency of Services schedule. The 365-quantity shown on the bid sheet is provided solely as a pricing evaluation factor and does not modify the required service frequency. Please refer to Question and Answer No. 18 regarding how to determine your Daily, Weekly, and Monthly unit prices.

Question 21: Can you please clarify the length of term in the below statement? 12 months? 24 months? etc. From the bid document page 37: "The annual usage for the prior term was approximately \$296,002.92"

Answer 21: Please refer to page 36 of the Bid Package, Special Conditions, Item #2, which states: *"The period of performance for this bid is from the Notice to Proceed date through June 30, 2029 ("Termination Date"), unless otherwise terminated in accordance with General Information Items #14 and #15."*

The amount of \$296,002.92 referenced on page 37 represents the approximate total expenditures incurred during the previous year and is provided solely for informational purposes to assist prospective bidders in estimating the scope of services. It does not represent a guaranteed annual expenditure, nor does it establish a minimum or maximum contract value.

Question 22: Could you please provide an estimated average number of visitors or restroom users for the parks included in this solicitation?

Answer 22: PNR don't actively track visitors to all of these parks and there's no way to determine how many of them use the restrooms.

Question 23: Regarding the previous term usage of \$296,002.92 noted on page 37, can the County clarify if this figure includes the cost of all vendor-provided consumables (paper goods, liners, hand soap), or was that strictly for labor?

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Answer 23: Yes, labor and materials/supplies are included.

Question 24: What is your current staffing plan per location?

Answer 24: PNR does not maintain a staffing plan for individual locations. Staffing levels and personnel assignments are the responsibility of the awarded contractor. PNR's expectation is that all services are performed in accordance with the solicitation requirements.

Question 25: Would we be allowed to have a mobile, truck-based routing crew acceptable for all locations as long as daily tasks are completed prior to 6:00 p.m.?

Answer 25: Yes. PNR does not prescribe how the contractor staffs or routes its personnel.

Question 26: Please confirm whether the County has an estimated annual budget or anticipated funding range for this contract.

Answer 26: Yes.

Question 27: The solicitation states that park restrooms are estimated to be around 400 square feet each. Please confirm whether this estimate applies to each individual restroom listed, or whether 400 square feet is an average per restroom building.

Answer 27: 400 square feet is an average per restroom building.

Question 28: Please confirm whether the restroom counts listed for each park refer to individual restroom rooms/units, restroom buildings, or fixtures/facilities.

Answer 28: The restroom counts listed for each park refer to individual restroom units/stalls (men's side = 1, women's side = 2).

Question 29: Are all restrooms listed currently active and included in the daily Monday–Saturday cleaning schedule, or are any restrooms seasonal, limited-access, or used only during events?

Answer 29: Yes.

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Question 30: Please confirm the required service window. The solicitation states daily services are Monday–Saturday prior to 6:00 p.m. Is there a specific earliest start time, or may services begin at any time before 6:00 p.m.?

Answer 30: 7:00 a.m. - 6:00 p.m.

Question 31: Are vendors expected to service all locations once per day, Monday through Saturday, or are any locations expected to receive multiple visits per day due to park traffic, events, or usage levels?

Answer 31: All locations are expected to be serviced once per day.

Question 32: Are there any regularly scheduled athletic events, tournaments, community events, or peak-use periods that may require additional restroom attention beyond the daily service schedule?

Answer 32: No.

Question 33: Please confirm whether the contractor is responsible for locking and/or unlocking any restroom facilities, or whether the restrooms are controlled by automatic locks or County staff.

Answer 33: The awarded vendor will be issued keys to access the restrooms. There may be times that the restrooms are locked for maintenance or repairs, but in general, they are to be left open for public use.

Question 34: If the contractor is responsible for locking/unlocking, please provide the required lock/unlock schedule for each park location.

Answer 34: See Question 34 above.

Question 35: Please confirm whether all restroom facilities use the same dispensers for toilet paper, paper towels, soap, feminine product liners, and other consumables, or whether dispenser types vary by location.

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Answer 35: PNR standardized all fixtures prior to the establishment of the expiring contract.

Question 36: If dispenser types vary, can the County provide a current dispenser inventory by location, including brand/type where available?

Answer 36: See Question 36 above.

Question 37: Are vendors required to use County-approved paper goods, hand soap, trash liners, urinal pucks, drain products, or chemicals, or may vendors submit equivalent products for approval by the Parks & Natural Resources Project Manager?

Answer 37: Products must meet the minimum requirements provided in specifications, item #6, pages 39 and 40. Vendors should submit MS/DS sheets with their bid submittal for the County to review.

Question 38: Are there any preferred or prohibited product specifications, such as green-certified products, fragrance restrictions, enzyme/drain product restrictions, septic-safe requirements, or specific chemical limitations?

Answer 38: Vendors shall use the products identified in the Specifications of the bid package, pages 39-41.

Question 39: Are feminine product wax liners required at all women's restrooms, or only where applicable dispensers are installed?

Answer 39: Feminine product wax liners are required only at women's restroom facilities where dispensers are installed.

Question 40: Are paper towels required at all restroom locations, or only where applicable dispensers are installed?

Answer 40: Paper towels are required only at restroom facilities where hand dryers are not installed, and paper towel dispensers are provided.

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Question 41: Please confirm whether the contractor is responsible for supplying walk-off mats, as referenced in the solicitation, and if so, at which restroom locations.

Answer 41: For bidding purposes, vendors should assume that walk-off mats will be required at all restroom facilities. However, PNR reserves the right to determine, based on site conditions or operational needs, whether walk-off mats will be used at a particular location.

Question 42: The solicitation requires vendors to report vandalism and make conditions safe until Parks staff can complete repairs. Please clarify what actions are expected of the contractor when making conditions safe, such as placing caution signage, removing broken glass, closing off an area, or contacting County staff.

Answer 42: If vandalism or other hazardous conditions are discovered, the vendor shall take reasonable measures to make the area safe until County personnel can complete the necessary repairs. Such measures may include removing debris or other potentially hazardous materials, posting caution signage, and securing or locking the affected restroom facility if warranted to prevent public access.

Following these actions, the contractor shall promptly notify the PNR designated contact by email.

Question 43: Please confirm whether pressure washing, exterior restroom cleaning, graffiti removal, cobweb removal, exterior trash pickup, or surrounding grounds/litter pickup are included in the scope, or if the scope is limited to the interior restroom areas only.

Answer 43: The scope is limited to the interior of the restrooms.

Question 44: Please confirm whether showers are present at any of the listed restroom locations, as the frequency table references cleaning showers.

Answer 44: Showers are only located at the Northeast Regional Park Baseball Concession. They should be checked daily and serviced when used. They are not used on a regular basis.

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Question 45: Are there any restrooms that were built, renovated, or substantially upgraded within the past two years?

Answer 45: Yes. The west-side restroom facilities at Simmers-Young Park were constructed within the past two years.

Question 46: Are any of the listed restrooms currently under renovation, scheduled for renovation, or expected to be added, removed, or modified during the contract term?

Answer 46: No.

Question 47: Please confirm whether a formal weekly report template will be provided by the County, or whether the awarded vendor may submit its own weekly service report format for approval.

Answer 47: PNR will share the report template with the awarded contractor.

Question 48: For the required personnel schedule roster, should bidders provide proposed staffing by location, route, shift, and estimated man-hours, or is a general staffing plan acceptable?

Answer 48: A general staffing plan is acceptable.

Question 49: For the QA/QC plan, is there a required minimum inspection frequency by the Project Manager or supervisor or may the vendor propose an inspection schedule based on route size and service risk?

Answer 49: PNR staff will be inspecting the sites frequently (daily to weekly) to ensure that the awarded vendor is providing the specified services. Coordinated inspections can be discussed and scheduled with the successful vendor.

Question 50: Please confirm whether keys will be issued for all locations prior to the start of service and whether any access codes, gate codes, alarm codes, or after-hours access instructions are required.

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Answer 50: Keys for all applicable restroom facilities will be issued to the awarded vendor prior to the start of services. Service hours are between 7:00 a.m. and 6:00 p.m. During these hours, no codes are required.

Question 51: Please confirm whether there are water sources, custodial closets, storage areas, or designated supply storage locations available at each park restroom.

Answer 51: Water sources are available at the park facilities. Each park also has a designated storage area available for use by the awarded contractor; however, storage space may be limited and is not necessarily located within or adjacent to every restroom building. The applicable Parks and Natural Resources District Manager will identify the designated storage area during the initial site walkthrough.

Question 52: Is the contractor permitted to store supplies onsite at any of the park restroom locations, or must all supplies be transported daily by the vendor?

Answer 52: Limited storage space may be available at most park locations; however, storage is not available within every restroom building. During the initial site walkthrough, the PNR District Manager will identify any available storage areas for the awarded vendor's use.

Question 53: Please confirm whether the County anticipates awarding this contract to one vendor for all locations, as the bid states award will be based on the overall low bid for all items.

Answer 53: The bid will be awarded to one vendor.

Question 54: How do we submit our pricing for years 2 and 3? Should all three years be combined or should the pricing just reflect year 1?

Answer 54: The submitted pricing should reflect the vendor's pricing for all three (3) years of the contract. However, in accordance with Item #20 under the General Conditions on page 19, a vendor may request a price increase. The Procurement Director reserves the right to increase/decrease price after the bid has been in place for a minimum of 12 months, when it is in the best interest of the County. Increases/decreases will be determined by the Consumer Price Index (CPI-U) unless otherwise stated in the Special Conditions.

Bid 26-132-SM – Janitorial Services for Various Parks Restrooms

Addendum #1

Question 55: We noticed that some of the restrooms were locked during the walkthrough at Loyce Harpe Park. Can you advise on the security processes regarding unlocking and locking of the restrooms? Is there a specific time frame, etc.?

Answer 55: Restroom facilities may be temporarily locked by the County for maintenance, repairs, security, or other operational reasons. The awarded vendor will be provided keys to access the facilities and is expected to service each restroom in accordance with the bid requirements.

After servicing a restroom, the vendor shall leave the facility in the same locked or unlocked condition in which it was found upon arrival.
