

### Addendum 3 - Questions and Answers

1. Q: Who is currently providing the services for the Town?  
A: *Answered with provision of current contract.*
  
2. Q: How much per year is the current contractor charging per location listed on page 42 and for each line item on page 43 and 44 of the RFP?  
A: *Answered with provision of current contract.*
  
3. Q: In the pre-bid it was stated contractor is only to provide a monthly inspection to the following sites: Town Hall, Public Safety, Broadway Building, Stirling Rd. at SW 185<sup>th</sup> Way “pocket park”, & Southwest Meadows Sanctuary Park. Please confirm this is accurate.  
A: *Not accurate. Proposers should refer to table of ZONES / LOCATIONS / MAINTENANCE SERVICE CATEGORIES / FREQUENCIES SERVICE CATEGORY D: PARKS AND OTHER FACILITIES MAINTENANCE – ZONES 33-43, located on **\*revised\*** page 37 and provide pricing in accordance with Maintenance Service Category/ies\*, Frequency/ies\*, and footnotes provided.*
  
4. Q: Please confirm janitorial services at Town Hall are not included in this RFP.  
A: *Confirmed, however, this location has “Potential for future addition to contract. Proposer may offer “unit price per square foot.” Square footage provided in clarification/addendum.*
  
5. Q: Please confirm all trash can liners and restroom supplies are provided by the Town.  
A: *The Town orders all supplies for daily maintenance. In accordance with section 6.1.10, Vendor is responsible for “preparation of supply inventory and order requisitions, delivery of supplies to sites, and stock supply closets” in coordination with Town.*
  
6. Q: Page 39 of RFP, is daily defined as 7 days per week or 5 days per week?  
A: *7 days per week*
  
7. Q: In reference to brick paver sealing, how many square feet are required to be sealed?  
A: *Proposers are advised to offer a per square foot price for Cement, Brick Paver Cleaning & Sealing, if this service is needed. No total square footage has been calculated. Areas where this service may be required include, but are not limited to, picnic pavilion cement floors, Rolling Oaks Barn cement breezeways, Park sidewalks/walkways, and commemorative brick pad at Town Hall Flag pole area.*

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005 JANUARY 19,2020

8. Q: At the pre-bid it was stated the line item for “Storm Clean Up” is only for labor. What is contractor expected to provide in item 6.4. “Debris Removal” line item? Is this a price per hour for labor with a truck? Or is it a price per cubic yard?  
A: “Storm clean up” and “Debris removal” as outlined in 6.4 are completely separate services. As stated in the RFP Scope of Services,  
*“6.4. MISCELLANEOUS CODE ENFORCEMENT MAINTENANCE REQUIREMENTS: At the Request of Town’s Designee, Contractor shall provide services including debris removal, at designated properties under Enforcement Action. All Code Enforcement maintenance shall be performed at attached unit prices and require 4” X 6” color before and after photos. Debris Removal: When debris removal is required as directed by Code or Town Designee, **Contractor shall remove and properly dispose of items required to be removed on a per cubic yard basis**, documenting work with before and after photos.”*
9. Q: Line item 5.6.4 on page 43, how many hours per year are used approximately?  
A: *In and of itself, the item subject to 5.6.4, Opening/closing of parks, consists, at multiple locations, of opening (or closing) and securing multiple gated entrances, opening (or closing) restroom buildings, and insuring that each facility is ready for use. The Town does not dictate the means and methods by which proposers organize their workers’ time.*  
*In accordance with Section 5.5 MAINTENANCE AND FREQUENCY STANDARDS, On the contract commencement date, as part of Contractor’s complete written proposal, Contractor shall submit a written proposal of his plan for accomplishing the required work.*
10. Q: We are a member of 4 professional organization. APWA (American Public Works Association), BOMA. (Builders Owners Managers Association), FNGLA (Florida Nursery Growers Landscape Association), ISA (International Society of Arboriculture). Will this allow us to receive the 5 points in the evaluation criteria?  
A: *Proposers are provided a list in each RFP of professional organizations for which the evaluation criteria offer preference. Affiliations, certifications, or memberships with other professional associations will neither harm, not necessarily help, the proposers during the evaluation.*