

Invitation to Bid (TB) for Professional Office Cleaning Services, #ITB.2024.2025-0001 Frequently Asked Questions (FAQs)

- 1. The Invitation to Bid (ITB) due date is 1:00 p.m., October 14, 2024. If I experience an e-mail server problem that makes my Bid late, will this be excused?**
No. Plan to submit your **Bid** well enough in advance to allow for possible technical difficulties that may delay your submission. Keep in mind that the Bid template conducts error checks to make sure all required sections have been completed and it will not allow you to submit an incomplete application. Allow sufficient time to respond to any errors that the system may find.
- 2. If I did not submit a Notice of Intent (NOI), may I submit a proposal for my company?**
Yes. ELC uses the NOI forms to identify potential proposers and communicate any updates or changes in the ITB.
- 3. If I did not complete the Mandatory Vendor Office Visit on October 7, 2024, can I schedule a visit before the application due date on October 14, 2024?**
No. Any vendor who did not complete the **Mandatory Vendor Office Visit** as scheduled in the ITB will be disqualified.
- 4. If I have any questions about the ITB, can I call the Sole Point of Contact?**
No. All inquiries regarding the ITB must be directed in writing via e-mail to procurement@elcbigbend.org.

Intents to Protest regarding the Notice of Intent to Award (NOIA) must be e-mailed to the attention of the **Sole Point of Contact** at procurement@elcbigbend.org. **Any person, entity, or other organization that violates this provision may be disqualified from this RFP.**
- 5. Are there any forms in the ITB that require signatures?**
Yes. All JotForm Bids must be signed electronically before you submit the application. The JotForm will automatically apply a date and timestamp when you submit the application. All other required forms will be included in the contract with the selected Vendor.
- 6. Will my Bid be disqualified if I exceed any section limits?**
Yes. However, the electronic template enforces the character or word limits shown next to most sections that include written narrative responses. The template will not allow you to submit an application that exceeds any character or work limits.
- 7. Can the Bid include different Rates/Visit for each year to account for cost-of-living increases?**
Yes. However, keep in mind that ELC will be rank ordering all submitted Bids from lowest to highest total BID prices from amongst Vendors who meet the **Mandatory Responsiveness Requirements** included in **Appendix B**.
- 8. What is the total Square foot (sic) of the building and area of carpet that has to be cleaned?**
The interior office space has a total of 2,640 square feet. All areas are carpeted except for the bathrooms.
- 9. What is the current amount of the contract?**
The current Vendor's contract pricing includes \$80/visit for up to four times/week or a maximum annual contract amount of \$16,640/year. The contract has one original one-year term and one renewal with a total cost of \$33,280.00.

Keep in mind this ITB has different requirements for the number of cleaning visits per week. Bidders for **#ITB.2024.2025-0001** must provide their daily rates for cleaning services for two and three times a week for each year included in the original and renewal terms.
- 10. What Business Licenses or Registrations should I upload with my Bid?**
Upload any business licenses or registrations that your city, county and/or any State Agency in Florida require you to possess in order to conduct business.