

ADDENDUM No. 1

March 14, 2015

ADDENDUM TO: Cleaning Services for Raymond James Stadium
RFP NUMBER: 14-07
RFP DUE DATE: Friday, March 20, 2015 not later than 10:00am

TO RFQ: This addendum is an integral part of the RFP file under consideration by you as a proposer in connection with the subject matter identified above. For the purpose of clarification the following additions, changes, modifications and replacements noted below have been made to the RFP and have been made to the RFP file which bears the above title.

Proposals submitted shall conform to these additions and modifications noted herein and including all issued addendums.

QUESTIONS, ANSWERS & REQUESTS FOR CLARIFICATION (RFC)

Proposer Question: Are the 7 cost proposals available in Excel format? Can we get an electronic copy?

TSA Response: The proposal is available online in Word format.

Proposer Question: Please provide job titles tied to the rates provided of the six full time employees the Authority recommends the successful bidder hire.

TSA Response: Floor Man (\$9.00 per hour)
Suite/Club Matron #1 (\$9.00 per hour)
Suite/Club Matron #2 (\$12.50 per hour)
Pressure Washer (\$10.00 per hour)
Main/Upper Concourse Porter (\$9.00 per hour)
Service Level/Gate Porter (\$10.00 per hour)

Proposer Question: Can you confirm if the current six full time ISS employees, that the Tampa Sports Authority recommends the successful bidder to hire, have health and welfare benefits?

TSA Response: The six (6) full time day staff qualified for benefits under the Affordable Care Act.

Proposer Question: Are we required to subcontract with a SWMBE, or MBE? If so, what is the participation percentage?

TSA Response/RFP Change: Please add the following statement to Page 13 Section 4 of the RFP document.

Disadvantaged Minority / Disadvantaged Women Business Enterprise (DM/DWBE): Qualified firms may receive up to a maximum of five (5) bonus points for DM/DWBE participation. The term "DM/DWBE" shall mean a business that is certified as a *bona fide* DM/DWBE with Hillsborough County or has been granted reciprocal certification by Hillsborough County. Provisional Reciprocal Certification shall be granted for one (1) six (6) month period to firms which are principally domiciled in the State of Florida and certified by other jurisdictions within the State. When requesting bonus points, firms shall include a copy of the certification letter issued to the DM/DWBE being utilized by the certifying governmental agency. It will be the responsibility of the proposing firm to furnish all the necessary information and documentation to the COUNTY in order to receive bonus points. Bonus points will be assigned based on DM/DWBE participation as outlined below:

- (1) The request for bonus points shall be made on the proposing firm's letterhead and must including the following:
 - (a) The RFP number and project name;
 - (b) The name of the firm(s) to be utilized, and
 - (c) The percentage of fees that will be subcontracted to that firm. Please note, the percentage must be at least 10%;
 - (d) A commitment from the proposing firm stating that a minimum of 10% of its ultimate fees will be subcontracted to that DM/DWBE or SBE.

- (2) The following items should be attached to the above letter:
 - (a) A letter of intent from the DM/DWBE or SBE on its letterhead stating its intent to perform the services and the scope of work signed by its Chief Operating Officer. This letter must reference the project;
 - (b) A copy of the DM/DWBE current certification or the SBE's current registration.

Proposer Question: What is the value of the current contract?

TSA Response: \$876,398.23

Proposer Question: Will the TSA accept the following Minority Business Enterprise (MBE) certification:
National Certification: National Minority Supplier Development Council (NMSDC)
NMSDC Regional Affiliate: North Central Minority Supplier Development Council
If not, please detail the approved W/MBE certifications the TSA will accept.

TSA Response: Please review the above statement/RFP change for Page 13 Section 4.

Proposer Question: In the meeting it was stated that the contractor will perform 2 picks in the bowl for post event cleaning – One time for trash and then again for Recycling. This is not mentioned in the specifications for the Post Event Bowl Cleaning – Can you clarify if we are expected to separate trash and recycling in the bowl pick?

TSA Response: Yes, recycling first, trash second.

Proposer Question: It looks like the intention for Post event cleaning is that the full-time staff will be a part of that process, but the hours they spend will not be billed to the TSA, until the post event cleaning is completed and signed off on. I just want to make sure that is the process?

TSA Response: Yes.

Proposer Question: It was stated on the walk that the contractor is responsible for providing the absorbent pads that are on the trash cans around the concourses. I don't see that listed in the specs as something we provide. Can you clarify who will be responsible for those pads?

TSA Response: TSA will provide absorbent pads as stated on page 23 #43-N.

Proposer Question: Can you provide us with the current vendors pricing for the services they are performing?

TSA Response: See Attachment titled "Cost Adjustment – CPI Increase"

Proposer Question: Will we be able to bill any additional charges for Quick Turns, considering the additional manpower to turn the facility?

TSA Response: No.

Proposer Question: It was stated in the walk that the exterior stairwells and ramps were to be pressure washed following each game. The specifications do not list this as a requirement. Can you clarify the expectations for the ramps and stairwells on the post event clean?

TSA Response: Pressure washing is not a post clean requirement on ramps or exterior stairwells. Expectations are listed for all ramps 41, Q-1 and stairwells page 42, R-2B.

Proposer Question: In the specifications it states that the Authority will provide a time clock for the contractor (51-Y...Page 52). It was stated in the meeting that we should provide our own. Can you clarify?

TSA Response: Proposer shall furnish their own time clock.

Proposer Question: Is there a preference from the Authority for the contractor to also interview and give preference for the existing Project Manager?

TSA Response: That is up to each proposer.

Proposer Question: On page 57 in the second paragraph the proposal states "All event preparation time will not be billable to the authority." Can you clarify if that includes the pre-event training for employees before each event?

TSA Response: The time the cleaning staff is at the location (on post) page 20, F-1 and F-2, for event training prior to gate opening (15 minutes {small event} – 30 minutes {large event} is part of the call time for event staff and is billable. Event preparation time that is not billable as listed on page 57 is not billable to the Authority.

Proposer Question: Page 7, item 9: there is a reference to a "proposal guarantee." Is there a form for that or more specific direction on what that entails?

TSA Response: See Attachment (Please include this form as a part of your RFP Response and as guarantee of your proposal pricing).

Proposer Question: Page 8, item 19: written in way that implies proposer responsible for damage regardless of who causes; please clarify that proposer on responsible for damage caused by proposer.

TSA Response: Damages only caused by the proposer.

Proposer Question: Page 17, item 34: This section says that rate adjustments do not apply to On-Site Manager, Asst. Mgr, Event Manager et. al. This is a 3-year contract with a possible 3-year extension, so that means these positions would have no COL salary increases over 6 years? What if FL raises minimum wage significantly like some other states have done?

TSA Response: There will be no rate adjustments for the listed positions.

Proposer Question: Page 18, item 38-C: can we get more detailed specs on radios and estimate quantity of event-related materials needed?

TSA Response: Currently the radios used are 900 MHZ with all areas having communication throughout the facility (no dead spaces).

Proposer Question: Page 26: item 46: In "B", is it six or seven USF games?

TSA Response: 2015 season will have 6 games, 2016 and 2017 will have 7 games.

Proposer Question: Page 26: item 48: does maintaining parking lots include mowing grass?

TSA Response: Does not include mowing the grass.

Proposer Question: Page 45, item U5: Can you clarify how often you anticipate needing fire hose and spot cleaning of concrete decks?

TSA Response: There is no spot cleaning of bowl concrete decks, floors. Bowl shall be pressure washed following all non back to back events. Bowl concrete decks shall be fire hosed between back to back events.

Proposer Question: Page 57: Current ISS employees titles and are current benefits included?

TSA Response: West Premium Matron, East Premium Matron, Pressure Washer, Concourse Matron, Floor Tech, Lot / Perimeter Matron. Benefits are offered to each day to day staff employee.

Proposer Question: In the cost proposal section on page 59 (Day to Day Labor Approximate hours), can we adjust the approximate hours to reflect our evaluation of what is necessary?

TSA Response: Pricing shall be provided based on hours listed.

Proposer Question: In the cost proposal section on page 60 (Event Staff column III), can we adjust the annual hours to reflect our evaluation of the necessary hours?

TSA Response: Pricing shall be based on hours listed. This is a topic that can be discussed during the interview process.

Proposer Question: Page 69: What are the shift lengths of the BEO events?

TSA Response: Shift lengths are variable depending on the event.

Proposer Question: Are maps or drawings available showing all parking lots and number of parking spots per lot?

TSA Response: See email attachment. Also, maps are posted online at www.tampasportsauthority.com, click on Procurement and scroll to RFP #14-07. It's titled "Parking Lot Location and Capacity Map – Addendum No. 1".

Proposer Question: Is a map or drawing of the stadium available showing restrooms, suites, club level area, etc.?

TSA Response: See email attachment. Also, stadium maps are posted online at www.tampasportsauthority.com, click on Procurement and scroll to RFP #14-07. It's titled "Stadium Maps – Addendum No. 1".

Proposer Question: Are any machines such as vacuum trucks required for parking lots or is it all hand-picked?

TSA Response: **Required Equipment minimum equipment is listed pages 24 & 25, A through HH.**

Proposer Question: Is the Cost proposal section of the RFP available in Excel or Word?

TSA Response: Please check online at www.tampasportsauthority.com, click on Procurement and scroll to RFP #14-07. You will find the proposal document in Word format.

Proposer Question: Please confirm that a \$500,000 Performance Bond is required.

TSA Response: The successful bidder must furnish and record in the official records of the county where the project is located a Performance Bond in an amount equal to one hundred percent (100%) of the Contract Sum as security for the faithful performance of this Contract.

Proposer Question: The Event Staffing listed starting on page 26 also lists the expected number of events for each event type except for Game Day Champions/High School games and Bucs Night practices. The Cost proposal shows 1 of each, please confirm these are correct.

TSA Response: This is correct.

Proposer Question: It was mentioned during the site visit that the contractor is responsible for providing the absorbent cloths to be used in the outdoor deck area. The product is not listed in the RFP contractor provided supplies. Please provide the product detail and average annual usage.

TSA Response: TSA will provide absorbent pads as stated on page 23 #43-N.

Proposer Question: What has been the value of the work done by work order, outside the base day-to-day fee, pre and post cleaning for each of the past 2 years?

TSA Response: Review page 68 of the Cost Proposal, #7, Column 8 for the value of hours.

Proposer Question: In regards to procuring a Performance Bond for the awarded contract, what amount would be required? i.e. 100% of contract value for the first year of the contract? Or, would it be a difference percentage or set amount? Please advise.

TSA Response: The successful bidder must furnish and record in the official records of the county where the project is located a Performance Bond in an amount equal to one hundred percent (100%) of the Contract Sum as security for the faithful performance of this Contract.

Proposer Question: On page 11 of the RFP, Scheduled I- Management Plan b. Proposer's Business History/Experience – it seems that the Authority is requesting the same information in items #2 and #5. Is this so? If not, please advise what you would like to see represented in item #5.

TSA Response: Provide at least five (5) references.

Proposer Question: Please provide additional information regarding TSA's Difference Makers Program and the fees referenced on page 12/72 of the RFP. Are the fees represented an annual cost as a donation, or fees for Corporate Partnership?

TSA Response: The Difference Makers Program is an event employee award/recognition program. The funds collected annually are used to purchase awards and gifts. This is not a corporate sponsorship.

Proposer Question: Please advise what should constitute the "Proposal Guarantee" as mentioned on Page 7/72 – Item 9/D.

TSA Response: See Attachment (Please include this form as a part of your RFP Response and as guarantee of your proposal pricing).

Proposer Question: Please provide the current pricing for the contract.

TSA Response: See attachment titled "Cost Adjustment – CPI Increase"

Proposer Question: In regards to the anticipated due date of answers to question, and enough time to assimilate information, we respectfully request an extension to the due date for this proposal response.

TSA Response: There will be no extensions. The due date will remain in force. RFPs are due on Friday, March 20, 2015 not later than 10am.

Proposer Question:

We may send our package by Fed Ex delivery. If so, a contact name and phone number is required for a successful delivery. Please advise.

TSA Response:

The Authority's mailing address and contact information was provided during the Pre-Proposal Conference on the sheet titled "Agenda". If you have misplaced that sheet, please forward your proposals to: Tampa Sports Authority, Attn: Deltecia Jones, 4201 N. Dale Mabry Highway, Tampa, FL 33607. 813-350-6511. The Authority **is not** responsible for late deliveries by any mail courier services.

Note: To qualify your proposal, of which this addendum becomes a part, this form must be completed and returned to this office with the proposal.

Date: _____

Authorized Signature of Company Rep.

Printed Name of Company Rep.

Company: _____

Address: _____

Telephone: _____

Contact's Email: _____

GUARANTEE OF BID PROPOSAL

Name of Firm: _____

Street Address: _____

Mailing Address: _____
City State Zip

Phone #: _____ Fax #: _____

E-Mail Address: _____

Business is licensed (unless exempt by applicable law), permitted and certified to do business in the State of Florida: Yes No If yes, License #: _____

State of Florida Corporation ID # (From Secretary of State): _____

Federal Employer Identification Number (FEIN): _____

IN WITNESS WHEREOF, this Bid Proposal is hereby signed and sealed as of the date indicated.

Witness

(Authorized Signature in Ink)

Witness

(Printed Name of Above Signer)

Corporate Seal (Where appropriate)

(Printed Title of Above Signer)

(Date Signed)

By signing above, I attest that all the information listed herein is correct, to the best of my knowledge, and agree to be bound by the terms, conditions and my company's submitted pricing with regards to this bid agreement.

**COST ADJUSTMENT - CPI INCREASE
ISS FACILITY SERVICES**

Cost Proposal from ISS:	Current Revised Rate
Suite/Club Matron	\$15.59
Floorman	\$15.59
Main/Upper Concourse Porter	\$15.59
Service Level/Gate Porter	\$15.59
Pressure Washer	\$15.59
On-Site Manager	\$40.23
Event Manager	\$25.43
Supervisors	\$22.19
Sweeper Porter	\$17.91
Restroom Attendants	\$17.91
Trash/Cardboard Runners	\$17.91
Tampa Sports Authority Offices	\$61.38
East Club Lobbies/buffets, club lounges & all club restrooms	\$267.45
West Club Lobbies/buffets, club lounges & all club restrooms	\$267.45
East Lower Luxury suite hallways, elevators, lobbies & terrace	\$40.73
East Upper Luxury suite hallways, elevators, lobbies & terrace	\$40.73
West Lower Luxury suite hallways, elevators, lobbies & terrace	\$40.73
West Upper Luxury suite hallways, elevators, lobbies & terrace	\$26.71
Mini Suites (56)	\$18.43
Single Suite (130)	\$23.78
Double Suite (10)	\$34.58
Triple Suite (1)	\$37.56
All press level booths & surrounding hallways	\$82.02
Two (2) Team locker rooms and adjacent interview rooms	\$122.12
Two (2) official's locker rooms	\$15.89
Three (3) printing/dark rooms	\$15.89
National & Local broadcast & storage rooms	\$9.20
Cheerleader's Locker rooms (2)	\$27.10
Dining/post game media room	\$15.09
Ticket office	\$7.36
Service Level first aid room (1)	\$8.83
Main Concourse first aid rooms (2)	\$16.98
Upper concourse first aid rooms (2)	\$5.30
P.R. room (service level)	\$4.57
All service level restrooms	\$19.87
All service elevator hallways, interior spaces, docks & corridors	\$270.75
One Side Lower:	
Sections 103 - 118 & 128 - 143	\$1,789.31
Two Side Lower Level:	
Sections 103 - 118 & 128 - 143	\$1,851.28
Sections 103 - 118 & 128 - 143	\$2,029.44

Cost Proposal from ISS	Current Revised Rate
Mini Bowl (Lower Levels)	
Sections - All 100 Level Seats	\$2,091.41
Sections - All 100 Level Seats	\$2,199.84
Sections - All 100 Level Seats	\$2,726.58
One Side (Lower & Club Level)	
Sections - 103 - 118, 201-220	\$1,925.93
Sections - 103 - 118, 201-220	\$1,986.83
Sections - 103 - 118, 201-220	\$2,123.86
Two Sides (Lower & Club Level)	
Sections 103-118, 201-220, 128-143, 226-245	\$2,474.03
Sections 103-118, 201-220, 128-143, 226-245	\$2,611.09
Sections 103-118, 201-220, 128-143, 226-245	\$3,022.12
Mini Bowl - Horseshoe	
Two Sides & one endzone	\$1,865.04
Two Sides & one endzone	\$2,060.76
Two Sides & one endzone	\$2,405.12
Lower Bowl Horseshoe:	
Two sides, one endzone & all 200 level seats	\$2,482.58
Two sides, one endzone & all 200 level seats	\$2,761.44
Two sides, one endzone & all 200 level seats	\$2,978.31
Two sides, one endzone & all 200 level seats	\$3,179.71
Lower Bowl Horseshoe:	
All 100 & 200 Level Seating	\$2,622.00
All 100 & 200 Level Seating	\$2,865.96
All 100 & 200 Level Seating	\$3,040.28
All 100 & 200 Level Seating	\$3,319.14
Full Stadium	
All Sections	\$3,024.79
All Sections	\$3,164.22
All Sections	\$3,305.15
All Sections	\$3,469.68
All Sections	\$3,492.73
All Sections	\$3,767.35
All Sections	\$3,914.24
All Sections	\$4,275.38
Fire Hosing	
Entire Bowl	\$1,643.08
Lower Bowl	\$1,099.07
Mini Bowl	\$594.23
Parking Lots Post Clean:	
Postage Stamp - Lot A including plazas & beds	\$38.39
Postage Stamp - Lot B including plazas & beds	\$38.39
Postage Stamp - Lot B including plazas & beds	\$38.39
Postage Stamp - Lot D including plazas & beds	\$38.39
Lot 1	\$76.42
Lot 2	\$76.42
Lot 3	\$76.42
Lot 4	\$76.42
Lot 5	\$76.42
Lot 6	\$76.42
Lot 7	\$76.42
Lot 8	\$76.42
Lot 9	\$76.42
Lot 10	\$76.42
Legends Field	\$137.03

Cost Proposal from ISS	Current Revised Rate
Entire Property including Legends Field	\$1,210.10
USF parking (Lots A, B, D, D, 1,2,3,4,5,6D, 6,7,8)	\$1,089.08
American Invitational (Lots B,C,D,4,5,6D,6,7)	\$649.30
High School All Star (Lots B,C,D,5,7,6D)	\$465.39
Fan Fest (Lots A,B,C,D,1,2,3,4,5,6D,6,7,8)	\$1,096.82
HCC Full	\$594.23
HCC Half	\$297.11
HCC 1/3	\$203.11
HCC 1/4	\$149.02
Stadium Field	\$224.92
Tampa Sports Authority Office	\$37.45
24-Hour Command Center Office	\$20.81
Owner's Suite	\$34.26
Scrub Bucs Cove	\$112.46
Pressure Wash Bucs Cove	\$144.18
Bonnet carpet cleaning	\$0.10
Extraction carpet cleaning	\$0.10
Employee hourly rate for other cleaning	\$14.95
Catered Functions Cleaning	
East or West Club (includes lobby)	\$371.50
Club A, B, C D (includes lobby)	\$229.51
Home locker room	\$106.99
Bucs Cove	\$236.88
Media Dining Room	\$93.05
Press Box	\$236.01
Field	\$147.05
Owner's Suite	\$147.05
Full Lobby (includes restaurant)	\$143.70
Suites	\$36.74
* Parking lot pick-up should be included in above price.	
Couches & love seats	\$1.34
Marble end tables	\$1.34
Wooden end tables	\$1.34
Wooden tables	\$1.34
Wooden chairs	\$1.34
Banquet set-up (per item)	\$1.34
Theater set-up (per item)	\$1.34