



**City of Doral**  
**ITN 2025-12**  
**City Facilities Custodial Services**  
**Addendum No. 7**

July 10, 2025

The original Invitation to Negotiate (ITN) documents shall remain in full force and effect, except as modified herein, which shall take precedence over any contrary provisions in the prior documents.

**I. The following are answers to questions from prospective proposers of ITN-2025-12.**

1. Q. On Page 62 where it has Min Hours/Per Task/Sq Ft. do we need to put a price for each description or is it a one complete total including Min Hours/Per Task/Sq Ft.?  
  
A. **This list will be used by city staff to assign work as needs arise. We are requesting your company's proposed service guidelines, including minimum hours of service per task and any relevant pricing based on square footage.**
2. Q. Page. 14 states that the bidder shall provide an acknowledgement response as to this section in their proposal response to the ITN. Is the Bid Submittal Form (p.58) or form 6.12 (p. 82) to be used to satisfy this requirement?  
  
A. **Please follow the instructions in the ITN document for Section 1.25 and provide a statement response for section 1.25 that your company has read this section and acknowledges its contents and agrees with section 1.25.**
3. Q. Page 16 requires that the successful respondent provide a copy of their occupation license and state registration.  
  
A. **Occupational licenses from Miami Dade County or Broward County will be accepted. A copy of your company's Corporate Certificate from the State of Florida is requested and any other licensing issued by the State of Florida to your company.**
4. Q. Is an occupational license for janitorial and custodial services (NIGP 91039) sufficient, or must the successful respondent also have occupation licenses for some of the specialized services in the ITN, such as window washing (NIGP 91081), mold remediation for bathrooms (NIGP 92678)?  
  
A. **Custodial license suffices.**
5. Q. Page 51 requires the successful bidder to replace damaged shower curtains. Please clarify if the bidder is to provide the shower curtains.  
  
A. **City will provide any replacement curtains.**

6. Q. Page 34 requires that a bidder be certified in Green Building Best Maintenance Practices. Is a respondent required to submit this certification with their response?
- A. **Certification will be required before service start date.**
7. Q. Clarify pricing for Doral Legacy Park Community Center. Pages 48, Service Specifications, lists Frequency of Service for the City Facilities, including Doral Legacy Park Community Center. Please clarify where on the Pricing Sheet (p.61) a respondent should place the price for Doral Legacy Community Center. The Pricing Sheet has a place for a proposed price for Doral Central Park Community Center, the Doral Aquatic Center, but not Doral Legacy Park Community Center.
- A. **If proposer would like to add a price for Legacy Park, you may do so, but please note work at Legacy Park will only be requested as needed. So as long as the city has the cost associated with the outline services on page 62 of the ITN, the city will be able to order any additional services at any other facility not identified in the ITN.**
8. Q. Some of the tasks require specialized certification or training, such as how to clean, treat, and seal different flooring. Will the successful bidder be required to provide the training certifications for the specialized tasks?
- A. **If any certification is required of the proposer for any specific specialized services, the city will work with the proposer to secure any required certification to provide the specialized services.**
9. Q. Does the current payment of \$150K include cleaning products?
- A. **Yes**
10. Q. Are you satisfied with the current staffing levels and overall results? We've observed that additional personnel might be needed to consistently ensure high-quality outcomes.
- A. **Yes, additional personnel will only be requested by the city on a case-by-case basis.**
11. Q. Does the \$44K allocated for the Community Center also include products?
- A. **Yes.**
12. Q. How many team members are currently working the day and night shifts at the Community Center?
- A. **2 Daytime, 4 night time ( after hours).**

13. Q. We've also noticed that in many locations there is no daytime staff, is daytime coverage not necessary in those cases?
- A. **The city will work closely with the service provider to determine any required service during day-time hours.**
14. Q. Is the intent of this ITN to award the ITN to a single vendor?
- A. **The city reserves the right to determine if they will award one or multiple proposers of this ITN in the City's best interest. As part of the ITN procurement process the city will make this determination.**
15. Q. Are you currently experiencing any service-related issues or simply out to bid because the contract is expiring?
- A. **The contract is expiring.**
16. Q. How do you currently track quality of service and compliance with scope of work?
- A. **Routine service inspections by management staff.**
17. Q. Do you currently use a CMMS tool and if so, which one? What SLA or KPI metrics do you measure and track?
- A. **City uses Brihtly, chosen vendor will be added to WO system.**
18. Q. What is the anticipated contract start date?
- A. **The City has a tentative date of November 20, 2025.**
19. Q. Since this is an ITN, will the selected vendor(s) have the opportunity to negotiate any contract terms during the negotiation phase?
- A. **Yes.**
20. Q. Prior Q&A response stated that no cleaning is required of the Basketball Court. Is that referring to the floor of the court only? Are the following services listed in the ITN scope still required of the Basketball Gym: Weekly special cleaning services and cleaning backboards and bleacher seating areas?
- A. **No cleaning of the court flooring itself (wood floor will be cleaned by city staff). Any orders related to cleaning of the backboards and bleacher seating areas will be determined and if needed only.**
21. Q. Section 4.5 A states, strip, seal and refinish all hard floor surfaces including granite on quarterly basis. Section 4.4 A states, clean, strip, seal, buff, and refinish various hard floor surfaces including granite on monthly basis. Please explain the difference in these services or if the same service, clarify/confirm which frequency is required.
- A. **Strip and wax for VCT and LVT- semiannual, buffing for all floors - monthly, polishing for marble, terrazzo and concrete - annual**

22. Q. Sections 4.4 A and 4.5 A specifically list granite to be included in the monthly/quarterly floor care. Prior Q&A response which breaks down amount of floor type by building does not list any granite. Please confirm whether there is granite and if so, the total SF of granite.
- A. **For FM all lobbies.**
23. Q. Section 4.4 A states, dust and clean all high areas not easy to reach during normal cleaning schedule. Is there a height limit to the areas expected to be included in this task? Are there any areas that may require a lift to access?
- A. **No lift requirements, height for bookcases is usually (6'-7').**
24. Q. Section 4.4 states, replace damaged or moldy shower privacy curtain as needed. Does the City of Doral provide the replacement curtains?
- A. **Refer to answer on question no. 5, but yes, the city will provide replacement curtains.**
25. Q. Section 4.3 D states, clean upholstered seating as needed weekly in employee lounge areas and Section 4.5 A states, clean upholstered furniture/seating throughout the building quarterly. What methodology of upholstery cleaning is required – is it expected that hot water extraction will be used or just manual spot cleaning?
- A. **Quarterly extraction and weekly manual spot cleaning.**
26. Q. Section 4.4 A states bonnet clean all carpets monthly. Is the City open to an alternate methodology such as encapsulation?
- A. **Only extraction or bonnet.**
27. Q. Cultural Arts Center - 14,000 square feet, what type of surface?
- A. **Mostly polished concrete, with tiles in the restrooms.**
28. Q. Cultural Arts Center - Frequency of cleaning?
- A. **As needed (For special events, to be determined)**
29. Q. Cultural Arts Center - What type of services are required?
- A. **For this site typically we would require two (2) porters at 8 hours each is the normal rate for special events but may increase according to the size of the vent. Recommendation is to quote on an hourly basis, cleaning of restrooms and mopping of common areas.**

30. Q. Section 3.3, on page 28 of ITN under Facilities, can you confirm if the Cultural Arts Center requires routine services or just "As-needed" service? There is no breakdown of frequency for this location under section 4.1 Frequency of Service.
- A. **As needed (For special events, to be determined)**
31. Q. Under Section 4.1, Doral Legacy Park Community Center is introduced but is not reflected anywhere else in the bid nor pricing page or Lump Sum Breakdown or City facility file. Can you clarify if the facility is part of the ITN bid?
- A. **Please refer to answer to question no. 7. Any facility that may not be listed in the ITN may be serviced as needed. Recommendation is to quote on an hourly basis, cleaning of restrooms and mopping of common areas.**
32. Q. If we enter into a joint venture with another company to execute this project, can I provide the City of Doral with the company's information authorizing it to carry out the work? In what form should this be reflected in the bid form?
- A. **If your entity is submitting a proposal as a joint venture, association or partnership with another company/service provider, you must submit all the forms in section 6 of the ITN solicitation for each of the companies in the business relationship. A statement as to the Joint Venture should be submitted outlining the business relationship and what the responsibility of each of the entities is in the joint venture, association or partnership. Additionally, please complete and submit forms 6-13 (1-3) Certificate of Authority, use the form depending on your business relationship to provide the service under this ITN.**
33. Q. Can the performance Bond be made for the term of 1 year and then be renewed every year thereafter?
- A. **Yes, you can provide the Performance and Payment Bonds for the first-year term and then renewal bonds every year thereafter.**
34. Q. Would it be acceptable use a golf cart between facilities that are fairly close to each other?
- A. **Do to liability issues, the City will not allow the use of golf carts for transportation services between city buildings.**
35. Q. Do you have the porter numbers for the Aquatic Center.
- A. **2 for Water Park Aquatic Center.**
36. Q. Are we able to provide service with night or daytime only?
- A. **Water Park service is 2 porters while we are open April through end of October Sat and Sundays as noted on the ITN and ( Summer Program 11 weeks 6 days a week)- Aquatic Center nightly 2 Porters, 1 hour 7 days a week, this can be the same porters that clean the Community Center can come in a little earlier to clean aquatic center as they close at 8pm).**

37. Q. Can you confirm whether we must include floor refinishing (e.g., strip and wax) or just general custodial cleaning?
- A. **Strip and wax for VCT and LVT, buffing/ polishing for marble, terrazzo and concrete should be included.**
38. Q. Will the awarded contractor be responsible for window cleaning or any high dusting?
- A. **Only upon request and as needed. Price for the service can be negotiated with the user department.**
39. Q. For the Aquatic Center, will we be responsible for cleaning inside the pool area itself, or just the deck and locker rooms?
- A. **The Aquatic Side the pool is cleaned by the staff, porters for the aquatic side will only clean bathrooms/ Locker rooms// showers).**
40. Q. Is pressure washing or carpet cleaning required at any of the listed facilities?
- A. **Pressure cleaning only upon request and as needed. Price for the service can be negotiated with the user department. Carpet cleaning on quarterly schedule.**
41. Q. Can you confirm the minimum number of employees required for each site during daily/night cleaning and event coverage?
- A. **Response to this question has been provided under previous issued Addendums.**
42. Q. Can you confirm the minimum number of employees required for each site during daily/night cleaning and event coverage?
- A. **Response to this question has been provided under previous issued Addendums.**
43. Q. Will the City of Doral provide cleaning closets/storage space for supplies and equipment at each location?
- A. **Yes.**
44. Q. Are there badge access or security clearance requirements for janitorial personnel?
- A. **Once contractor that is selected finalizes background check for the work staff, authorized personnel will be provided access badges to building spaces and locations.**

45. Q. Is there a specific format required for the lump sum breakdown form, or is the Excel version acceptable as-is?
- A. **Lump sum breakdown form may be provided by the proposer to clarify how they came up with the lump sum for each Building and location. Use of an Excel spreadsheet to facilitate clarity as to delineate line item costs associated with each city location is acceptable.**
46. Q. Do we need to submit the Performance Bond and Payment Bond forms (Section 6.15) with the bid, or only upon award?
- A. **The Performance and Payment Bonds will be requested from the Contractor that is selected to provide the services under this ITN. Upon selection of the contractor, the contractor will have 10 days to submit their Performance and Payment Bonds.**
47. Q. Can you confirm if electronic signatures are acceptable on all forms uploaded to DemandStar?
- A. **Yes, forms that need to be notarized can be scanned after signed and notarized and submitted in the proposal response.**
48. Q. Are we allowed to submit pricing options for different service frequencies (e.g., 5 vs. 7 days a week)?
- A. **Yes, options may be provided but the city is not obligated to accept them, only as required or approved by the city.**
49. Q. Will price adjustments be allowed during the contract term for increases in labor costs due to living wage ordinances?
- A. **As per Section 2.6 of the ITN, there should be no price adjustments during the initial term (3-years) of the agreement. Upon completion of the three-year initial term, the city may opt to renew the agreement for two additional 1-year terms, it is during these option years that the selected service provider may request a price adjustment. As per section 2.6; "Prior to completion of each exercised contract term, the City may consider an adjustment to price based on changes in the "Consumer Price Index Urban Wage Earners and Clerical Workers, Miami / Ft Lauderdale – All Items". The price adjustment is not an automatic adjustment, it is the Awarded Bidder's responsibility to request any pricing adjustment under this provision, and it is the city's sole decision to approve or deny. The State of Florida also has a minimum wage that is scalable annually, proposer is to incorporate that annual minimum wage into their calculations as to the hourly rates for each of their service providers during the initial 3-year term agreement.**

50. Q. Are we required to list the City of Doral as additional insured on all policies before contract award or after selection?
- A. **As part of the responsiveness of the contractor to this ITN procurement, the city would like to verify that the contractor can in fact secure the necessary insurance threshold coverages which is why we are requesting a COI that incorporates that language in the COI. Preference by the city is that the insurance COI document be submitted with the ITN proposal response to very and confirm that the Contractor has the ability to secure the insurance required.**
51. Q. Will proposers be allowed to present supporting visuals (photos, charts) during the Q&A or presentation phase?
- A. **Yes, additional information as to the presentation requirements will be shared with those proposers that are selected to go the 2nd phase of the selection process.**
52. Q. Will we be notified in advance if we are shortlisted for the presentation and negotiation phases?
- A. **Yes, contractors that are selected by the Evaluation Committee will be notified with sufficient time to prepare for their presentations and Q&A session.**

This is the final Addendum to be issued under ITN-2025-12.

If you should have any questions regarding this addendum, please do not hesitate to contact [roman.martinez@cityofdoral.com](mailto:roman.martinez@cityofdoral.com).

Sincerely,

Roman Martinez, MBA, CPPO, CPPB  
Procurement and Asset Management Director