



The Palm Beach MPO
is providing responses to questions received regarding
Request for Proposals (RFP) 2026-02 for:

Janitorial Services and Supply

April 15, 2026

The following questions were submitted regarding RFP 2026-02 Janitorial Services and Supply between 3/30/26 – 4/13/26.

Question 1: Will there be a pre-bid meeting/ site visit associated with this bid?

Response: The MPO hosted a Facility Site Visit on April 9th. Official details were posted on the [MPO webpage](#) and [DemandStar](#).

Question 2: Will there be a scheduled site visit for this facility (301 Datura St)?

Response: The MPO hosted a Facility Site Visit on April 9th. Official details were posted on the [MPO webpage](#) and [DemandStar](#).

Question 3:

Please provide the predecessor contract information for replacement contract IRFP-2026-02-0-2026/JL (Janitorial Services and Supplies) for the Palm Beach Metropolitan Planning Organization.

Please provide the following:

- Contract Number
- Awarded Vendor, Awarded Amount
- Tabulation sheet for Janitorial Services and Supplies currently active for the Palm Beach Metropolitan Planning Organization.

Response:

Predecessor Contract Information

- **Contract Number:** 2021-02
- **Awarded Vendor:** City Wide Facility Solutions
- **Awarded Amount:**
 - Original annual contract amount: \$16,992
 - Revised annual contract amount following Amendment No. 1: \$17,501.76

Tabulation Sheet

The MPO did not prepare or maintain a tabulation sheet for janitorial services under the

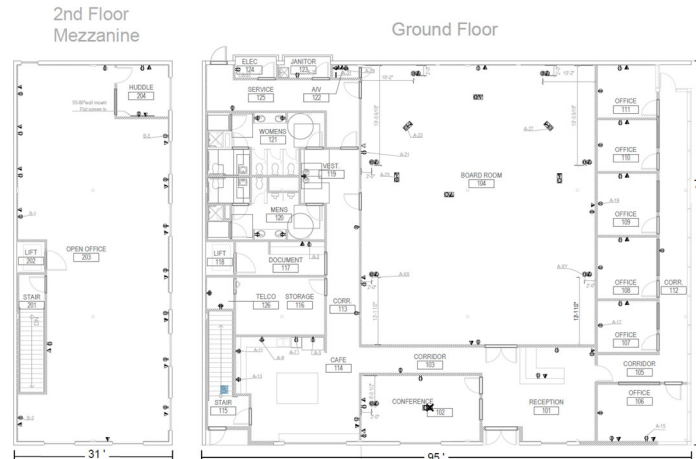
current contract. The procurement associated with this contract (RFS 2021-06) resulted in the receipt of a single responsive submittal, and no formal tabulation document was generated.

Question 4:

1. Can you provide a detailed breakdown of the 9,300 SF by flooring type (carpet, tile, vinyl, etc.), including approximate percentages or a floor plan if available?
2. Can you provide the last six (6) months of consumables usage (paper towels, toilet tissue, soap, liners, etc.) to assist with accurate and consistent pricing?
3. Can you outline any building access requirements, including security protocols, alarm procedures, and whether background checks or badging are required for janitorial staff?
4. Beyond the twice-weekly service, can you clarify expectations for emergency or on-call services and typical response time requirements?

Response:

1. The facility consists of *approximately* 50% Carpet, 35% Vinyl, and 15% Tile flooring.



2. Please see *approximate* frequencies for consumables for the last 6 months:
 - a. Paper towels – 12,000 sheets
 - b. Toilet Tissue – 180 rolls
 - c. Soap – 18 bottles of 12.5 fl. oz
 - d. Paper Toilet Covers – 250 count
 - e. Hygiene Liners – 500 count
 - f. 50-60 Gallon Trash Bags – 10 rolls
3. The main building is secured by a master key that provides access to all exterior entrances. The MPO will issue one (1) set of keys to the Contractor for building access, including access to the trash compactor located in the alleyway. The Contractor shall ensure that all entrances are properly secured during each site visit and upon exiting the facility. The Contractor is responsible for safeguarding the issued keys and shall retain the original copies at all times. Duplication of keys is

strictly prohibited. All janitorial staff are responsible for the proper handling, storage, and labeling of hazardous materials and cleaning chemicals in accordance with applicable EPA and OSHA regulations. Only authorized janitorial personnel are permitted on site after regular business hours. Badging is not currently in place. The presence of spouses, children, or any other unauthorized individuals is strictly prohibited.

4. Emergency/On-call services are expected for any circumstance that poses immediate risk to health, safety, property or operations such as:
 - a. Biohazard Spills (Bodily fluids, exposure to pathogens)
 - b. Chemical Spills where the fumes are strong/toxic or exposure risk exists.
 - c. Flooding/Water Intrusion that risks slip hazards, mold growth, or property damage
 - d. Fire/Smoke Damage
 - e. Sewage Backup (considered a Biohazard Risk)
 - f. Immediate Safety Risks such as broken glass, debris, or large spills in high traffic areas

Response times for these incidents will be assessed by circumstance. Dependent on the risk level determined, the response times will be as follows:

<u>Risk Level</u>	<u>Response time</u>
Urgent	1-4 Hours
Same Day	Within 24 hours

Question 5:

1. What is the value of the current contract for these services?
2. Is the scope of work on this project the same as the current contract? If not, how is it different?
3. Are the custodians working on this contract members of a union? If so, which union?
4. Is carpet extraction included in the regular scope of work or only on an as-needed basis? If included in the regular scope of work, how frequently are carpets shampooed?
5. Are hard-floor care services (i.e. floors scrubbed, stripped, waxed, and buffed) included in the regular scope of work? If so, how frequently are these services required?

Response:

1. The current contract for these services is valued at \$17,501.76/year.
2. The Scope of Services is the same as the current contract. The only difference to the scope is the proper labeling and handling of hazardous materials and Safety Data Sheets (SDS) to be accessible on site as this correlates with Safety compliance.
3. The union status of the employees of the current janitorial vendor is unknown.
4. No, carpet shampooing is not included in the regular scope of services and is on an as-needed basis. Normally, carpet shampooing is completed on an annual basis.

5. Hard floor care beyond the normal cleaning services such as stripping, buffing, waxing is not included in the scope of services. These services would be on an as-needed basis.

Question 5: I am writing to request clarification regarding Section 4, "Scope of Work," specifically concerning the pressure washing requirements.

I understand that our assignment includes the adjacent sidewalk from the fire hydrant to the parking lot. Could you please confirm if the brick pavers shown in the attached image are also our responsibility, or if they are maintained by the city? (Photo enclosed below)



Response: The Scope of Services includes the adjacent sidewalk to the agency; the pavers are not part of the scope and are maintained by the City of West Palm Beach.

Question 6:

1. What is the allocated budget for this RFP?

2. Is there a current provider for this scope of work?
3. If there is a current provider, what is the current price for which the services are being completed?
4. Is the scope of work in this RFP identical to what the current provider is performing?
5. Is there a particular reason related to service for why this is going out for bid, or is the current contract simply reaching its expiration?

Response:

1. There is no pre-determined budget for this RFP.
2. The current provider for the Scope of Services is Citywide Facility Solutions South Florida.
3. The current contract for these services is valued at \$17,501.76/year.
4. The Scope of Services is the same as the current contract. The only difference to the scope is the proper labeling and handling of hazardous materials and Safety Data Sheets (SDS) to be accessible on site as this correlates with Safety compliance.
5. The current contract expires on 6/30/2026.