

Addendum No. 01 Release Date: March 8, 2024

### \*\*UPDATES\*\*

The question and answer period has been extended to 5:00 pm on Friday, March 15, 2024.

The proposal due date has been extended to 2:00 pm on Tuesday, April 2, 2024.

### **QUESTIONS & ANSWERS**

In response to the request for aerial photographs and building drawings and layouts- this information cannot be shared during the bidding process due to the content being SSI (Sensitive Security Information). The awarded respondent will sign a Non-Disclosure Agreement and then be given access to the information.

- Q1. Is the current contract and pricing for this opportunity public record?
- R1. See ATTACHMENT NO. 1.
- Q2. Does this mean that only DBE and JSEBs can participate as it says 100%?
- R2. Yes, this project is set aside for certified local DBEs and JSEBs only.
- Q3. Can subcontractors bid on this contract even though they are not the prime?
- R3. The successful bidder must be a currently certified local DBE and/or JSEB.
- Q4. Do you have to get a Bid Bond and performance bond?
- R4. See Section 1.19 and 1.20 in the ITB.
- Q5. Can subcontractors bid on certain work or does it have to be all the work done at the airport?
- R5. The successful bidder must provide services for all 3 airport locations. See Section 1.09 in the ITB.
- Q6. Square footage for Herlong areas?
- R6. H5 hallways and restrooms 1326 sqft total, H4 Admin Building 4995 sqft, T8 restroom 72 sqft, T3 restroom 63 sqft



### Addendum No. 01 Release Date: March 8, 2024

Q7. Address for all Cecil buildings being serviced in this contract.

R7.

### ITB 24-05-26201 Janitorial Services Location Addresses

| Location | <b>Building Number</b> | Address                       | Tenant            |
|----------|------------------------|-------------------------------|-------------------|
| 1        | 82                     | 13365 Simpson Way             | JAA & Million Air |
| 2        | ATCT                   | 13356 Simpson Way             | JAA/RVA           |
| 3        | Mission Control        | 13356 Simpson Way             | JAA               |
| 4        | 1846                   | 6213 Aviation Avenue          | USCG              |
| 5        | 13                     | 13520 Aerospace Way           | USCG              |
| 6        | 844                    | 6121 Aviation Avenue          | JAA / Police      |
| 7        | Spaceport Trailer      | 13059 Scout Rd. S. /Spaceport | JAA               |

**NOTE**: Zip Code for ALL = 32221

- Q8. Areas to be cleaned in Cecil Buildings
- R8. PLEASE SEE THE BELOW CHART AND THE UPDATED EXHIBIT G. UNLESS SPECIFIED BELOW, THE CECIL BUILDING LISTED WILL INCLUDE CLEANING SERVICE FOR EACH AREA LISTED ON EXHIBIT G (RESTROOMS INCLUDING THOSE WITH SHOWERS AND LOCKER ROOMS, OFFICE AREAS, COMMON AREAS LIKE BREAKROOMS/HALLWAYS/KITCHENS, CONFERENCE ROOMS AND TRAINING ROOMS, ALL OTHER AREAS WHICH INCLUDE LOBBIES, ENTRANCES, ELEVATORS AND STAIRWELLS).
  - Building 82- Cecil Admin: All JAA operated spaces (not Million Air operated areas)
  - ATCT- Air Traffic Control Tower: Levels 1, 6, 7, and 10
  - Spaceport Mission Control- See UPDATED EXHIBIT G
  - Spaceport Trailer- See UPDATED EXHIBIT G
  - Building 1846- Coast Guard Admin Offices: First and second floor
  - Hangar 13- Coast Guard Hangar: First floor and second floor
  - Building 844- Police Stop Station: 1 unisex restroom

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Addendum No. 01 Release Date: March 8, 2024

### **Attachments:**

### **Attachment No. 01:**

**Incumbent Pricing and Contract** 

### Attachment No. 02:

UPDATED CECIL AIRPORT AND SPACEPORT Exhibit G- Minimum Requirements

Attachment No. 03:
Pre-Bid and Site Visit Attendance Sheets

The deadline for questions is Friday, March 15, 2024, at 5:00 PM.

Submittal Due Date is Tuesday, April 2, 2024, at 2:00 PM.



Addendum No. 01 Release Date: March 8, 2024

### **ATTACHMENT NO. 1**

### **INCUMBENT CONTRACT AND PRICING**

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# C O N T R A C T BETWEEN JACKSONVILLE AVIATION AUTHORITY AND NEXT LEVEL CLEANING, LLC

THIS CONTRACT, is executed this 10<sup>th</sup> day of December 2018, by and between JACKSONVILLE AVIATION AUTHORITY, (JAA or AUTHORITY), and NEXT LEVEL CLEANING, LLC (HEREINAFTER CALLED THE "CONTRACTOR") with its principal office located at 6629 Cavalier Road, Jacksonville, FL 32208.

### WITNESSETH

That for the mutual promises and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. JAA issued an Invitation To Bid (ITB) No. 18-22-44402 in order to procure a firm licensed, qualified and interested in providing Janitorial Cleaning Services, Herlong Airport.
- 2. Contractor submitted its bid to JAA representing that it is capable of providing the necessary services as required by the ITB.
- 3. Contractor has been selected by JAA as the most qualified to provide the requested service.
- 4. JAA hereby engages Contractor to perform the services as set forth in the Scope of Services. The services shall be done strictly in accordance with this Contract, the ITB, and all addendums to the ITB (incorporated by reference) and Company's proposal (incorporated by reference), (collectively, the "Contract Documents"), and, with respect to non-discriminatory laws, statutes and authorities, the Parties incorporate the attached **Appendix "A."** All of the documents referenced herein are hereby specifically made a part hereof to the same extent as if fully set forth herein.

5. The term of this Contract shall commence on December 1, 2018, and terminate on November 30, 2021, with an option to renew for up to two additional years at the sole discretion of JAA and based on vendor performance, annual approved budgeted funds and adherence to all terms and conditions of the Contract Documents. The parties hereto have agreed to contract amount(s) as follows:

| CONTRACT TERM                             | CONTRACT AMOUNT |
|---|-----------------|
| Initial Year No. 1: 12/01/18 – 11/30/19   | \$7,921.32      |
| Initial Year No. 2: 12/01/19 – 11/30/20   | \$7,921.32      |
| Initial Year No. 3: 12/01/20 – 11/30/21   | \$7,721.32      |
| Renewal Option No.1: 12/01/21 – 11/30/22  | \$9,109.52      |
| Renewal Option No. 2: 12/01/22 – 11/30/23 | \$9,109.52      |

- 6. Contractor shall be compensated as set forth in the Contract Documents, which have been incorporated into and made a part of this Contract.
- 7. Nothing in this Contract shall be construed as making Contractor an employee, servant or agent of JAA. Contractor shall pursue the Scope of Services under this Contract as an independent contractor, and shall be solely responsible for the method, manner and means to be utilized in performing the Scope of Service, including but not limited to the supervision and compensation of its own personnel.
- 8. This Contract may be terminated for convenience by the Authority whenever the Authority determines that such termination is in the best interest of the Authority. Such termination will be effected by a thirty (30) day written notice to the Contractor stating the date upon which the termination shall become effective.

- Unsatisfactory performance by the Contractor may result in immediate cancellation of this Contract.
- 10. Termination of this Contract in accordance with its agreed termination provisions will not give rise to any claims of improper termination, termination in bad faith, or the like or to the payment of any compensation, recoupment of expenditures made by Contractor pursuant to this Agreement, or the like predicted in such termination. This Contract is always subject to availability of budgeted funds.
- 11. The Authority may give the Contractor written notice that there is a material breach of the contract or a written notice to discontinue some or all services under the Contract in the event that:
  - a) The Contractor assigns or subcontracts the Scope of Services without prior written permission;
  - b) Any petition is filed or any proceeding is commenced by or against the Contractor for relief under any bankruptcy or insolvency laws;
  - c) A receiver is appointed for the Contractor's properties or the Contractor commits any act of insolvency (however evidenced);
  - d) The Contractor makes an assignment for the benefit of creditors;
  - e) The Contractor suspends the operation of a substantial portion of its business;
  - f) The Contractor suspends the whole or any part of the Scope of Services to the extent that it impacts the Contractor's ability to meet the Scope of Services schedule, or the Contractor abandons the whole or any part of the Scope of Services;
  - g) The Contractor, at any time, violates any of the conditions or provisions of the Contract Documents, or fails to perform as specified in the Contract Documents, or is not

complying with the Contract Documents;

h) The Contractor attempts to willfully impose upon the Authority items or workmanship

that are in the Authority's sole opinion, defective or of unacceptable quality;

i) The Contractor breaches any of the representations or warranties;

j) The Contractor is determined, in the Authority's sole opinion, to have misrepresented

the utilization of funds or misappropriated property belonging to the Authority;

k) There is any material change in the financial or business condition of the Contractor.

12. This Contract constitutes the entire agreement between the parties hereto for the Scope of

Services to be performed and furnished by the Contractor hereunder. No statement,

representation, writing, understanding, agreement, course of action or course of conduct made

by either party, or any representative of either party, which is not expressed herein shall be

binding. All changes to, additions to, modifications of, or amendment to this Contract, or any

of the terms, provisions and conditions hereof, shall be binding only when in writing and signed

by the authorized officer, agent or representative of each of the parties hereto.

13. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE

CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS, CONTACT

JAA'S CUSTODIAN OF PUBLIC RECORDS:

Michael Stewart, Director of External Affairs

14201 Pecan Park Road

Jacksonville, Florida 32218

904.741.2721

14. Any notice required to be served under this Contract shall be sent by certified mail, return

receipt requested to the following:

For the Authority: Jacksonville Aviation Authority

14201 Pecan Park Road

Jacksonville, Florida 32218

Attn: Devin Reed, Director, Procurement

For the Contractor:

Next Level Cleaning, LLC

6629 Cavalier Road

Jacksonville, Florida 32208 Attn: Antanius R. Fields

# REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK SIGNATURE LINES FOLLOW

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract, in duplicate, the day and year first above written.

| Attest:                          | JACKSONVILLE AVIATION AUTHORITY            |
|----------------------------------|--|
| Devin J. Reed                    | Mark D. VanLob, CEO, or                    |
| Director of Procurement          | HS/Designed MANNEL LIGA                    |
|                                  | (Lesigne 's Name and Title, if applicable) |
| Attest:                          | NEXT LEVEL CLEANING, LLC                   |
| Marcella B. Felds                | Antanius R. Fields                         |
| Marcella B. Fields<br>Print Name | ANTANIUS R FIELDS<br>Print Name            |
| Witness                          | OWNER                                      |
| Title                            | Title                                      |

Approved as to form and legality for the Use of the Jacksonville Aviation Authority.

Debra A. Braga, Chief Legal Office

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# C O N T R A C T BETWEEN JACKSONVILLE AVIATION AUTHORITY AND NEXT LEVEL CLEANING, LLC

THIS CONTRACT, is executed this 6<sup>th</sup> day of November, 2019, by and between JACKSONVILLE AVIATION AUTHORITY, (JAA or AUTHORITY), and NEXT LEVEL CLEANING, LLC (HEREINAFTER CALLED THE "CONTRACTOR") with its principal office located at 6629 Cavalier Road, Jacksonville, FL 32208.

#### WITNESSETH

That for the mutual promises and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- JAA issued Request for Quotation (RFQ) No. 2001-44202 in order to competitively procure a firm licensed, qualified and interested in providing Janitorial Cleaning Services, Cecil Airport.
- Contractor submitted its proposal to JAA representing that it is capable of providing the necessary parts as required by the RFQ.
- 3. Contractor has been selected by JAA as the most responsive and responsible contractor to provide the requested parts.
- 4. JAA is piggybacking its Contract No. 18-22-44402 awarded to Contractor to provide Janitorial Cleaning Services, Herlong Airport. The services shall be supplied strictly in accordance with this Contract, the RFQ and all addendums to the RFQ (incorporated by reference) and Company's proposal (incorporated by reference), (collectively, the "Contract Documents"), and, with respect to non-discriminatory laws, statutes and authorities, the Parties incorporate the attached Appendix "A." All of the documents referenced herein are hereby specifically made a part hereof to the same extent as if fully set forth herein.

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5. The term of this Contract shall commence on November 11, 2019 and terminate on November 30, 2021 with an option to renew for up to two additional years at the sole discretion of JAA and based on vendor performance, annual approved budgeted funds and adherence to all terms and conditions of the Contract Documents. The parties hereto have agreed to contract amount(s) as follows:

| CONTRACT TERM                             | CONTRACT AMOUNT |
|---|-----------------|
| Initial Year No. 1: 11/11/19 – 11/30/20   | \$138,000.00    |
| Initial Year No. 2: 12/01/20 – 11/30/21   | \$138,000.00    |
| Renewal Option No.1: 12/01/21 - 11/30/22  | \$147,660.00    |
| Renewal Option No. 2: 12/01/22 – 11/30/23 | \$147,660.00    |
|   |                 |

- 6. Contractor shall be compensated as set forth in the Contract Documents, which have been incorporated into and made a part of this Contract.
- 7. Nothing in this Contract shall be construed as making Contractor an employee, servant or agent of JAA. Contractor shall pursue the Statement of Services under this Contract as an independent contractor, and shall be solely responsible for the method, manner and means to be utilized in performing the Statement of Services, including but not limited to the supervision and compensation of its own personnel.
- 8. This Contract may be terminated for convenience by the Authority whenever the Authority determines that such termination is in the best interest of the Authority. Such termination will be effected by a thirty (30) day written notice to the Contractor stating the date upon which the termination shall become effective.
- 9. Unsatisfactory performance by the Contractor may result in immediate cancellation of this

#### Contract.

- 10. Termination of this Contract in accordance with its agreed termination provisions will not give rise to any claims of improper termination, termination in bad faith, or the like or to the payment of any compensation, recoupment of expenditures made by Contractor pursuant to this Agreement, or the like predicted in such termination. This Contract is always subject to availability of budgeted funds.
- 11. The Authority may give the Contractor written notice that there is a material breach of the contract or a written notice to discontinue some or all Services under the Contract in the event that:
  - a) The Contractor assigns or subcontracts the Scope of Services without prior written permission;
  - b) Any petition is filed or any proceeding is commenced by or against the Contractor for relief under any bankruptcy or insolvency laws;
  - c) A receiver is appointed for the Contractor's properties or the Contractor commits any act of insolvency (however evidenced);
  - d) The Contractor makes an assignment for the benefit of creditors;
  - e) The Contractor suspends the operation of a substantial portion of its business;
  - f) The Contractor suspends the whole or any part of the Services to the extent that it impacts the Contractor's ability to meet the Service schedule, or the Contractor abandons the whole or any part of the Services;
  - g) The Contractor, at any time, violates any of the conditions or provisions of the Contract Documents, or fails to perform as specified in the Contract Documents, or is not complying with the Contract Documents;

h) The Contractor attempts to willfully impose upon the Authority items or workmanship

that are in the Authority's sole opinion, defective or of unacceptable quality;

i) The Contractor breaches any of the representations or warranties;

j) The Contractor is determined, in the Authority's sole opinion, to have misrepresented

the utilization of funds or misappropriated property belonging to the Authority;

k) There is any material change in the financial or business condition of the Contractor.

12. This Contract constitutes the entire agreement between the parties hereto for the Services to be

performed and furnished by the Contractor hereunder. No statement, representation, writing,

understanding, agreement, course of action or course of conduct made by either party, or any

representative of either party, which is not expressed herein shall be binding. All changes to,

additions to, modifications of, or amendment to this Contract, or any of the terms, provisions

and conditions hereof, shall be binding only when in writing and signed by the authorized

officer, agent or representative of each of the parties hereto.

13. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE

APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS, CONTACT

JAA'S CUSTODIAN OF PUBLIC RECORDS:

Michael Stewart, Director of External Affairs

14201 Pecan Park Road

Jacksonville, Florida 32218

904.741.2721

14. Any notice required to be served under this Contract shall be sent by certified mail, return

receipt requested to the following:

For the Authority:

Jacksonville Aviation Authority

14201 Pecan Park Road

Jacksonville, Florida 32218

Attn: Devin Reed, Director, Procurement

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For the Contractor:

Next Level Cleaning, LLC 6629 Cavalier Road Jacksonville, Florida 32208 Attn: Antanius R. Fields

# REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK SIGNATURE LINES FOLLOW

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract, in duplicate, the day and year first above written.

| Devin J. Reed Director of Procurement | JACKSONVILLE AVIATION AUTHORITY  Mark VanLoh, CEO, or His Designee |
|---------------------------------------|--|
|                                       | (Designee's Name and Title, if applicable)                         |
| Attest:<br>Marcella Fieldo            | NEXT LEVEL CLEANING, LLC   |
| Signature Marcella Fields             | Signature ANTANIUS R. FIELDS                                       |
| Print Name Witness                    | Print Name  • WNER   |
| Title                                 | Title  |

Approved as to form and legality for the Use of the Jacksonville Aviation Authority.

Debra A. Braga, Chief Legal Officer

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Addendum No. 01 Release Date: March 8, 2024

### **ATTACHMENT NO. 2**

# UPDATED CECIL AIRPORT AND SPACEPORT EXHIBIT G- MINIMUM REQUIREMENTS

# ITB 24-05-26201 CECIL AIRPORT AND SPACEPORT

### \*\*UPDATED\*\* EXHIBIT G

| Task   | Frequency                     |
|--|-------------------------------|
| Spaceport Mission Control:   |                               |
| Fully clean mission control including but not limited to the following         |                               |
| tasks: HEPA vacuum carpet and clean, deodorize, disinfect all                  |                               |
| surfaces to include monitors, keyboards, desk tops, conference                 |                               |
| room table, etc.   | Every Wednesday               |
|  |                               |
| Spaceport Trailer Cleaning will be quoted upon request and at contracted rates |                               |
|  |                               |
| Rest Rooms-Including those with showers and locker rooms                       |                               |
| Clean, deodorize, disinfect the urinals, toilets, tile, sinks, counters        | Monday through Friday         |
| Refill towel, tissue, seat cover and soap dispensers                           | Monday through Friday         |
| Empty and clean trash cans. Replace trash can liners                           | Monday through Friday         |
| Sweep restroom floors  | Monday through Friday         |
| Damp mop or scrub restroom floors  | Monday through Friday         |
| Ensure extra tissue is in each stall   | Monday through Friday         |
| Clean doors, walls, baseboards and light switch plates                         | Monday through Friday         |
| Clean fittings and partitions  | Monday through Friday         |
| HEPA vacuum any rugs/matts   | Tuesdays & Thursdays          |
| Clean Showers  | Wednesdays                    |
|  | 1st Wednesday of Jan., April, |
| High dust and spot clean exposed vertical surfaces                             | July & Oct.                   |
| ·  | 1st Wednesday of Jan., April, |
| Dust all wall hangings, fixtures, lights and window sills                      | July & Oct.                   |
|  | ,                             |
| Office Areas   |                               |
| Spot vacuum carpet   | Monday through Friday         |
| Empty and clean trash cans. Replace trash can liners                           | Monday through Friday         |
| Dispose of any boxes left outside office doorways which are                    | , , ,                         |
| marked trash   | Monday through Friday         |
| Dust and spot clean exposed horizontal surfaces                                | Monday through Friday         |
| Remove cobwebs   | Monday through Friday         |
| HEPA vacuum all carpet   | Tuesdays & Thursdays          |
| Remove carpet stains   | As Needed Daily               |
| ·  | 1st & 3rd Wednesdays of the   |
| Dust all window blinds   | month                         |
|  | 1st Wednesday of Jan., April, |
| Dust and spot clean exposed vertical surfaces                                  | July & Oct.                   |
| ·  | 1st Wednesday of Jan., April, |
| Dust all wall hangings, fixtures, lights and window sills                      | July & Oct.                   |
| <u> </u>   | 1st Wednesday of Jan., April, |
| Dust all doors and door frames   | July & Oct.                   |
|  | j                             |
| Common Areas (Breakroom/ Hallway/Kitchen)                                      |                               |
|  |                               |

| Chat aloan floors, all types                                 | Manday through Eviday                        |
|--|--|
| Spot clean floors, all types                                 | Monday through Friday                        |
| Empty and clean trash cans. Replace trash can liners         | Monday through Friday                        |
| Dispose of any boxes left outside doorways which are marked  | Mandau Abaasaa Faidau                        |
| trash  | Monday through Friday                        |
| Dust and spot clean exposed horizontal surfaces              | Monday through Friday                        |
| Clean drinking fountains                                     | Monday through Friday                        |
| Clean all entrance glass doors, walls and doorframes in all  |  |
| entryways and lobby  | Monday through Friday                        |
| Remove cobwebs   | Monday through Friday                        |
| Sweep and mop hard surface floors                            | Wednesdays & Fridays                         |
| HEPA vacuum all carpet                                       | Tuesdays & Thursdays                         |
| Remove carpet stains   | As Needed Daily                              |
|  | 1st & 3rd Wednesdays of the                  |
| Dust all blinds  | month  |
|  | 1st Wednesday of Jan., April,                |
| Dust and spot clean exposed vertical surfaces                | July & Oct.                                  |
| ·  | 1st Wednesday of Jan., April,                |
| Dust all wall hangings, fixtures, lights and window sills    | July & Oct.                                  |
| , , , , , , , , , , , , , , , , , , ,                        | 1st Wednesday of Jan., April,                |
| Dust all doors and door frames                               | July & Oct.                                  |
|  |  |
| Conference Rooms Training Rooms, etc.                        |  |
| Conference Room shall be checked and cleaned as necessary to |  |
| maintain clean appearance                                    | Monday through Friday                        |
| Spot clean floors, all types                                 | Monday through Friday                        |
| Empty and clean trash cans. Replace trash can liners         | Monday through Friday                        |
| Dispose of any boxes left outside office doorways which are  | Monday through Friday                        |
| marked trash   | Monday through Eriday                        |
| Dust and clean horizontal surfaces, polish wood              | Monday through Friday  Monday through Friday |
| Remove cobwebs   |  |
|  | Monday through Friday                        |
| Sweep and damp mop hard surface floors                       | Wednesdays & Fridays                         |
| HEPA vacuum all carpet areas                                 | Tuesdays & Thursdays                         |
| Remove carpet stains   | As Needed Daily                              |
|  | 1st & 3rd Wednesdays of the                  |
| Dust all blinds  | month  |
|  | 1st Wednesday of Jan., April,                |
| Dust and spot clean vertical surfaces                        | July & Oct.                                  |
|  | 1st Wednesday of Jan., April,                |
| Dust all wall hangings, fixtures, lights and window sills    | July & Oct.                                  |
|  | 1st Wednesday of Jan., April,                |
| Dust all doors and door frames                               | July & Oct.                                  |
|  |  |
| All Other Areas (Lobbies, Entrances, Elevators, Stairwells,  |  |
| etc.)  |  |
| Spot clean floors, all types                                 | Monday through Friday                        |
| Empty and clean trash cans. Replace trash can liners         | Monday through Friday                        |
| Dispose of any boxes left outside doorways which are marked  | , , ,  |
| trash  | Monday through Friday                        |
| Sweep lobbies  | Monday through Friday                        |
| Sweep entrances  | Monday through Friday                        |
| Clean and polish drinking fountains                          | Monday through Friday                        |
| Clean elevators  | Monday through Friday                        |
| Police sidewalks and parking areas                           | Monday through Friday                        |
| Police general leased areas                                  | Monday through Friday                        |
| Remove cobwebs   | Monday through Friday                        |
| I Comove Copwebs   | Monday unough Filuay                         |

| Sweep or HEPA vacuum stairs                               | Mon, Wed, & Fridays           |
|---|-------------------------------|
| Sweep and damp mop hard surface floors                    | Wednesdays & Fridays          |
| HEPA vacuum all carpet areas, rugs, and matts             | Tuesdays & Thursdays          |
| Remove carpet stains                                      | As Needed Daily               |
|   | 1st & 3rd Wednesdays of the   |
| Dust all blinds   | month                         |
| Dust all other furniture                                  | 3rd Wednesday of the month    |
|   | 1st Wednesday of Jan., April, |
| Dust and spot clean exposed vertical surfaces             | July & Oct.                   |
|   | 1st Wednesday of Jan., April, |
| Dust all wall hangings, fixtures, lights and window sills | July & Oct.                   |
|   | 1st Wednesday of Jan., April, |
| Dust all doors and door frames                            | July & Oct.                   |
|   |                               |
| Spray buff resilient floors                               | 3rd Friday of the month       |
|   | 3rd Friday of the month (even |
| Shampoo elevator carpets                                  | months)                       |
| Strip and refinish floors                                 | Annually                      |
| Wash blinds   | Annually                      |
| Shampoo all carpets                                       | Annually                      |
| Dry clean draperies                                       | 5 Year                        |



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### **ATTACHMENT NO. 3**

### PRE-BID AND SITE VISIT ATTENDANCE SHEETS

### Attendance Record Pre-Proposal Conference Date: March 4, 2024

| COMPANY                   |        | NAME & EMAIL                         | PH               | ONE          |
|---------------------------|--------|--------------------------------------|------------------|--------------|
|                           | Name:  | Meghan Miles                         | Office:          | 904-741-3861 |
| JAA                       | Email: | meghan.miles@flyjacksonville.com     | Cell (Optional): |              |
|                           | Name:  | Brad Martin                          | Office:          |              |
| JAA                       | Email: | brad.martin@flyjaxex.com             | Cell (Optional): |              |
|                           | Name:  | Matt Bocchino                        | Office:          |              |
| JAA                       | Email: | matt.bocchino@cecilairtport.com      | Cell (Optional): |              |
|                           | Name:  | Sarah Matson                         | Office:          |              |
| JAA                       | Email: | sarah.matson@flyherlong.com          | Cell (Optional): |              |
|                           | Name:  | Venice Anderson                      | Office:          |              |
| Ultra Pristine LLC        | Email: | venice.anderson@ultrapristinellc.com | Cell (Optional): |              |
|                           | Name:  |                                      | Office:          |              |
| Next Level Cleaning       | Email: | nxtlvlcleaning@gmail.com             | Cell (Optional): |              |
|                           | Name:  | Tim Vanover                          | Office:          |              |
| Pride Industries          | Email: | tim.vanover@prideindustries.com      | Cell (Optional): |              |
|                           | Name:  | Juan Felipe Escobar                  | Office:          |              |
| 360 Clean                 | Email: | jescobar@360clean.services           | Cell (Optional): |              |
|                           | Name:  | Irma Castellano                      | Office:          |              |
| Just Like New Cleaning    | Email: | irmabertilda18@gmail.com             | Cell (Optional): |              |
|                           | Name:  | Renee Sharp                          | Office: 904-434- |              |
| F&R Professional Cleaning | Email: | renee@frprofessional.net             | Cell (Optional): |              |

### Attendance Record Pre-Proposal Conference Date: March 4, 2024

| COMPANY                      |        | NAME & EMAIL                   | PHO              | ONE          |
|------------------------------|--------|--------------------------------|------------------|--------------|
|                              | Name:  | lan Robinson                   | Office:          |              |
| c Touch Commercial Cleanir   | Email: | magictouchcompany254@gmail.com | Cell (Optional): |              |
|                              | Name:  | Bernard Frazier                | Office:          |              |
| Frazier Janitorial Services  | Email: | frazierclean@gmail.com         | Cell (Optional): |              |
|                              | Name:  | Brandon Thompson               | Office:          | 904-535-6752 |
| Vanguard Cleaning Systems    | Email: | bthompson@vanguardcleaning.com | Cell (Optional): |              |
|                              | Name:  | Almetric Tucker                | Office:          |              |
| Tucker Unlimited Service     | Email: | almetric17@gmail.com           | Cell (Optional): |              |
|                              | Name:  | Doreen Hill                    | Office:          |              |
| DH Janitorial                | Email: | doreenehill@yahoo.com          | Cell (Optional): |              |
|                              | Name:  | Patricia Ray                   | Office:          |              |
| Enhancity Facility Solutions | Email: | pray@enhancityworks.com        | Cell (Optional): |              |
|                              | Name:  | Daniel Calello                 | Office:          |              |
| Marsden South                | Email: | dcalello@marsden.com           | Cell (Optional): |              |
|                              | Name:  | Patrick Dougherty              | Office:          |              |
| City Wide Facility Solutions | Email: | pdougherty@gocitywide.com      | Cell (Optional): |              |
|                              | Name:  |                                | Office:          |              |
| Mann Maid Cleaning Service   | Email: | mannmaidcleaning@gmail.com     | Cell (Optional): |              |
|                              | Name:  |                                | Office:          |              |
|                              | Email: |                                | Cell (Optional): |              |

### Attendance Record Pre-Proposal Conference

Date: March 5-6, 2024

| COMPANY                     | NAME & EMAIL   | PHONE                             |
|-----------------------------|--|-----------------------------------|
|                             | Name: Meghan Miles                                   | Office: 904-741-3861              |
| JAA                         | Email: meghan.miles@flyjacksonville.com              | Cell (Optional):                  |
|                             | Name: Brad Martin                                    | Office:                           |
| JAA                         | Email:   | Cell (Optional):                  |
|                             | Name: Cindy Hainey                                   | Office:                           |
| JAA                         | Email:   | Cell (Optional):                  |
|                             | Name: Sarah Matson                                   | Office:                           |
| JAA                         | Email:   | Cell (Optional):                  |
|                             | Name: Ian Robinson                                   | Office:                           |
| Touch Commercial Cleanii    | Email: magictouchcompany254@gmail.com                | Cell (Optional):<br>[904]335-7027 |
|                             | Name: Irma Caskilano                                 | Office: 305-310-7671              |
| Just Like New Cleaning      | LUZ VIERQ TO TO Email: irmabertilda18@gmail.com LVLV | Cell (Optional): 305~ 392 -915    |
|                             | Name: Antonio + Cheana Leon                          | Office: 904-624-9212              |
| Mann Maid Cleaning Service  | ,  | Cell (Optional): Same             |
|                             | Name: Brad Taylor < btaylor@marsden.com>             | Office:                           |
| Marsden South               | Email:   | Cell (Optional):                  |
|                             | Name: Doreen Hill                                    | Office:                           |
| DH Janitorial               | Email:   | Cell (Optional):                  |
|                             | Name: Bernard Frazier                                | Office:                           |
| Frazier Janitorial Services | Email: frazierclean@gmail.com                        | Cell (Optional):                  |

### Attendance Record Pre-Proposal Conference

Date: March 5-6, 2024

| COMPANY          | NAME & EMAIL                      | PHONE                |
|------------------|-----------------------------------|----------------------|
|                  | Name: Bothow Thopson              | Office: 904-535-6752 |
|                  | Email:                            |                      |
| VANGUERD CHEANEN | Email: B Thurpson@vanousocopentry | Cell (Optional):     |
|                  | Name:                             | Office:              |
|                  | Email:                            | Cell (Optional):     |
|                  | Lillan.                           | Cell (Optional).     |
|                  | Name:                             | Office:              |
|                  | <br>  Email:                      | Cell (Optional):     |
|                  | Email.                            | cen (optional).      |
| A 5-4            | Name:                             | Office:              |
|                  | <br>  Email:                      | Cell (Optional):     |
|                  | Cirian.                           | een (optional).      |
| 11-11-11         | Name:                             | Office:              |
|                  | <br>  Email:                      | Cell (Optional):     |
|                  | 2                                 |                      |
|                  | Name:                             | Office:              |
|                  | <br>  Email:                      | Cell (Optional):     |
|                  |                                   |                      |
|                  | Name:                             | Office:              |
|                  | Email:                            | Cell (Optional):     |
|                  |                                   |                      |
|                  | Name:                             | Office:              |
|                  | Email:                            | Cell (Optional):     |
|                  |                                   |                      |
|                  | Name:                             | Office:              |
|                  | Email:                            | Cell (Optional):     |
|                  |                                   |                      |
| ,,,              | Name:                             | Office:              |
|                  | Email:                            | Cell (Optional):     |
|                  |                                   |                      |