



**ITB No. 24-05-26201**  
**Janitorial Cleaning Services for Herlong, Cecil and Jacksonville Executive Airports**

**Addendum No. 02**  
**Release Date: March 12, 2024**

**QUESTIONS & ANSWERS**

Q1. Can you provide further details on the specific cleaning tasks and frequencies required for daily cleaning, floor maintenance, restroom sanitation, and waste management at each airport?

**R1. See ITB Section 3.02- Scope of Services**

Q2. Are there any specific federal regulations, insurance requirements, or subcontracting provisions that have not been explicitly outlined in the solicitation but need to be adhered to?

**R2. See ITB Article II- General Conditions**

Q3. Could you elaborate on the key performance indicators or metrics that will be used to evaluate the quality and effectiveness of the janitorial cleaning services?

**R3. See ITB Section 3.08 and 3.09.**

Q4. How does the JAA prefer communication to be handled regarding service updates, issue resolution, and feedback mechanisms throughout the contract term?

**R4. Per ITB Section 3.02- Scope of Services, there will be a JAA Facilities Contact for each airport that will be assigned to the winning respondent.**

Q5. Are there any budget constraints or specific cost-saving expectations that the company should be aware of when structuring the pricing proposal?

**R5. The Contract is always subject to availability of budgeted funds.**

Q6. Can you provide more information on the criteria for being considered a Local Business within the NMA and any additional documentation or certifications required to meet this designation?

**R6. See Attachment No. 1 on Addendum No. 2**

Q7. What is the expected duration of the initial contract term, and are there any insights on the potential renewal options or extensions beyond the initial period?

**R7. See ITB Section 2.03**

Q8. Could you outline the key evaluation criteria that will be used to assess and compare proposals from different vendors for awarding the contract?

**R8. This is an ITB (Invitation to Bid), therefore there is no evaluation committee. Each respondent must meet the Mandatory Respondent Requirements and award is based on the lowest five (5) year total price for all three airports combined per Section 1.10 in the ITB.**



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Q9. Are there any opportunities or restrictions regarding subcontracting for specific aspects of the janitorial cleaning services, and what are the requirements for subcontractors in terms of qualifications, certifications, and compliance with regulations?

**R9. See ITB Section 2.15, 2.16, and Addendum No. 1 R3. And R5..**

Q10. Are there any specific security clearance or background check requirements for personnel providing janitorial services at the airports, and if so, what are the procedures for ensuring compliance?

**R10. See ITB Section 2.07, letter I.**

Q11. Does JAA have any sustainability or green cleaning initiatives in place that the janitorial services provider needs to align with?

**R11. No.**

Q12. What is the emergency response protocols that the janitorial services provider should be aware of and prepared to follow in case of incidents or urgent cleaning requirements at the airports?

**R12. This ITB is for routine services. The JAA has a contract for any emergency/disaster/hazmat services. If we need additional services from the awarded vendor, we will request a quote.**

Q13. Is there a requirement for ongoing training and development programs for janitorial staff to stay updated on industry best practices and safety protocols?

**R13. No.**

Q14. How does JAA expect the janitorial services provider to ensure and maintain high-quality standards, and what mechanisms are in place for monitoring and addressing service quality issues?

**R14. See R4 on this Addendum.**

Q15. Do all my employees have to be TSA certified before the contract is awarded?

**R15. See R10 above.**

Q16. Incumbent pricing for Jacksonville Executive Airport?

**R16. See Attachment No. 2 on this addendum.**

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**Attachments:**

**Attachment No. 01:**

SBE Flyer

**Attachment No. 02:**

Contract Amendment- JAXEX

**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.**



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**ATTACHMENT NO. 1**

**SBE Flyer**

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# JAA's SMALL BUSINESS COMMITMENT



**JAA**  
Jacksonville  
Aviation  
Authority

## Statement of Commitment Small Business Enterprise (SBE) Program

JAA's SBE Program endeavors to create greater access for SBE's to participate as primes as well as subcontractors on non-federally funded projects, contracts and purchases. JAA gives reciprocity to firms currently certified with the City of Jacksonville's Small & Emerging Business (JSEB) Program.

## CURRENT PROJECT

**JAA ITB No. 24-05-26201 Janitorial Services for  
Herlong, Cecil and Spaceport, and Jacksonville Executive  
Airports**

## PROJECT GOAL

**This contract is a 100% Set Aside for local DBE and JSEB certified companies:** (i) is to be performed by JSEB and/or local Disadvantage Business Enterprise (DBE) firms properly certified at the time of bid and that possess certification in the specific area(s) or scope(s) of work for which they are being proposed on the above-referenced project.

## ADDITIONAL INFORMATION

For more information, please contact **Yetunde Oyewole** at [yetunde.oyewole@flyjacksonville.com](mailto:yetunde.oyewole@flyjacksonville.com) or call 904.741.3172. Firms desiring to participate as a Small Business Enterprise (SBE) on JAA projects or contracts must be duly certified by the City of Jacksonville and be listed in the JSEB Directory of firms, access to which may be obtained by visiting: <https://jaxseb.coj.net/>.

**Local** DBE firms certified within the Federal Aviation Administration (FAA) or the Florida Department of Transportation's (FDOT) DBE programs will automatically be considered and eligible to participate on JAA contracts and purchases as SBEs, as long as the DBE entity is located within the counties of Duval, St. Johns, Clay, Nassau & Baker. DBE firm information is available by visiting: <https://faa.dbesystem.com/> or by visiting <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx>.

## DBE / ACDBE and SBE Goals, Utilization and Good Faith Efforts

In its review and establishment of DBE / ACDBE or SBE participation percentage goals for its various solicitation efforts, the Jacksonville Aviation Authority (JAA) does everything it can to comply with federal, state and local requirements that govern the same. Once established, JAA prominently announces its goals in its solicitation documents and advertisements. More specifically, every potential bidder or proposer is put on notice that a goal has been established of a particular percentage for most JAA solicitations. These potential bidders or proposers are also made aware that, to the extent they:

- (i) disagreed with the established DBE goal, they may timely submit a protest consistent with § 4.02(C)(2)(e) of JAA's Procurement Code; or
- (ii) were unable to meet the established DBE goal, they must **submit with their bid or proposal response** documentation sufficient to demonstrate "good faith efforts," which efforts must be consistent with Appendix A of 49 CFR 26.53.

**Unchallenged Goals** – If during a solicitation process the appropriateness of the established goal is not timely challenged or protested, the silence of those who submit bids or proposals in response to the solicitation will represent an acknowledgement that the goal is appropriate. Therefore, such bidders or proposers will not be heard to complain about the established goal after the date and time required for protests.

**"Good Faith" MUST be pursuant to Appendix A of 49 CFR 26.53** – To the extent an unchallenged goal is not met, bidders or proposers must submit with their solicitation response a Good Faith Efforts Statement, as outlined in Appendix A of 49 CFR 26.53, a summary of which requires at least the following:

- A. **Early and Frequent Market Research and Follow-up** (Appendix A of 49 CFR 26.53 explicitly states that "pro forma" mailings or calls to request bids or proposals from small businesses are not alone sufficient to satisfy good faith efforts);
- B. **Selecting / Breaking Out Economically Feasible Work for Small Businesses;**
- C. **Providing Access to Solicitation Documents;**
- D. **Negotiating in Good Faith** (this element does not require the acceptance of higher quotes from small businesses if the price difference is excessive or unreasonable; however, it does require bidders or proposers to "submit copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE, in order to determine whether DBE prices were substantially higher");
- E. **Investigating / Not Rejecting DBEs without Sound Reasons** – (Appendix A of 49 CFR 26.53 specifically states that it is "considered insufficient good faith effort" to reject a DBE "because its quotation for the work was not the lowest received");
- F. **Assistance with Bonding, Lines of Credit, or Insurance;**
- G. **Assistance in obtaining equipment, supplies, materials, or related services;**
- H. **Effective Use of JAA's Vendor Outreach & Compliance Specialist or Small Business Support Offices;** and
- I. **Agency Review of Other Bidders' Performance in Meeting the Goal** (Appendix A of 49 CFR 26.53 gives the reviewing agency discretion to reasonably infer the lack of good faith effort "when the apparent successful bidder fails to meet the contract goal, but others meet it").

**Post-Bid Promises are Irrelevant** – Post-bid promises or attempts to change a bid submission and/or increase a small business utilization commitment are not allowed, as they are: (i) against universal procurement practices; and (ii) prohibited pursuant to Appendix A of 49 CFR 26.53, which explicitly states that such behavior cannot be considered as part of a contract solicitation nor does it constitute good faith efforts.

For more information on the above or regarding JAA's commitment to small business, please contact Meghan Miles at [meghan.miles@flyjacksonville.com](mailto:meghan.miles@flyjacksonville.com) or 904.741.3861.



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**ATTACHMENT NO. 2**

**Contract Amendment- JAXEX**

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**Amendment No. 2  
to the Agreement between  
Jacksonville Aviation Authority  
and  
Next Level Cleaning, LLC  
for  
Janitorial Cleaning Services, JAXEX Airport**

**This Amendment No. 2** is made and entered into in duplicate this 24<sup>th</sup> day of March 2022, by and between the Jacksonville Aviation Authority, a Florida public body politic and corporate whose address is 14201 Pecan Park Road, Jacksonville, Florida 32218 (the "Authority") and Next Level Cleaning, LLC ("Contractor"), regarding the Agreement by and between the Parties dated December 10, 2018, for Janitorial Cleaning Services, Herlong Airport ("Agreement").

*RECITALS*

**WHEREAS**, on or about December 10, 2018, the Authority entered into an Agreement for Services with the Contractor;

**WHEREAS**, the Agreement contains a provision that, at the sole discretion of the Authority, permits the Parties to renew the Agreement at the prices, rates, fees, percentages, or discounts contained in the Agreement;

**WHEREAS**, on or about October 7, 2021, the Parties exercised the final renewals of the Agreement pursuant to Amendment No. 01;

**WHEREAS**, based on mutual needs of the Parties, the Authority and Contractor desire to amend the scope resulting from the need of providing janitorial cleaning services at JAXEX Airport.

**WHEREAS**, the Parties now desire to increase the scope of the agreement whereby Contractor will provide additional services when agreed to by the Authority and Contractor;

**NOW THEREFORE**, THE PARTIES, BASED UPON MUTUAL CONSIDERATION, THE SUFFICIENCY OF WHICH IS ACKNOWLEDGED, AGREE AS FOLLOWS:

1. INCORPORATION OF RECITALS. The Parties find that the statements set forth in the above recitals are true and correct and hereby incorporate the same as part of this amendment.

2. SCOPE / CHANGE IN SERVICES. The Parties agree to add an additional scope of services pursuant to Section 2.02 of ITB No. 18-22-44402 to include:



- a) The cleaning of JAXEX Airport in accordance with the scope of work and cleaning frequency as defined in **Exhibits A and B** hereto. The additional services shall commence on April 11, 2022, and terminate on November 30, 2023.

3. **NON-DISCRIMINATION.** In an effort to generally comply with non-discriminatory laws, statutes and authorities, the Parties incorporate the attached **Appendix "A"** and make the same part of this Agreement.

4. **COMPENSATION.** The Parties agree that, in exchange for the proper performance of the services contemplated in the Agreement, Contractor will be compensated pursuant to the previously agreed upon prices, rates, fees, percentages, or discounts for this renewal period, as indicated by **Exhibit B** hereto.

5. **OTHER TERMS UNCHANGED.** Unless specifically amended as part of this and/or a previous amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the Parties hereto have duly executed this Amendment on the year and date first written above.

Attest:

Signed by: Marilyn V. Fryar  
Signed at: 2022-03-30 18:02:24 +00:00  
Reason: Witnessing Marilyn V. Fryar

Marilyn V. Fryar  Jacksonville Aviation Authority

Marilyn V. Fryar, CPPB  
Contract Administrator

JACKSONVILLE AVIATION AUTHORITY

Signed by: Rolf Riechmann  
Signed at: 2022-03-30 17:40:53 +00:00  
Reason: Witnessing Rolf Riechmann

Rolf Riechmann



Mark VanLoh, CEO, or  
His Designee

(Designee's Name and Title, if applicable)

Attest:

NEXT LEVEL CLEANING, LLC.



Signature

Tammy Fields

Print Name

Witness

Title



Signature

ANTANIOUS FIELDS

Print Name

OWNER

Title

Approved as to form for the  
use of the Jacksonville Aviation Authority.

Signed by: Devin Reed  
Signed at: 2022-03-30 18:02:24 +00:00  
Reason: Witnessing Devin Reed

Devin Reed  Jacksonville Aviation Authority

Devin Reed, Chief Compliance Officer

**FEES**  
**Janitorial Cleaning Services**  
**JAXEX Airport**  
**April 11, 2022 - November 30, 2023**

<b>SUITE 500</b>	
<b>Task</b>	<b>Frequency</b>
<b>Office Areas</b>	
Vacuum all carpet	Monday, Wednesday, Friday
Remove carpet stains	Monday, Wednesday, Friday
Empty and clean trash cans. Replace trash can liners	Monday, Wednesday, Friday
Dispose of any boxes left outside office doorways which are marked trash	Monday, Wednesday, Friday
Dust and spot clean horizontal surfaces	Monday, Wednesday, Friday
Clean glass doors	Monday, Wednesday, Friday
Deodorize	Monday, Wednesday, Friday
Dust all wall hangings, fixtures, lights and window sills	Monthly (1st Monday, Wednesday or Friday of month)
Dust all doors and door frames	Monthly (1st Monday, Wednesday or Friday of month)
Dust all window blinds	Monthly (1st Monday, Wednesday or Friday of month)
Remove all cobwebs	Monthly (1st Monday, Wednesday or Friday of month)
Dust ceiling air vents	Monthly (1st Monday, Wednesday or Friday of month)
<b>Common Areas (Lobby / Building Entrance)</b>	
Vacuum all carpet	Monday, Wednesday, Friday
Remove carpet stains	Monday, Wednesday, Friday
Sweep and mop floors	Monday, Wednesday, Friday
Empty and clean trash cans. Replace trash can liners	Monday, Wednesday, Friday
Empty and clean ashtrays	Monday, Wednesday, Friday
Dust and spot clean exposed horizontal surfaces	Monday, Wednesday, Friday
Clean all entrance glass doors, walls and doorframes in all entryways and lobby	Monday, Wednesday, Friday
Deodorize	Monday, Wednesday, Friday
Remove cobwebs	Monthly (1st Monday, Wednesday or Friday of month)
Dust all wall hangings, fixtures, lights and window sills	Monthly (1st Monday, Wednesday or Friday of month)
Dust all doors and door frames	Monthly (1st Monday, Wednesday or Friday of month)
<b>Break Room / Vending Room</b>	
Clean counter tops and sinks	Monday, Wednesday, Friday

**FEES**  
**Janitorial Cleaning Services**  
**JAXEX Airport**  
**April 11, 2022 - November 30, 2023**

<b>Task</b>	<b>Frequency</b>
Fill paper towel and soap dispensers	Monday, Wednesday, Friday
Wipe clean exterior surface of refrigerator	Monday, Wednesday, Friday
Empty and clean trash cans. Replace trash can liners	Monday, Wednesday, Friday
Sweep and mop floors	Monday, Wednesday, Friday
Wipe clean exterior and interior of microwave	Monday, Wednesday, Friday
Wipe clean exterior surface of vending machine	Monday, Wednesday, Friday
Wipe and clean dining tables and chairs	Monday, Wednesday, Friday
Wipe and clean interior and exterior of refrigerators	Monday, Wednesday, Friday
Deodorize	Monday, Wednesday, Friday
<b>Conference Room and All Other Areas</b>	
Conference Room shall be checked and cleaned as necessary to maintain clean appearance	Monday, Wednesday, Friday
Vacuum all carpet areas	Monday, Wednesday, Friday
Remove carpet stains	Monday, Wednesday, Friday
Empty and clean trash cans. Replace trash can liners	Monday, Wednesday, Friday
Dust and polish all furnishings	Monday, Wednesday, Friday
Clean window sills	Monday, Wednesday, Friday
Deodorize	Monday, Wednesday, Friday
Clean exterior surface around coffee pot equipment	Monday, Wednesday, Friday
Clean glass doors	Monday, Wednesday, Friday
Dust all blinds	Monthly (1st Monday, Wednesday or Friday of month)
<b>Rest Rooms, 3 Each</b>	
Clean, deodorize, disinfect the urinals, toilets, tile shower, sinks	Monday, Wednesday, Friday
Refill towel, tissue, seat cover and soap dispensers	Monday, Wednesday, Friday
Empty and clean all trash receptacles and cans	Monday, Wednesday, Friday
Sweep and mop all floors	Monday, Wednesday, Friday
Ensure extra tissue is in each stall	Monday, Wednesday, Friday
Clean doors, walls, baseboards and light switch plates	Monday, Wednesday, Friday
Clean fittings and partitions	Monday, Wednesday, Friday
Clean mirrors	Monday, Wednesday, Friday

**FEES**  
**Janitorial Cleaning Services**  
**JAXEX Airport**  
**April 11, 2022 - November 30, 2023**

Task	Frequency
<b>Custodial Closets</b>	
Ensure equipment is clean and free of odor	Tuesday, Friday
Clean mop sink drains	Tuesday, Friday
<b>Quarterly</b>	
High Dusting	
<b>Annually</b>	
Shampoo all carpets	Quote will be requested when services are due
<b>Contract Term</b>	<b>Fees</b>
April 11, 2022 - November 30, 2022	April 11-30, 2022: \$428.00
	May - November 2022: \$5,992 (\$856 per month)
December 1, 2022 - November 30, 2023	\$10,272.00 (\$856 per month)
Signature:	<i>Antwan R. Fields</i>