



Post Office Box 3005  
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[www.jaxport.com](http://www.jaxport.com)

August 20, 2026

## **ADDENDUM NO. 01**

**TO  
SPECIFICATIONS AND CONTRACT DOCUMENTS  
FOR  
REQUEST FOR PROPOSAL NO. 26-08  
  
CRUISE TERMINAL JANITORIAL SERVICES  
FOR THE  
JACKSONVILLE PORT AUTHORITY  
(100% SEB Participation Only)**

The item(s) of this Addendum shall modify and become a part of the contractual documents for this project as of this date.  
*(Failure to acknowledge this addendum may be grounds for rejection of quote)*

### **ATTACHMENTS TO CONTRACT SPECIFICATIONS**

*The attachments accompanying Addendum No. 01 are posted in E-Builder in a "read-only" format.  
All ATTACHMENTS are available to view only under the "Bid Documents" tab in the E-Builder System.*

**Attachment No. 1** – Mandatory Pre-Bid and Site Visit Meeting Minutes (held 08-12-26)

**Attachment No. 2** – RFP 26-08 Scope of Work Overview Meeting Minutes

**Attachment No. 3** – Small and Emerging Business Enterprises Requirements Meeting Minutes

**Attachment No. 4** – Attendance List from the Mandatory Pre-Bid and Site Visit (held 08-12-26)

**Attachment No. 5** – Response to Question(s) from Pre-Bid, Email and/or E-Builder

**Acknowledgment of the following addenda is hereby made:**

Addendum #1, Dated: \_\_\_\_\_ Initials \_\_\_\_\_

Company: \_\_\_\_\_

**NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED AS REQUESTED ABOVE AND SUBMITTED WITH YOUR RFQ SUBMISSION, FAILURE TO ACKNOWLEDGE ADDENDUM MAY BE GROUNDS FOR REJECTION OF QUOTE.**

**PLEASE VISIT [HTTPS://WWW.JAXPORT.COM/PROCUREMENT/](https://www.jaxport.com/procurement/) OR CALL PROCUREMENT SERVICES AT (904) 357-3455, PRIOR TO THE SUBMISSION DEADLINE TO DETERMINE IF ANY ADDITIONAL ADDENDA HAVE BEEN RELEASED.**

**REQUEST FOR PROPOSAL NO. 26-08  
CRUISE TERMINAL JANITORIAL SERVICES  
FOR THE JACKSONVILLE PORT AUTHORITY  
(100% SEB PARTICIPATION)**

**MANDATORY PRE-BID & SITE VISIT MEETING MINUTES**

**Date: WEDNESDAY, AUGUST 12, 2026 Time: 10:00 AM**

Good morning! It is now **10:00 AM** on **WEDNESDAY, AUGUST 12, 2026** and the MANDATORY PRE-BID Meeting for JPA Contract No. **RFP 26-08 CRUISE TERMINAL JANITORIAL SERVICES (100% SEB Participation Only)** will now begin. My name is Jerrie Gunder, I am the Senior Contract Specialist for this project.

**This meeting is subject to Florida Sunshine Laws and therefore minutes are being taken.** The minutes for this meeting may be obtained via public record request. *(Please visit our website [www.jaxport.com](http://www.jaxport.com) for information regarding Public Records)*

**To ensure that all Bidders are fully informed of the requirements for this contract this is a MANDATORY PRE-BID MEETING. All vendors who wish to submit a bid on this RFP, must sign the attendance sheet. Proposals will only be accepted from companies on the sign-in sheet.** At this time, I would like the JAXPORT Staff Members to introduce themselves:

**JAXPORT STAFF IN ATTENDANCE:**

|                                                              |                                                      |
|--------------------------------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> Name: Jerrie Gunder      | Title: Sr. Contract Specialist                       |
| <input checked="" type="checkbox"/> Name: Raynesha Jones     | Title: Manager, Procurement Services                 |
| <input checked="" type="checkbox"/> Name: Christopher Good   | Title: Senior Director, Portwide Terminal Operations |
| <input checked="" type="checkbox"/> Name: Elijah Wright      | Title: Sr. Contract Specialist                       |
| <input checked="" type="checkbox"/> Name: Michael McCoy      | Title: Coordinator, Vendor Mgmt & SEB Programs       |
| <input checked="" type="checkbox"/> Name: Edwin Simmons      | Title: Manager, Terminal Operations                  |
| <input checked="" type="checkbox"/> Name: Wade "Chip" Taylor | Title: Assistant Manager, Facilities                 |
| <input checked="" type="checkbox"/> Name: Brian Capprotti    | Title: Assistant Manager, Facilities                 |

**PLEASE SIGN IN:** Because this is a **MANDATORY PRE-BID MEETING**. Please sign the attendance sheet in order to validate your company's attendance. **Bids will only be accepted from vendors on the sign-in sheet.** The mandatory site visit will begin immediately after the mandatory pre-bid overview of the scope of work. Participants will be escorted around the cruise terminal to view/inspect the cleaning areas covered under the scope. ***This will be the only PRE-BID MEETING and guided SITE VISIT that will be held for this project.***

**NO QUESTIONS WILL BE ANSWERED DURING THE SITE VISIT WALK-AROUND.** Submit all questions by e-mail **ONLY** to my attention at [jerrie.gunder@jaxport.com](mailto:jerrie.gunder@jaxport.com) or through [Trimble Unity Construct \(E-Builder\)](#) by the deadline of **4:00 PM (ET), FRIDAY, AUGUST 14, 2026**. After that time, no questions will be answered concerning this RFP. Responses to questions/inquiries (*if any*) will be issued by an Addendum to all known prospective bidders registered in the Trimble Unity Construct (E-Builder).

**ADDENDA:** Any questions from this meeting or submitted questions after this meeting will be included in an addendum. The Answers to questions will be released on an Addendum directed to all known potential bidders registered in the Trimble Unity Construct (E-Builder) website and posted on the JAXPORT's website under Active Solicitations. Acknowledgment of all addenda must be submitted with your quotes. Exclusion of the addenda *may* result in rejection of your quote. Please visit JAXPORT's website at [www.jaxport.com](http://www.jaxport.com) for more information and updates regarding this RFP.

**AWARD OF CONTRACT:** **This contract is for an initial period of one (1) year, with four (4) additional, one (1) year renewal options** made at the sole discretion of JAXPORT based on bidder performance, in accordance with prices stated for each renewal and subject to availability of funds.

*This is an evaluated contract and JAXPORT intends to award a Contract to one (1) Proposer receiving the highest number of points by submitting the most responsive and responsible proposal that, when evaluated, is deemed to be in the best interest of both entities. JAXPORT will be the sole judge of which proposal is ultimately determined to be in their best interest, and its decision will be final. The Awarded Proposer will be the designated Prime Bidder and who will be the single point of contact and will be fully responsible for providing these services.*

**INSURANCE:** **Please review the Insurance Requirements under Section 2.11 of the specifications.** Note, the insurance certificates are only required from the awarded bidder.

**SECURITY:** The Federal Transportation Worker Identification Credential (TWIC) is required for all Prime Contractor/Sub-Contractor employees working on the job site for this Contract. It is the award vendor responsibility as the Prime Contractor to ensure that all of your employees and any personnel working for your company have a TWIC and the JAXPORT Business Purpose Credential. **Please review Section 2.12 of the specification for more information.**

**SCOPE OF SERVICES:** At this time, I would like to turnover the meeting to Chris Good, give an overview of the Scope of Work as outlined in the specification documents.

**SEB REQUIREMENTS:** Michael McCoy, the Coordinator, Vendor Mgmt & SEB Programs will address the SEB requirements on this project.

**SUBMITTING YOUR BID:** And because submittal method has changed in E-Builder, Elijah Wright will give an overview of the changes to "How to Submit Your Bid in E-Builder"

**PUBLIC BID OPENING:** As a final reminder, make sure that you submit your package no later than **2:00 PM (ET), THURSDAY, AUGUST 27, 2026**. **The submit button in Trimble Unity Construct (E-Builder) will deactivate at exactly 2:00:00 PM ET and you will not be permitted to submit your proposal regardless of where you are in the process.**

**The following items must be submitted with the Proposal Form and uploaded in Trimble Unity Construct (E-Builder):**

1. Proposal Form – Article III (Pages A3-1 to A3-4);
2. Copy of Occupational License for past three (3) years;
3. Copy of current State of Florida Certificate of Competency;
4. List of customer references in which your company provided similar services; include contact name, email address and telephone number;
5. Describe experience with number of years providing janitorial services at cruise terminals, airports, ports, transportation hubs, or other high-traffic public facilities similar to JAXPORT;
6. Describe approach and work plan showing cleaning methodology, staff scheduling, cruise-day operations plan, restroom sanitation program, waste management procedures, infection control protocols, response times for complaints, and emergency response capability.
7. Describe supervision plan, detailing supervisory availability and communication with JAXPORT, training programs for staff, retention and absenteeism mitigation, uniform standards, and TWIC credential capability.
8. Provide list of Staff that will be assigned to JAXPORT along with description of their training, number of years of experience and pertinent certifications;
9. Provide a list of company-owned service equipment normally used in daily operations and where obtained;
10. Acknowledgement of Addenda (*if any*)
11. Conflict of Interest Certificate - (EXHIBIT A)
12. Sworn Statement on Public Entity Crimes - (EXHIBIT B)
13. E-Verify Employment Acknowledge Form - (EXHIBIT C)
14. Any other requirements listed in Request for Proposal.

**ANY QUESTIONS** – If there are no additional questions (*see Attachment No. 5 of Addendum No. 01*), the pre-bid overview of the scope MEETING IS ADJOURNED. And now, I am going to turnover the meeting to Brian Cappotti to escort everyone around the terminal. **Remember, the “SITE VISIT” is also Mandatory and you are required to view the facilities.**

**MANDATORY PRE-BID MEETING ADJOURNED AT: 10:30 AM**

**MANDATORY SITE VISIT WALK-AROUND ENDED: 11:47 AM**

**Pre-Bid Overview: RFP 26-08 – Cruise Terminal Janitorial Services****1. High-Level Purpose**

JAXPORT requires **professional, reliable, and efficient janitorial services** at the **Dames Point Cruise Terminal (DPCT)** to support two homeported cruise lines (Carnival and Norwegian). This is a **100% SEB Participation** contract, covering all scheduled cruise days, special events, and monthly deep cleans.

**2. General Expectations**

- Contractor must provide **all labor, equipment, and certain materials**, except those explicitly supplied by JAXPORT.
- Cleaning must meet **high service standards**, with flexibility to support changing cruise schedules, vessel assignments, or operational needs.
- A **minimum on-site staffing presence** on cruise days is required (three employees between 6 a.m.–5 p.m., or two minimum at all times if staggered shifts are approved).

**3. What JAXPORT Provides**

JAXPORT supplies essential cleaning consumables such as:

- soaps, detergents, chemicals
  - paper products (toilet tissue, towels, liners)
  - urinal blocks, wax liners
- Contractor must ensure correct, safe storage and notify JAXPORT when replenishment is needed.

**4. Contractor Responsibilities****Equipment/Supplies:**

Contractor must furnish all janitorial equipment (vacuums, mops, machines, etc.) and all **floor care products** meeting JAXPORT-approved standards.

**Staffing & Supervision:**

- A **working supervisor must be on duty at all times**.
- Contractor must maintain accurate personnel logs.
- Failure to perform at required quality levels may result in deductions or contract termination.

**Daily/Weekly/Monthly Cleaning Requirements:**

Contractor must follow structured cleaning routines including:

- **Daily:** Tile floors, carpets, restrooms, furniture, break rooms, janitorial closets, glass, trash, walkways, ramps/gangways, mobile restrooms.
- **Weekly:** Spray buffing/finish on tile floors, machine scrubbing restroom floors.
- **Monthly:** Interior walls, doors, windows, vents, cobweb removal, other detailed cleaning.

**5. Performance Management**

JAXPORT utilizes a **Supplier Performance Evaluation Program:**

- Regular inspections conducted by a **Contract Quality Evaluator (CQE)**.
- Documented performance scoring with expectations for continuous improvement.
- **Unacceptable performance** triggers formal notices and correction timelines.
- **Top Performance** can lead to supplier recognition.

**6. Non-Performance Deductions**

- Issues must be corrected within **two hours of notification**.
- If JAXPORT must correct an issue, deductions may equal **full daily service cost or per-sq-ft charges**, whichever is higher.
- Repeated non-performance may result in **termination and forfeiture of the Performance Bond**.

**7. Safety & Rules**

Contractor must comply with all **Owner's Minimum Project Rules & Safety Guidelines** referenced in Exhibits D and E.



## Set Aside

Good Morning, everyone, and thank you for being here today. We truly appreciate your time, your interest, and your participation in this opportunity.

After careful consideration and a thorough review of the scope of work, I'm pleased to announce that **this project will be set aside for small businesses.**

This means that eligible small businesses will have the opportunity to compete exclusively with one another for this project, and we're excited about the opportunities this creates.

As you prepare your bids, I want to highlight a couple of important requirements.

First, please make sure that your **small business certification is current and valid at the time you submit your bid and remains valid at the time of award.** Maintaining your certification throughout the process is essential.

Second, the small business awarded this project will be required to **perform at least 40% of the total**

**work.** The remaining 60% may be subcontracted at your discretion.

We want everyone interested in this opportunity to have a clear understanding of these requirements and to be well prepared as you move through the bidding process.

If you have any questions or if I can provide assistance along the way, please don't hesitate to reach out. We're here to help make the process as clear and straightforward as possible.

Again, thank you for joining us today. **We value the participation of our small business community, and we look forward to receiving your bids and seeing your involvement in this exciting opportunity.**

Thank you, and best of luck to everyone participating.



**I'd like to take a moment to clarify the difference between certification and business distinctions, because the two are often confused.**

**For JAXPORT's Small Business Program, we recognize certifications issued by two primary certifying agencies: the City of Jacksonville and the Jacksonville Transportation Authority, or JTA.**

**If a business holds a small business certification from an agency outside of these two organizations, that certification must be reviewed and approved before it can be recognized by JAXPORT. Most importantly, the certification must be based on small business status and cannot include requirements or preferences based on race or gender.**

**That is because the Jacksonville Port Authority Small Business Program is race- and gender-neutral. Our program is designed to create opportunities for qualified small businesses without making race or gender a factor in certification or participation.**

**It is also important to understand the difference between a certification and a distinction. A**

**certification confirms that a company meets the requirements to participate as a small business. A distinction, on the other hand, identifies certain characteristics of the business or its ownership.**

**For example, a business may have distinctions such as minority-owned, woman-owned, veteran-owned, service-disabled veteran-owned, or other similar designations.**

**Those distinctions may provide additional information about the business, but they are separate from JAXPORT's Small Business Certification and do not determine eligibility under our race- and gender-neutral Small Business Program.**

**So, in simple terms:** certification tells us that a company qualifies as a small business, while a distinction tells us something additional about the ownership or identity of that business.

REQUEST FOR PROPOSAL NO. 26-08  
CRUISE TERMINAL JANITORIAL SERVICES (100% SEB)  
JACKSONVILLE PORT AUTHORITY  
(100% SEB SET-ASIDE)

**ATTENDANCE RECORD**  
MANDATORY PRE-BID MEETING & SITE VISIT  
WEDNESDAY, AUGUST 12, 2026 at 10:00 AM (ET)

It is the established policy of the Jacksonville Port Authority that attendance at both the Pre-Bid Meeting and Site Visit is MANDATORY for all who intend to submit a proposal on this project as the Prime.

Failure to sign this Attendance sheet during this meeting will result in your bid being rejected

| COMPANY                 | REPRESENTATIVE NAME | EMAIL                          | ATTENDED THE SITE VISIT (YES ~ or ~ NO) |
|-------------------------|---------------------|--------------------------------|-----------------------------------------|
| JAXPORT/Procurement     | Jerrie Gunder       | Jerrie.Gunder@JAXPORT.com      | Yes                                     |
| Jaxport / BENT/SPMT-FAC | Brian Capprotti     | Brian.Capprotti@Jaxport.com    | Yes                                     |
| JaxPort                 | Christopher Gunder  | Christopher.Gunder@JAXPORT.com | NO                                      |
| JAXPORT                 | Edwin Simmons       | Edwin.Simmons@JAXPORT.com      | NO                                      |



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(100% SEB SET-ASIDE)

**ATTENDANCE RECORD**

MANDATORY PRE-BID MEETING & SITE VISIT

WEDNESDAY, AUGUST 12, 2026 at 10:00 AM (ET)

| COMPANY                          | REPRESENTATIVE NAME | EMAIL                                   | ATTENDED THE<br>SITE VISIT<br>(YES ~ or ~ NO) |
|----------------------------------|---------------------|-----------------------------------------|-----------------------------------------------|
| Elite Key Solutions Group        | MARTINA WRIGHT      | Elite Key Solutions Group<br>@gmail.com | yes                                           |
| Padegeus Cleaning Inc.           | Keri Padegeus       | Kerri.padegeus@clearing.com             | yes                                           |
| JaxPort                          | Chip Taylor         | Wade.Taylor@jaxport.com                 | yes                                           |
| Bold Horizons                    | Nancy Bobel         | Boldhorizonsjax@gmail.com               | yes                                           |
| BMI Janitorial Group             | Claudia Gibson      | gibsoncn@icloud.com                     | yes                                           |
| 904 Maintenance Solutions<br>LLC | Daniela Quade       | 904maintenance.solutions<br>@gmail.com  | yes                                           |

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**ATTENDANCE RECORD**

MANDATORY PRE-BID MEETING & SITE VISIT

WEDNESDAY, AUGUST 12, 2026 at 10:00 AM (ET)

| COMPANY                   | REPRESENTATIVE NAME        | EMAIL                      | ATTENDED THE<br>SITE VISIT<br>(YES ~ or ~ NO) |
|---------------------------|----------------------------|----------------------------|-----------------------------------------------|
| JPA                       | Eligiel Wright             | e.wcjaxport.com            | Y                                             |
| Imaginal Facility Support | Sarah Wilcox               | ImaginalClean@<br>msnl.com | Y                                             |
| JPA                       | Raynesha Jones             |                            | Y                                             |
| JPA                       | Michael McG                |                            | Y                                             |
| A & S Complete Services   | Sandra Clavidos<br>Simpson | Sandra@asccservices.com    | Y                                             |



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(100% SEB SET-ASIDE)

ATTENDANCE RECORD

MANDATORY PRE-BID MEETING & SITE VISIT

WEDNESDAY, AUGUST 12, 2026 at 10:00 AM (ET)

| COMPANY                             | REPRESENTATIVE NAME | EMAIL                                            | ATTENDED THE<br>SITE VISIT<br>(YES ~ or ~ NO) |
|-------------------------------------|---------------------|--------------------------------------------------|-----------------------------------------------|
| Class Management<br>Group           | Carla Lomack        | Carla@<br>classmgmtgroup.com                     | Yes                                           |
| Clarke Maintenance<br>Enterpriselle | Kimberly Clarke     | kimberly.clarke@<br>clarkeproservices.com        | yes                                           |
| CDX Cleaning<br>Company             | Cedric Bennett      | Cedric@ <del>cdx</del><br>cdxcleaningcompany.com | Yes                                           |
|                                     |                     |                                                  |                                               |
|                                     |                     |                                                  |                                               |
|                                     |                     |                                                  |                                               |



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**ADDENDUM NO. 01**

**SPECIFICATIONS AND CONTRACT DOCUMENTS  
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**RESPONSE TO QUESTIONS**

1. What is the current contract value for this service annually?

***ANSWER:** As of November 2025, the JAXPORT terminal is home for two (2) cruise lines. A full year has not concurred to make the determination of a contract value.*

2. How many restrooms are included in the scope of work, including interior, exterior, and mobile or trailer restrooms, and what is their total square footage?

***ANSWER:** There are 2-Mens and 2-Womens restrooms inside. 2-Unisex restrooms outside. 2-Women and 1-Mens mobile restrooms. CDP area there are 2-Unisex restrooms. There are three (3) cells with restrooms.*

3. The pricing form lists approximately 19,920 square feet, while Attachment No. 4 identifies a building area of 62,590 square feet and a cleaning area of 61,410 square feet. Could you please confirm which square footage should be used for pricing?

***ANSWER:** 61,410 square feet building.*

4. How many "After Hours / Special Events" requiring janitorial services were hosted at Dames Point Cruise Terminal over the previous 12 months?

***ANSWER:** Six (6).*

5. Historically, how many average monthly hours of “Additional Porter Services” and “Carpet Cleaning” occurrences were utilized by JAXPORT?

*ANSWER: Services required during an average month have been 36/hours in peak season and 18/hours in non-peak season; using three (3) people at 6/hour each.*

6. Will JAXPORT reimburse or waive security badging and background check fees for contractor employees or must all credentialing costs be absorbed into the contractor's indirect labor burden?

*ANSWER: No, it is the responsibility as the Prime Contractor to ensure that all employees and sub-contract personnel working for the company have been properly screened and credentialed with the TWIC and the JAXPORT Business Purpose Credential. Refer to ITB Section 2.12 for details and cost.*

7. If a cruise ship arrival or departure is delayed due to weather, US Customs holds, or maritime traffic, how is contractor standby labor compensated? Can these additional hours be billed under the “Additional Porter Services” hourly rate?

*ANSWER: Yes, the contractor rate as listed under “Additional Porter Services” will be applied, but only if the delay is after 5:00pm. Refer to ITB, Page A3-1 for details.*

8. The RFP under Article V, page A5-1 states if your company falls under one of the categories listed you can bid on this project, but during the Pre-Bid Meeting it was stated that your company must be a Jacksonville SEB. If the company is a certified SBA small business with a UEI and DUNS, but not located in Duval, but located in Brevard County and not a certified Jacksonville SEB, may we still bid on this opportunity?

*ANSWER: The City of Jacksonville SEB Program covers only Duval County. The Jacksonville Transportation Authority covers up to six (6) counties. If company is a certified small business in Florida by a certifying agency that does not distinguish with distinctions of race and gender, the Small Business Coordinator will investigate and make the final decision as to whether the company meets the requirements of this contract. JAXPORT follows Federal Guidelines and is race and gender neutral.*