



Post Office Box 3005
2831 Talleyrand Avenue
Jacksonville, Florida 32206-0005
www.jaxport.com

August 21, 2025

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
INVITATION TO BID NO. 25-11
JANITORIAL SERVICES FOR THE DAMES POINT CRUISE TERMINAL
FOR THE JACKSONVILLE PORT AUTHORITY - (100% SEB SET-ASIDE)

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 proposal.)

ATTACHMENTS TO CONTRACT SPECIFICATIONS

- Attachment No. 01** – *Pre-Bid Meeting Minutes held on Tuesday, August 12, 2025 at 10:00 AM (ET)*
- Attachment No. 02** – *Site Visit Attendance held on Tuesday, August 12, 2025 at 2:00 PM (ET)*
- Attachment No. 03** – *Response to Question(s) submitted via Email and/or E-Builder*
- Attachment No. 04** – *Cruise Terminal Building Schematic with Square Footage*

Acknowledgment of the following addenda is hereby made:

Addendum #1, Dated: _____ Initials _____

Company: _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED ON THE PROPOSAL FORM OR UPLOADED WITH PROPOSAL PACKAGE IN E-BUILDER. FAILURE TO ACKNOWLEDGE ADDENDUM MAY BE GROUNDS FOR REJECTION OF PROPOSAL.

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

PRE-BID MEETING
JAXPORT CONTRACT NO.: ITB 25-11
JANITORIAL SERVICES FOR THE DAMES POINT CRUISE TERMINAL
(100% SEB Set Aside)

Date: TUESDAY, AUGUST 12, 2025

Time: 10:00 AM (ET)

Good morning! It is now **10:00 AM** on **TUESDAY, AUGUST 12, 2025** and the Pre-Bid Meeting for JPA Contract No. **ITB 25-11 JANITORIAL SERVICES FOR THE DAMES POINT CRUISE TERMINAL** will now begin. My name is Jerrie Gunder, I am the Sr. Contract Specialist for this project.

This meeting is being held via ZOOM teleconference which allows interested persons to view and participate remotely.

This meeting is subject to Florida Sunshine Laws and therefore, is being recorded.

Please type your name and the company you represent in the "Chat Box".

We will begin the meeting by introducing JAXPORT Staff Members:

JAXPORT STAFF IN ATTENDANCE:

- | | |
|--|--|
| ☒ Name: Jerrie Gunder | Title: Sr. Contract Specialist |
| ☒ Name: Michael McCoy | Title: Coordinator, Vendor Mgmt & SEB Programs |
| ☒ Name: Edwin Simmons | Title: Manager, Terminal Operations |
| ☒ Name: Wade "Chip" Taylor | Title: Assistant Manager, Facilities |
| ☒ Name: Brian Capprotti | Title: Assistant Manager, Facilities |

IDENTIFY MEMBERS OF PUBLIC ATTENDEES

Please clearly state your name and the company you are representing. *(Allow time for each person to speak, add their name to the Attendance list, and ask again at the conclusion of the meeting for verification).*

COMPANIES' ATTENDANCE RECORD OF PRE-BID MEETING	
REPRESENTING AGENT	COMPANY'S NAME
1. <i>Isidore Robertson</i>	<i>A Real Unique Enterprise LLC</i>
2. <i>Cole Keegan</i>	<i>All Clean Facilities Services, LLC</i>
3. <i>James Wood</i>	<i>All Clean Facilities Services, LLC</i>
4. <i>Cedric Bennett</i>	<i>CDC Cleaning Company, Inc.</i>
5. <i>William Dickerson</i>	<i>City Wide Facility Solutions</i>
6. <i>Maria Incer</i>	<i>Incer Global Services</i>
7. <i>Fayole Hatfield</i>	<i>Janitouch Cleaning Services</i>
8. <i>Kira McCaskill</i>	<i>Kay's Cleanin</i>
9. <i>Metta Teage</i>	<i>We Shine So Bright</i>

Instructions for all participants/members of the public –

To avoid any microphones transmitting sounds that causes feedback, echoes or sounds what will otherwise cause a disruption to this meeting, participants (regardless of how they are accessing this meeting) are asked to keep their microphones on “mute” at all times when not speaking. PLEASE TAKE A MOMENT AND “MUTE” YOUR MICs FOR THIS MEETING.

- i. Any individual who wishes to speak, should “*unmute*” their microphones and wait to be recognized by the host before speaking.
- ii. When called upon, please announce your name and the company you are representing.
- iii. Each person speaking should do so clearly and slowly to ensure they are heard and understood for recording purposes and by other participants and attendees.

Key Dates:

- **Questions:** Any questions after the meeting must be e-mailed with the **SUBJECT: ITB_25-11** to my attention at jerrie.gunder@jaxport.com and or through Trimble Unity Construct (E-Builder) by the deadline of **9:00 AM (ET), FRIDAY, AUGUST 15, 2025**. After that time, no questions will be answered concerning this ITB. Responses to all submitted questions/inquiries will be issued by an Addendum.
- **Bids Due:** **WEDNESDAY, AUGUST 27, 2025 before 2:00 PM (ET)**. Invitation to Bid and all required supplemental material listed in the bid documents, must be submitted in **PDF Format Only** through E-Builder. **The PDF file name should read “25-11” JAXPORT is *not* accepting any bid packages submitted by Email, Fax, Mail or Hand-Deliveries.** Bids and supplemental documents submitted other than through E-Builder will not be accepted or considered. **Please visit JAXPORT’s website at www.jaxport.com for more information and updates.**
- **Site Visit:** A Site Visit will be held *today* at **2:00 PM, TUESDAY, AUGUST 12, 2025**. Attendees will meet at **JAXPORT DAMES POINT CRUISE TERMINAL, LOCATED AT 9810 AUGUST DRIVE, JACKSONVILLE, FL 32226**. This is a NON-CRUISE DAY and attendee will be allowed to walk through the terminal to examine the area listed in the specs for cleaning. All attendees will be required to stop at the Security Booth upon arrival to present a photo ID, Driver License or a TWIC Badge of each person attending.
- **AN ADDITIONAL OPTIONAL SITE VISIT WILL BE HELD ON THURSDAY, AUGUST 14, 2025 (ACTIVE CRUISE DAY) AT 11:00 AM (ET) TO THE VIEW THE EMBARK, DEBARK AND OUTSIDE SECURITY ACTIVITIES. ATTENDEES WILL NOT DEPART FROM THE JAXPORT BUS. – *Cancelled due to lack of Attendance.***

NO QUESTIONS WILL BE ANSWERED DURING THE OPTIONAL SITE VISITS. ATTENDANCE BY A REPRESENTATIVE OF EACH PROSPECTIVE BIDDER IS ENCOURAGED.

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

Scope of Services: Brian Capprotti, Assistant Manager, Facilities gave an overview of the Scope of Work as outlined in the specification documents.

INVITATION TO BID DOCUMENTS

The Invitation to Bid document can be reviewed from our website:
<https://www.jaxport.com/procurement/active-solicitations/>

- **Bidder Requirements:** Page BCF-1 (list of documents required to be submitted with bid. It is mandatory that all required documents be uploaded in a PDF format and submitted in e-Builder)

If you should have any questions regarding the solicitation package, please submit them **by e-mail to Jerrie Gunder, Senior Contract Specialist at: Jerrie.Gunder@jaxport.com** or through E-Builder. **All submitted questions will addressed by an Addendum and released to all known prospective bidders in E-Builder and posted on the JAXPORT website.**

- **Question & Answers: 9:00 AM (ET), FRIDAY, AUGUST 15, 2025.**
- **Acknowledgment of Addenda** (It is mandatory that the bidder acknowledge all addenda, the system will not allow you to submit your proposal until the addenda is acknowledged).
- **Transportation Workers Identification Credential (aka=TWIC) Requirements:** Please refer to bid documents for TWIC / ESCORT Requirements for working on the port.
- **Bids Due: WEDNESDAY, AUGUST 27, 2025 before 2:00 PM (ET).**
- **Site Visit:** A Site Visit will be held **today** at **2:00 PM, TUESDAY, AUGUST 12, 2025.**

Note: These minutes shall become a part of the solicitation documents and contract agreement. Any corrections, additions or errors will be brought to the attention of the Project Manager within 5 days after receipt of the minutes. It shall be the responsibility of the contractor submitting a proposal for this contract to ensure that all Subcontractors, Suppliers, and services that are incorporated into his proposal have received benefit of the minutes and any addenda that may be issued.

Thank you for your participation and we look forward to your bid submission.

Meeting adjourned at **10:20 AM**

Prepared By **Jerrie Gunder, Sr. Contract Specialist**

**ATTENDANCE RECORD
SITE VISIT**

**ITB #25-11
JANITORIAL SERVICES
FOR THE JAXPORT CRUISE TERMINAL
(Non-Cruise Day)**

DATE: Tuesday, August 12, 2025

TIME: 2:00 PM

NAME	COMPANY	EMAIL
1. Terrie Gunder	JAXPORT/Procurement	jerrie.gunder@jaxport.com
2. Elijah Wright	JAXPORT/Procurement	elijah.wright@jaxport.com
3. M. McCoy	JAXPORT/SEB	Michael.McCoy@jaxport.com
4. Cedric Bennett	CCDC Cleaning	Cedric@ccdcleaningcompany.com
5. Crystal Quintero	CC&D SVS	cquintero@ccdsvcs904.com
6. Darren Daniels	CC&D SVS	ccdsvcs904@gmail.com
7. Michelle Elli	Excellent Cleaning Service	elliing@comcast.net
8. Kira McCaskill	Kay's Cleanin	Kaystouch93@gmail.com
9. JASPER HATTEN	A SANCTUARY HOUSE OF N.F.L.I.N.C.	HATTENJA@COMCAST.NET

**ATTENDANCE RECORD
SITE VISIT**

**ITB #25-11
JANITORIAL SERVICES
FOR THE JAXPORT CRUISE TERMINAL
(Non-Cruise Day)**

NAME	COMPANY	EMAIL
10. Meitta Teage	We Shine So Bright	Weshine sobright23 Meittateage @gmail.com
11. Isidore Robertson	A Real Unique Enterprise	arealunique1cs@yahoo.com
12. Ed Simmons	JAXPORT / DPCT	EDWIN.SIMMONS@JAXPORT.COM
13. Brian Capprotti	JAXPORT / DPCT	BRIAN.CAPPROTTI@JAXPORT.COM
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19.		



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ADDENDUM NO. 01

**INVITATION TO BID NO. 25-11
JANITORIAL SERVICES FOR THE DAMES POINT CRUISE TERMINAL
FOR THE JACKSONVILLE PORT AUTHORITY
(100% *SEB SET-ASIDE*)**

RESPONSE TO QUESTIONS

1. Please confirm that this solicitation is strict set aside SEB, as indicated in page 1 of the solicitation.

ANSWER: *Yes, after careful consideration and thorough review of the scope of work for this project, it was determined that this project would be 100% Set Aside for Small Businesses.*

2. Can we have the schematic that includes the square footage added to E-Builder?

ANSWER: *See Attachment No. 04 of this Addendum.*

3. Can you confirm the number of days and hours that is required to clean?

ANSWER: *Work hours 8:00 a.m. - 5:00 p.m. Days are based on cruise vessel port schedule. Both Porters are to report at the specified start time and leave at the specified finish time stated in the contract.*

4. Can you confirm the number of Porters required to clean on cruise days and non-cruise days?

ANSWER: *Two (2) Porters required for both cruise and non-cruise days.*

5. Does everyone that is cleaning the facility should have a TWIC badge?

ANSWER: *Yes, all employees are required to have a TWIC badge. Refer to ITB Section 2.12.*

6. ***QUESTIONS - Scope & Service Expectations:***

- 6.1. Seasonal or peak-period cleaning adjustments beyond the cruise schedule calendar?

ANSWER: *Prior Notice will be given for Special Events and/or Cruise Schedule changes.*

6.2. Will updated cruise schedules be provided after award?

ANSWER: *Yes, the calendar will be provided as the Cruise lines updates their schedules.*

6.3. Daily operational briefing for Full Service cruise days?

ANSWER: *Only if porters are new needing a briefing. Cruise operations do not change. A daily cleaning schedule will be provided to help with timing and flow of work. Customs & Boarder Protection (CBP) must be clean and trash emptied before the end of their shift (12:00pm).*

6.4. Process for reporting and response time for unexpected service requests?

ANSWER: *Notification will be via phone or in-person. JAXPORT expect Contractor to respond immediately upon being notified.*

6.5. Any restricted areas requiring escorts even with TWIC badge?

ANSWER: *Yes, Communications Room must have a JAXPORT TWIC Employee present.*

7. QUESTIONS - Supplies, Equipment & Materials:

7.1. Preferred brands or green-certified products?

ANSWER: *No brand preference. Known quality product with available MSDS*

7.2. Central storage or multiple locations for JAXPORT-supplied materials?

ANSWER: *Janitorial storage at embark and debark restrooms.*

7.3. Who replenishes supplies during shift?

ANSWER: *JAXPORT will have the janitorial closets stocked and ready at the beginning of each cruise day. Contractor is required to notify JAXPORT employees of any supply shortages.*

7.4. Substitute equivalent floor care products – approval process?

ANSWER: *Requests can be sent to JAXPORT BIMT/DPMT facilities management team via email to obtain prior approval of products changes.*

8. QUESTIONS - Consumables:

8.1. Monthly usage estimate for consumables?

ANSWER: *No exact monthly usage is available, as the facilities are used for other events.*

8.2. Direct delivery to janitorial closet or pick-up location?

ANSWER: *JAXPORT will stock the janitorial closets. Porters are to retrieve consumables from janitorial closets and report any supply storage.*

8.3. Who tracks inventory – inspector or contractor?

ANSWER: *JAXPORT keeps track of inventory and replenishes as needed.*

- 8.4. Procedure if JAXPORT-supplied consumables run out?

ANSWER: *Notify JAXPORT facilities team and stock will be replenished.*

- 8.5. Brand restrictions or sustainability standards?

ANSWER: *No brand restrictions. Known quality products with access to MSDS*

- 8.6. Review frequency for waste reduction opportunities?

ANSWER: *Not at this time.*

9. **QUESTIONS - Staffing & Security Requirements:**

- 9.1. Minimum staffing ratio during cruise operations?

ANSWER: *Two (2) Porters minimum.*

- 9.2. On-site space for staff breaks and storage?

ANSWER: *Personal belongs can be stored in the janitorial closet. A designated break area has not been established.*

- 9.3. Immediate reporting chain for security incidents?

ANSWER: *Report all security incidents to any security personnel immediately (ONSITE STAFF: Securitas/AUS/CBP/JAXPORT Security). Serious or Life-Threatening Injury or Crime in progress, Call Emergency 911 "AND" contact the JAXPORT's Security Operations Center at (904) 357-3360.*

10. **QUESTIONS - Badging Requirements:**

- 10.1. Steps for obtaining TWIC and JAXPORT Business Purpose Credential?

ANSWER: *First: Register with the local TWIC Office; Next: Take the required JAXPORT Security Awareness Course; Then: Once course, background checks and registration paperwork are completed, you will receive the TWIC and Pin Number; and Finally: each employee will be registered in the Access Control System to obtain their Business Purpose Credential. (refer to ITB 2.12 for detail information).*

- 10.2. Can they be processed simultaneously?

ANSWER: *No.*

- 10.3. Training/background checks before badge issuance?

ANSWER: *All Prime Contractor/Sub-Contractor employees working on the job site are required to attend JAXPORT's Security Awareness Course prior to receiving a badge. Yes, a background check is part of the TWIC Process.*

- 10.4. Average time from application to activation?

ANSWER: *Once course, background checks and registration paperwork are completed.*

10.5. Renewal timelines and costs?

ANSWER: *TWIC and JAXPORT Business Purpose Credentials are good for 5-years. Current cost per TSA is \$124.00 for New Application and In-person Renewals.*

10.6. Lost/damaged badge replacement process and cost?

ANSWER: *TWIC Replacement is \$60.00. No cost to replace JAXPORT badge.*

10.7. Temporary visitor badge availability?

ANSWER: *No, secure and restricted areas must have TWIC*

11. QUESTIONS - Garbage & Waste Disposal:

11.1. Location of dumpsters or waste disposal areas?

ANSWER: *The GFL 8yd dumpster is currently located on the northeast corner of pavilion. Dumpster placement and size is subject to change.*

11.2. Dumpster pick-up schedule - impact on cleaning?

ANSWER: *Dumpster pick up scheduled for off cruise days. No impact on cleaning.*

11.3. Recycling requirements and bin availability?

ANSWER: *No recycling requirements, all goes in the 8yd dumpster.*

11.4. Procedure if dumpsters are full or inaccessible?

ANSWER: *Notify JAXPORT employees asap so issue can be resolved.*

11.5. Restrictions on certain waste types?

ANSWER: *No hazmat items.*

11.6. Is contractor responsible for cleaning dumpster area?

ANSWER: *Dumpster area should stay clean, but Contractor is encouraged to put any loose items in the dumpster if seen.*

12. QUESTIONS - Performance Standards & Reporting:

12.1. Frequency and type of inspections (scheduled/unannounced)?

ANSWER: *Refer to ITB Section 4.14, "Frequency of Inspections and Evaluations"*

12.2. Will QA Reports be shared for improvement tracking?

ANSWER: *Refer to ITB Attachment No. 4 – PERFORMANCE EVALUATION FORM*

12.3. Correction window for deficiencies before deductions?

ANSWER: *Refer to ITB Section 2.08 “Q” and Section 4.09, CONTRACT DEDUCTIONS*

12.4. Criteria for 'Top Performance' recognition?

ANSWER: *Refer to ITB Section 4.14, “Top Performance”*

13. QUESTIONS - Administrative & Contractual:

13.1. Post-award orientation for Work Rules & Safety Guidelines?

ANSWER: *Yes, a walk-through of the areas with ITB EXHIBIT D & E will be conducted.*

13.2. Invoicing format and electronic submission allowed?

ANSWER: *Yes, refer to ITB Section 2.07*

13.3. Penalties for contractor-initiated early termination?

ANSWER: *Refer to ITB Section 2.14 and 2.15*

13.2. Annual price adjustment criteria beyond 2% CPI?

ANSWER: *If a reasonable justification is submitted prior to ninety (90) days before the renewal date of the contract, a price adjustment may be negotiated. Refer to ITB Section 2.05.*

14. QUESTIONS - Special Conditions:

14.1. Cleaning coordination during special events?

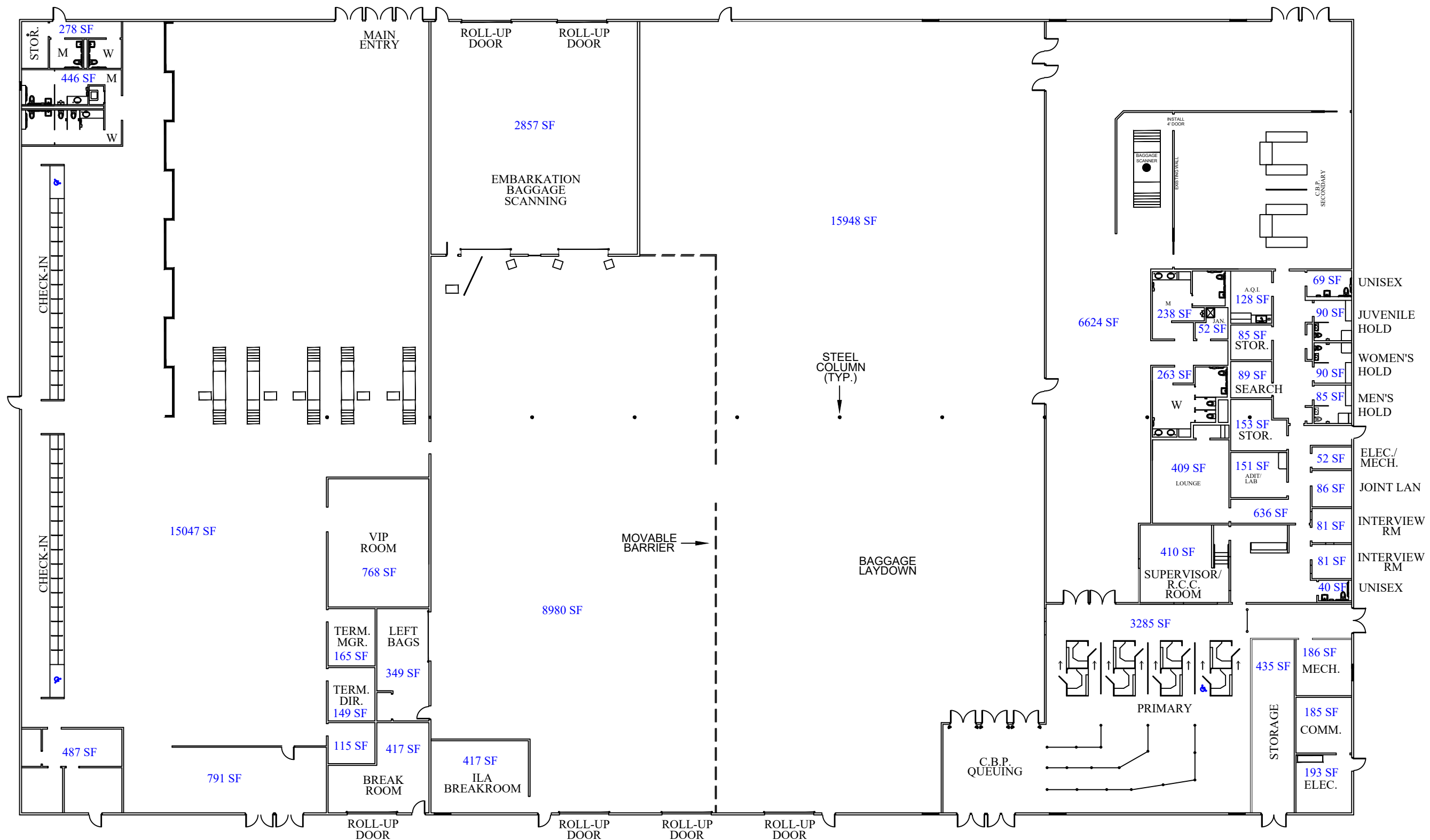
ANSWER: *Contractor will be notified 24-hours prior to any special events.*

14.2. Additional safety/health protocols during embarkation/debarkation?

ANSWER: *Refer to ITB SAFETY GUIDELINES, EXHIBIT “E”, pages PSG-1 to PSG-2*

14.3. Sustainability or recycling performance metrics?

ANSWER: *None*



CRUISE TERMINAL FLOOR PLAN

BUILDING AREA = 62,590 SF
CLEANING AREA = 61,410



DAMES POINT CRUISE TERMINAL
JANITORIAL AREA
2025

JAXPORT ENGINEERING & CONSTRUCTION DEPARTMENT 2831 TALLEYRAND AVENUE JACKSONVILLE, FL 32206	SHEET	1 OF 1
	DATE	8/19/25
	SCALE	N.T.S.