

**BH ENVIRONMENTAL SERVICES**  
**FORMAL REQUEST FOR PROPOSAL**

**ADDENDUM NUMBER: ONE (1)**

**NOVEMBER 29, 2017**

**THIS ADDENDUM IS ISSUED PRIOR TO THE ACCEPTANCE OF THE FORMAL RFPS. THE FOLLOWING CLARIFICATIONS, AMENDMENTS, ADDITIONS, DELETIONS, REVISIONS, AND MODIFICATION FORM A PART OF THE CONTRACT DOCUMENTS ONLY IN THE MANNER AND TO THE EXTENT STATED.**

**Q&A**

**(Please note all questions have not been addressed in the addendum, therefore an additional addendum will be released.)**

1. Inside of cabinets and refrigerators – different from current scope, please confirm this change. **Please refer to the scope of work included in the RFP document.**
2. Please clarify – frequency for cleaning Surgery locker rooms, lounges, offices. RFP indicates only being cleaned 3 days per week for BHCS, BHMC. BHI and BHN are 5, accordingly to grid Exhibit A row 35. Confirm frequencies for all sites. **Broward Health Medical Center and Broward Health Coral Springs will be revised to 5 days per week.**
3. IV Pumps, rolling stock are now required to be cleaned as well as inside of supply cabinets. 2x a year – deep clean rolling stock. Confirm change from current scope. **Yes, refer to the scope of work included in the RFP and Exhibits.** Is an outside service provider acceptable for the deep cleaning with cost identified for BH consideration? **Yes.**
4. ED – grid shows 7 days a week all shifts, is coverage for each shift required to be dedicated staffing wholly within the ED. **Yes.** Are in between case cleaning only at BHMC?  
**BHN & BHCS - EVS does not clean in between cases, only when called.**  
**BHIP - EVS does clean in between cases but trash is not removed**
5. Are some of the purchases listed on page 55 above and beyond our contract price? Example, if requested by Broward to order trash containers (shown currently as provided by contractor) will this be a pass-through cost? **No.**

6. For interventional radiology, and similar procedure rooms, is contractor required to perform in-between case cleanings, if so, what is the annual volume per site. **Please refer to the scope of work included in the RFP document.**
7. Page 47 point f. Define procedures which require additional cleaning and what is the annual volume of those procedures? Any other departments with similar requirements. **Please refer to the scope of work included in the RFP document.**
8. Please provide clean linen volume for each campus. **BHMC – 3,100,000 lbs/yr; BHN – 1,690,139 lbs/yr; BHCS – 1,343,917 lbs/yr; BHIP – 892,110 lbs/yr.**
9. Provide total patient room count for each campus. **Please refer to the RFP document and Exhibits.**
10. Define a 3 point touch system? **Someone from the EVS staff is to enter a patient's room at three different times during their shift and completes part of their task each time. This provides EVS presence on multiple occasions throughout the day in one given room.**
11. Is rounding a part of the daily routine? **No.** How does EVS engage in the process?
12. What other Depts. and/or vendors handle Hazardous and Rx Waste? **Stericycle.**
13. Are linen carts built by EVS staff or are exchange carts utilized? Details by campus please. **Built by EVS.**
14. Discharges – Current Bed Tracking System? Process? By campus please. **Broward Health is currently in the midst of purchasing a bed tracking system.**
15. Do rolling stock and portable commodes remain in the room upon discharge? **Rolling stock does not remain in the room, portable commodes do.**
16. What are Broward Health's requirements for criminal background checks and drug screening policies and immunization requirements? **Please refer to Broward Health's policies: HR Guidelines for Regulatory Compliance for Agency/Contracted Personnel and Drugfree Workplace and Drug Testing.**
17. Joint Review Committee –Seems to be conflicting information: Meets four times a year (70.0) or not more than three times a year (71.0)? **Once per quarter.**
18. Who maintains drapery and curtain inventory? Nursing? EVS? OR? **EVS.**
19. Check all rooms before each new patient? Please clarify what this requirement means. **Ensure patient rooms fulfill cleanliness standard prior to receiving new patient.**
20. Is there a preferred or required germicidal? Open to options? What is the approval process? **Germicidal is subject to system-wide committee approval.**

21. What are the criteria and metrics for the ATP evaluations? Are there current minimum specs by room? By Unit? What are the thresholds? **Current Best Practices.**
22. Washrooms and bathrooms – What is meant by wet clean floors with a germicidal cleaner? **As stated in the scope of work.**
23. It is our understanding that this is a Management Only response and the hourly staff will remain employees of Broward Health.
- The RFP pricing document is asking for hourly wage, benefit, and payroll tax information. Contractors do not have this information.
  - Typically in a Management Fee the Contractor will only supply Management staffing. Is it the intent of the RFP to have Contractors supply hourly FTE requirements or to manage existing hourly FTEs?
  - If the intent is to manage existing hourly FTE levels, please provide the Hourly staffing levels by shift so we can apply the proper supervision and management levels.  
**The intent is for Contractors to quote both ways. Refer to RFP page 60:**
    - **Management Only.**
    - **Management and FTEs.**
24. Please confirm that the ask here is only a maximum of three contractor managers dedicated to one site. **Yes.** Does Broward intend to supplement management positions at the largest sites requiring more than 3 managers? **No.**
25. Please provide Annual pounds of clean linen by location. **BHMC – 3,100,000 lbs/yr; BHN – 1,690,1389 lbs/yr; BHCS – 1,343,917 lbs/yr; BHIP – 892,110 lbs/yr.**
26. Are scrubs included in the linen distribution? **Yes.**
27. Does Broward own the EVS equipment at each location at the end of the current EVS contract in place? **Yes.** If yes please provide the following:
- a. What is the remaining depreciation?
  - b. Please provide a fixed asset listing, with date acquired?
- Broward Health is not providing that information at this time.**
28. Concerning the TruD technology - does Broward own or lease UV lights for EVS at each location? If yes – How many at each location. **One device is owned at BHIP.** What is the current lease amount if paid by Broward today?
29. Please provide the number of semi-private rooms by location? **BHMC 74; BHIP-66; BHN-64; BHCS-35.**
30. In RFP Document page 25 - BHMC is listed as 716 beds and Salah Foundations Children’s Hospital is listed as 63 beds. In the excel file Exhibit A it only list 716 beds BHMC. Does that include Salah Foundation Children facility? **Yes, 716 beds total.** If so does the square footage listed contain Salah Foundation Children facility? **Yes.** If not please provide the stats for Salah Foundation Children facility.
31. Does Broward want a proposal for both Management Only (hourly employees remain on Broward payroll) and a full service model (all employees on contractor payroll)? **Yes.**

32. Page 28 and 29 provide a list of expected reports in the future if selected. Included in this list are items that appear to be aligned with Patient Transportation functions. Is patient transportation to be included with the EVS proposal? **No**. If so, please provide the statistical data required to propose that service. (i.e. number of annual transports, departs supported by the patient transportation department, technology currently in place to coordinate transports.)
33. **Reference Section I, Page 18, Item 31, Pricing:** The statement “Contractor shall maintain the same pricing for the duration of the contract” implies no opportunity exists for inflation recovery (e.g., wage increases, increases in benefit costs). Is this the intent of Broward Health? **Yes, as Broward Health is looking for Contractor to improve efficiencies over time.** This is very unusual for a management agreement.
34. **Reference Section I, Page 18, Item 33, Payment:** The language states invoices shall be payable 30 days after receipt of invoice. However, the Signature Authorization/ Sworn Statement and Response Label has language which reads “Payment Terms: Net 45 Days”. Please clarify. Can we price based upon favorable payment terms? **Net 45 Days.**
35. **Reference Section VII, Page 27, Staff Pool:** Please provide clarification of the requirement “Contractor will have a centralized staff pool for the entire system. **Staff that could be placed at any of the facilities.**
36. **Reference Section VII, Page 29, IT System:** It appears there is a requirement to provide an IT System for purposes of supporting a patient transport operation. Is this a requirement? **No**. If so, does RFP include patient transport? **No**.
37. **Reference Section VII, Page 55, Cost Allocation:** Trash containers are noted as a Contractor cost. Is it the intent of Broward Health to have the Contractor pay for all trash containers throughout all of the facilities? **Yes, but only those inside the facility.** If so, would this include trash containers for new or expanded areas? **Yes**. Does this include trash containers for grounds, outdoor areas, parking lots and parking garages? **No**. Can Broward Health provide a summary of the past 2 years expense incurred, by site, for trash containers? **Broward Health will not be providing that information at this time.**
38. **Reference EVS Pricing Matrix:** The form requires the Contractor to provide its Hourly Labor Expense. Are these hourly labor employees required by the Contractor to support its management program? Please clarify. **Broward Health is requesting transparency as to what Contractor’s hourly employees are being paid.**
39. **Reference EVS Pricing Matrix:** The form notes several cost items that are identified as Broward Health expense (reference Section VII, Page 55, Cost Allocation). Specifically, paper supply, hand soaps, hand gels and sanitizer, bags and plastic expense, and uniforms. Should the response provided be \$0 Proposed Spend and under Comments indicate Broward Health expense. Please clarify. **If the item appears as having the cost allocated to Broward Health, you may enter \$0.**

40. Please provide the current Broward Health employee staffing by site. Please provide by job classification, number of productive FTEs, number of paid FTEs and shift assigned. **Broward Health will not be providing that at this time as this is to be determined by the Contractor.**
41. Please provide a summary list of all Broward Health owned cleaning equipment. Please provide description of equipment, year purchased and if possible, condition. Clarify ownership and amortization amount due current vendor if applicable. **Presently owned by current vendor. Not on Broward Health's books.**
42. Please provide blue prints / floor plans for each site. **Due to security concerns, Broward Health will not be providing floor plans at this time.**
43. Please provide contracts & contact information for all third party managed services (Sharps, Linen, and Shredding etc.) **Complete Vendor Contracts Tab in Exhibit B. Our current vendors are: Stericycle, Florida Linen, Cube Care.**
44. Please affirm / clarify cleaning specification at Broward North related to OR terminal & case cleaning (COO – Dan Lowther) implied EVS completed both case and terminal cleans specs indicate case cleaning is exempt. **BHN- EVS – terminal cleans at end of day, does not clean between cases.**
45. Please confirm / clarify cleaning specification related to café cleaning. Spec indicates no EVS responsibility at 3 of 4 facilities. Steve Fredrickson (tour leader) at Broward Imperial Point indicated joint effort cleaning café between each meal.  
**BHN – EVS does cleans Coral Café at close, Coral Café staff cleans the kitchen.**  
**BHCS – EVS is responsible for cleaning the café (dining area) between each meal time.**  
**BHIP - EVS cleans the offices, serving area floors and vents, two side dining rooms (physician and patio). Tables are wiped off during lunch by cafeteria staff.**
46. Confirm presence of commercial grade washer w/metered chemical distribution & appropriate water temperature at each site for washing of mops, curtains etc. **This is done by third party vendors.**
47. Will manufacturer specifications for all floor surfaces and finishes be available for each site? **Current contractor has this information.**
48. Is cleaning of Giraffe/NICU Isolates completed by housekeeping in NICU's? **Completed by EVS Contractor.**

**END ADDENDUM ONE**