SAMPLE BREAKDOWN — CLOSED SOLICITATION
This solicitation closed June 15, 2026. Shown for demonstration purposes only.

THE BID AUTHORITY™ • SOLICITATION BREAKDOWN

Bid Snapshot

DCF ITB 2526 078 — Janitorial Services for Tampa Service Center

Florida Department of Children and Families • 9393 N. Florida Avenue, Tampa, FL 33612

BID SIGNAL	QUESTIONS DEADLINE	BID DUE	DAYS UNTIL BID DUE
Proceed with verification	CLOSED — May 20, 2026	CLOSED — Jun 15, 2026, 10:00 AM ET	Closed

Documents reviewed: ITB Instructions; Purchase Order Scope of Work with Attachments B and C; Appendices I and II; Addendum 01 with written inquiry responses and updated Appendix III; Notice of Intent to Award. **Addenda reviewed through:** Addendum 01. **Review completed:** October 2026.

THE BOTTOM LINE

A **two-shift contract with financial penalties attached**: an evening crew with a 3.5-hour nightly window, a required full-time daytime porter, and invoices that can be cut up to 10% a month. Viable for a contractor that clears the eligibility gates and can staff both shifts with backup. **Price it from task hours, not square footage or the agency's four-person estimate.**

Eligibility Gates — if any answer is NO, do not bid

- ☐ Attended the **mandatory** May 11, 2026 pre-solicitation conference. Missing it makes the response non-responsive.
- ☐ At least **3 years** of janitorial/custodial experience of similar size, scope and complexity.
- ☐ Authorized to conduct business in Florida.

Source: ITB Instructions §2.4; SOW §9, Professional Qualifications.

Top 3 Risks

RISK	WHY IT MATTERS	ACTION PATH
1. Performance deductions + withheld payment	Each unsatisfactory inspection category can cut the monthly invoice **2.5%**, cumulative up to **10%**. Payment may be withheld until deficiencies are fixed.	**PRICE / BID DECISION**
2. Staffing continuity + evening capacity	Cleaning-staff vacancies must be filled within **24 hours**. The contractor alone is responsible for having enough staff to finish nightly work in **3.5 hours**.	**PRICE / BID DECISION**
3. Cleanable-area conflict	SOW says ~135,000 sq ft. Addendum Q&A says **115,000 cleanable sq ft**: a **20,000 sq ft (14.8%)** difference that drives labor.	**ASK** if Q&A open / **PRICE-VERIFY** if closed

Source: SOW §§7.1, 11.1, 12; ITB §1.5; Addendum 01, Written Inquiry #13.

Your Next 5 Moves

- ☐ Clear all three eligibility gates before spending another hour on pricing.
- ☐ Use **115,000 cleanable sq ft** as the workload basis, then map tasks and frequencies by area (Section 2).
- ☐ Build the daytime porter and the evening crew as **two separate labor models** (Section 6 worksheet).
- ☐ Test your nightly task hours against the 3.5-hour window. Do not adopt the four-person estimate without proof.
- ☐ Price **Base Bid and Add Alternate for every fiscal year** on the updated Appendix III.

SUBMISSION WARNING Keep pricing assumptions in your internal file. Do not add unrequested terms, qualifications or conditions to the response; DCF may reject it as non-responsive (ITB §§1.10.1–1.10.2).

Key Dates & What You Are Pricing

AT A GLANCE

Key Dates

DATE	EVENT	WHY IT MATTERS
May 11, 2026	Mandatory pre-solicitation conference	Pass/fail gate
May 20, 2026, 10:00 AM ET	Written questions deadline	Last chance to ASK
June 15, 2026, 10:00 AM ET	Response due — moved from June 10 by Addendum 01	Must be **received**, not just sent
June 25, 2026	Notice of Intent to Award posted	Outcome
July 1, 2026	Anticipated contract start (initial term through June 30, 2031)	Year 1 begins
Sept. 30, 2026	Florida minimum wage rises to $15.00/hour (holds through Dec. 31, 2027)	Mid-Year-1 wage change

Source: ITB §§1.4, 2.4; Addendum 01, Change 07; SOW §1; Notice of Intent to Award; FloridaCommerce, Florida Minimum Wage.

What You Are Pricing

PRICE LINE (APPENDIX III)	AGENCY DEFINITION	BID AUTHORITY WORKING GUIDE	YEARS REQUIRED
Monthly Janitorial Services (Deliverable 1)	Routine daily, weekly and monthly janitorial services AGENCY-STATED	Costs to carry: evening crew and porter labor, supervision, payroll burden, routine supplies and equipment, overhead, profit	FY26/27–FY30/31, plus potential renewal FY31/32–FY35/36
Periodic Specialized Cleaning (Deliverable 2)	Non-routine, non-recurring specialized cleaning AGENCY-STATED	Costs to carry: carpet extraction, floor stripping/refinishing, high dusting and other periodic tasks, with their labor, equipment and materials	Same
Add Alternate	Provider-furnished restroom consumables AGENCY-STATED	Costs to carry: product, delivery, waste allowance, escalation	Same, priced separately

Addendum 01 requires pricing for **both** the Base Bid and the Add Alternate. DCF may award the Base Bid alone or Base + Alternate. **The "working guide" column is The Bid Authority's cost-allocation suggestion, not agency language.** How you allocate your own costs across these lines is your pricing decision.

Source: SOW §12, Deliverables 1–2; Addendum 01, Changes 01–03 and updated Appendix III, pp. 3–4.

HOW TO READ THE LABELS IN THIS REPORT

AGENCY-STATED Taken directly from the solicitation or an addendum.

CALCULATED Math derived from agency-stated figures or your own inputs.

BIDDER INPUT Your own cost, wage or capacity data. Only you can supply it.

REFERENCE ASSUMPTION An estimate you must make because the agency did not provide the number.

Section 2 — Pricing Inputs

WHAT DRIVES YOUR PRICE

Each input shows the agency fact, what it does to your price, what you must supply, and what to verify.

1. Cleanable Area

FACT	**115,000 cleanable sq ft** AGENCY-STATED, excluding mechanical/electrical rooms. The original SOW describes ~135,000 sq ft of office space AGENCY-STATED.
PRICING IMPACT	A **20,000 sq ft (14.8%)** difference CALCULATED. The addendum clarification controls over lower-priority documents.
YOUR INPUT	Map the 115,000 sq ft to areas and task frequencies. Do not apply one frequency to the whole building.
VERIFY	Confirm no later addendum changes the area basis.
SOURCE	Addendum 01, Written Inquiry #13–14, p. 9; SOW §1.3, p. 1; ITB §1.8.

2. Nightly Cleaning Window

FACT	Nightly cleaning runs primarily **4:30–8:00 PM, Monday–Friday**: **3.5 hours** AGENCY-STATED. DCF says a four-person crew may be sufficient, for information only.
PRICING IMPACT	4 workers × 3.5 hours = **14 labor hours/night** CALCULATED. If all 115,000 sq ft were cleaned nightly, that crew would need **~8,214 sq ft per labor hour** CALCULATED. This is a stress test, not a required production rate.
YOUR INPUT	Nightly task hours from Attachment B BIDDER INPUT. Crew size = nightly task hours ÷ 3.5 (Section 6).
VERIFY	Which areas/tasks are nightly versus daytime, weekly, monthly, quarterly or periodic.
SOURCE	ITB §1.5, p. 2; SOW §7.1.1.2, p. 3; SOW Attachment B.

3. Daytime Porter

FACT	On site **8:00 AM–5:00 PM**, eight hours of work with a one-hour lunch, Monday–Friday excluding State holidays AGENCY-STATED. Must respond to service needs within **30 minutes** AGENCY-STATED.
PRICING IMPACT	**40 working hours/week** CALCULATED before holiday adjustments, split between scheduled tasks and reactive calls.
YOUR INPUT	Porter wage, burden, holiday count, relief plan and daytime task hours BIDDER INPUT.
VERIFY	Whether one porter can cover both scheduled daytime work and reactive demand.
SOURCE	SOW §§11.2.1–11.2.1.1, p. 4.

4. Daytime vs. Evening Tasks

FACT	Attachment B assigns real cleaning work to the daytime schedule, not just the evening crew AGENCY-STATED.
PRICING IMPACT	Do not model the porter as spill-response only, and do not load all building work onto the night crew.
YOUR INPUT	Separate daytime task hours from evening task hours before pricing BIDDER INPUT.
VERIFY	Area and frequency for each task.
SOURCE	SOW Attachment B, task schedules.

5. Periodic Specialized Cleaning

FACT	Carpet extraction and floor stripping/refinishing are semiannual; high dusting is annual. Each may also occur "as otherwise directed" AGENCY-STATED.
PRICING IMPACT	Periodic work is a separate Appendix III line. Additional directed work creates uncertainty.
YOUR INPUT	Labor hours, equipment, materials and frequency for each periodic task BIDDER INPUT.
VERIFY	How additional directed work beyond stated frequencies is compensated (see Red Flag 06).
SOURCE	SOW §12, Deliverable 2; SOW Attachment B §B.14, p. 12.

6. Restroom Consumables — Add Alternate

FACT	Base Bid: DCF supplies restroom consumables. Add Alternate: the provider supplies them AGENCY-STATED. DCF **does not maintain monthly usage quantities** AGENCY-STATED. Population: **~600 staff** plus fluctuating daily visitors AGENCY-STATED.
PRICING IMPACT	Usage quantities are entirely your estimate, and they drive the Add Alternate price.
YOUR INPUT	Usage model, unit cost, case quantity, delivery, waste allowance and escalation REFERENCE ASSUMPTION.
VERIFY	Dispenser and product specifications, and any later usage information.
SOURCE	SOW §1.2, p. 1; Addendum 01, Change 03; Written Inquiry #10, p. 9.

7. Multi-Year Pricing & Wage Floor

FACT	Updated Appendix III requests five initial fiscal years (**FY26/27–FY30/31**) plus five potential renewal years (**FY31/32–FY35/36**) AGENCY-STATED. Florida minimum wage became **$15.00/hour on Sept. 30, 2026** and holds through Dec. 31, 2027 before inflation adjustments resume.
PRICING IMPACT	A flat Year-1 wage near the old $14.00 floor goes underwater three months into the contract. Every later year needs a deliberate escalation decision.
YOUR INPUT	Wage strategy, burden, insurance, supplies and equipment escalation by pricing year BIDDER INPUT.
VERIFY	Current statutory wage requirements whenever preparing a live bid.
SOURCE	Addendum 01, updated Appendix III, pp. 3–4. External: FloridaCommerce, Florida Minimum Wage (floridajobs.org/florida-minimum-wage).

Already own the Government Janitorial System? Use your Pricing Engine and verification worksheets to work through the bidder-input items above.

Section 3 — Conflicts & Red Flags

WHERE A BIDDER GETS HURT

ASK when the authorized Q&A window is open. **PRICE / VERIFY** when the issue must be handled inside your price. **BID DECISION** when the unresolved exposure may make the opportunity too risky to pursue.

01 Conflicting square footage

Finding: The SOW describes ~135,000 sq ft of office space. The Addendum Q&A answers **115,000 cleanable sq ft**, excluding mechanical/electrical rooms.

Why it matters: The wrong area basis distorts every labor calculation that follows.

Action path: ASK if Q&A open / PRICE-VERIFY if closed

Source: Addendum 01, Written Inquiry #13–14, p. 9; SOW §1.3, p. 1; ITB §1.8.

02 The four-person crew is not a guarantee

Finding: DCF says four nightly cleaners may be sufficient, but the estimate is informational and the contractor remains responsible for adequate staffing.

Why it matters: Adopting the agency estimate without a task-hour check can understate labor, and the shortfall is yours after award.

Action path: PRICE / VERIFY

Source: ITB §1.5, p. 2; SOW §7.1.1.2, p. 3.

03 The porter has scheduled and reactive work

Finding: The porter works eight hours between 8:00 AM and 5:00 PM and must respond to spills, replenishment and cleanliness issues within **30 minutes**.

Why it matters: Eight paid hours are not eight uninterrupted production hours.

Action path: PRICE / VERIFY

Source: SOW §§11.2.1–11.2.1.1, p. 4.

04 24-hour cleaning-staff replacement

Finding: Cleaning-staff vacancies must be filled within **24 hours**; supervisory vacancies within seven working days unless otherwise agreed. Background screening is at the provider's expense.

Why it matters: A contractor running at minimum headcount has no room for turnover, failed screening, absences or removals.

Action path: PRICE / BID DECISION

Source: SOW §§7.1.2, 11.1, pp. 3–4.

05 Performance deductions + withheld payment

Finding: Each unsatisfactory inspection category triggers a **2.5%** invoice deduction, cumulative up to **10%** of the monthly invoice. DCF may withhold payment until deficiencies are corrected and verified.

Why it matters: Performance problems directly reduce or delay the cash you collect.

Action path: PRICE / BID DECISION

Source: SOW §12, pp. 5–6.

06 Additional "as directed" specialized work

Finding: Attachment B sets frequencies but also allows specialized work "as otherwise directed" or authorized in writing.

Why it matters: The documents reviewed do not settle how extra directed work is paid. Do not invent an answer inside your price.

Action path: ASK if Q&A open / PRICE-VERIFY or BID DECISION if closed

Source: SOW Attachment B §B.14, p. 12; SOW §12, Deliverable 2.

07 Subcontracting restricted

Finding: Subcontracting is **not permitted without prior written approval** from DCF. Appendix II still asks for a proposed subcontractor list.

Why it matters: You cannot plan on outsourcing floor work, emergency coverage or specialist labor, and listing a subcontractor on Appendix II is not approval.

Action path: BID DECISION

Source: SOW §9, Subcontracting, p. 3; Appendix II.

Risk Dashboard

FINDING	EXPOSURE	ACTION PATH
135K vs. 115K area conflict	Pricing	**ASK / PRICE-VERIFY**
Four-person crew estimate	Capacity	**PRICE / VERIFY**
Porter + 30-minute response	Labor	**PRICE / VERIFY**
24-hour staff replacement	Operations	**PRICE / BID DECISION**
Up to 10% invoice deductions	Cash flow	**PRICE / BID DECISION**
"As directed" specialized work	Scope	**ASK / PRICE / BID DECISION**
Subcontracting restricted	Operations	**BID DECISION**

Questions to Submit — if the Q&A Window Is Open

Ready-to-send drafts for the three ASK items. Submit only in writing, through the Procurement Officer channel, before the questions deadline, with the solicitation number and title in the subject line.

QUESTION 1

The Scope of Work describes approximately 135,000 square feet of office space, while the response to Written Inquiry #13 states 115,000 cleanable square feet. Please confirm that 115,000 square feet is the basis respondents should use for all recurring and periodic services, and identify any areas, other than mechanical/electrical rooms, that are excluded.

QUESTION 2

Attachment B permits carpet extraction, floor stripping/refinishing and high dusting "as otherwise directed." Please clarify whether services directed beyond the stated frequencies are included in the Periodic Specialized Cleaning price or will be separately authorized and compensated.

QUESTION 3

For the Add Alternate, please provide the specifications or brands of the restroom dispensers currently installed, so respondents can price compatible consumables.

Section 4 — Submission Requirements

WHAT GETS A GOOD PRICE THROWN OUT

A competitive price does not save an incomplete or non-responsive submission. Check every item against the final solicitation and every issued addendum.

Pass / Fail First

- ☐ **Authorized signer confirmed.** The Primary Contact, and any Alternate Contact, must have authority to bind the company. If an Alternate is named, **both signatures** are required on the last page of Appendix I.
- ☐ Mandatory May 11 pre-solicitation conference attended.
- ☐ Minimum 3 years of similar janitorial/custodial experience confirmed.
- ☐ Authorized to conduct business in Florida.

Source: Appendix I, Required Certifications (PMT-58); ITB §2.4; SOW §9.

Required Response Package

- ☐ Appendix I — Required Certifications (PMT-58), including the tie-breaking certifications (pp. 2–3)
- ☐ Appendix II — Technical Response (PMT-59), with every applicable disclosure completed or the appropriate “none” box selected (see below)
- ☐ Appendix III — Cost Proposal (PMT-60), **the updated Addendum 01 version**, on the provided pricing tables
- ☐ Base Bid **and** Add Alternate fully priced for every fiscal year, with subtotals and totals completed

Source: ITB §3.1, p. 6; Appendix I, pp. 2–3; Addendum 01, Changes 01, 02 and 06, pp. 1, 3–4.

Appendix II — Field-by-Field

Each disclosure needs either a completed answer or the "none" box checked. A blank field is an incomplete response.

FIELD	WHAT TO PROVIDE
Related Parties	List affiliates, related parties, entities, partnerships and associations, or check that none exist.
Conflict of Interest	Disclose any officer, director, employee or agent who is also a State employee, and any State employee owning 5% or more of the respondent or related entities, or check none.
Terminated Contracts	Disclose State or Federal government contracts from the last five years that were terminated for cause, or that you terminated before the contract ended, or check none.
Qualifications / Capability	Organization description, years in business, years providing similar services, **three entities** where you provided services of similar size and nature, and a statement demonstrating your ability to perform the work.
Proposed Subcontractor List	Identify proposed subcontractors, or affirm that none will be used.

Source: Appendix II, Technical Response (PMT-59); ITB §3.1.

SUBCONTRACTOR FIELD ≠ PERMISSION

Appendix II asks you to list proposed subcontractors, but the SOW states subcontracting is not permitted without prior written Department approval. Listing a subcontractor does not authorize using one. If your plan depends on a subcontractor, treat it as a BID DECISION (Red Flag 07).

Electronic Submission

- ☐ Send to **both** Procurement Officer email addresses listed in ITB §1.4, not just one.
- ☐ Subject line: **DCF ITB 2526 078 — Janitorial Services for Tampa Service Center**
- ☐ The response must be **received** by June 15, 2026, 10:00 AM ET. Responsibility for timely receipt is yours.
- ☐ Keep sent and delivery records, and request written confirmation of receipt through the Procurement Officer channel.

Source: ITB §§1.4, 2.2, 3.2; Addendum 01, Change 07.

File & Format Review

REQUIREMENT	FINDING
Maximum page count	No limit identified in the documents reviewed. Verify the final posting.
Maximum attachment size	No limit identified in the documents reviewed. Verify the final posting.
Single-file / PDF-only rule	No rule identified in the documents reviewed. Verify the final posting.
Attachments	May be combined with the response or sent separately. Figures, charts and tables should be numbered and referenced.

Source: ITB §3.3, p. 6.

Addenda & Communication

- ☐ Check the Vendor Information Portal immediately before submitting for new addenda, notices or clarifications.
- ☐ Incorporate every issued addendum into the working bid.
- ☐ Use only the Procurement Officer channel. Oral or unofficial instructions are not binding, and improper contact during the restricted period can be grounds for rejection.
- ☐ Add no unrequested qualifications, exceptions or conditions.

Source: ITB §§1.10, 2.2, 2.5; Appendix III, Cost Proposal.

Section 5 — Your Pricing Assumptions

INTERNAL WORKING RECORD — DO NOT INSERT INTO THE SUBMITTED BID

Every price rests on numbers the agency did not give you. Write each one down here, so you know exactly how your price was built and how much risk you are carrying. This record stays in your bid file.

Night crew workload

WHY NEEDED	The four-person figure is informational. Actual task hours are not supplied.
YOUR DECISION	Build task hours by area and frequency, then size the crew to fit the evening window.
SENSITIVITY	**HIGH.** One extra or missing worker repeats five nights a week for the life of the contract.
SOURCE	ITB §1.5; SOW §7.1.1.2.
YOUR ASSUMPTION	_____ Label: _____

Day porter capacity

WHY NEEDED	One porter is the minimum. Scheduled daytime tasks and 30-minute reactive response both use that capacity.
YOUR DECISION	Calculate scheduled hours separately from a reactive allowance. Price relief coverage if needed.
SENSITIVITY	**HIGH.** Minimum staffing and adequate staffing are not the same thing.
SOURCE	SOW §§11.2.1–11.2.1.1.
YOUR ASSUMPTION	_____ Label: _____

Consumable quantities

WHY NEEDED	DCF does not maintain monthly usage. Starting population: ~600 staff plus daily visitors AGENCY-STATED.
YOUR DECISION	Build a usage model from dispenser data, population, visitor traffic, unit cost, waste and escalation. Label the quantities REFERENCE ASSUMPTION.
SENSITIVITY	**HIGH** for the Add Alternate.
SOURCE	SOW §1.2; Addendum 01, Written Inquiry #10.
YOUR ASSUMPTION	_____ Label: _____

Additional specialized work

WHY NEEDED	Volume of work directed beyond stated schedules is unknown.
YOUR DECISION	Ask while Q&A is open. Otherwise review the compensation language and decide whether the risk is acceptable. Do not invent a number of extra cleanings.
SENSITIVITY	**VARIABLE — potentially high.**
SOURCE	SOW Attachment B §B.14; SOW §12.
YOUR ASSUMPTION	_____ Label: _____

Wage and cost escalation

WHY NEEDED	Pricing spans five initial years plus five potential renewal years. The Florida wage floor changes during Year 1.
YOUR DECISION	Set wage, burden, insurance, supply and equipment escalation deliberately for each pricing year.
SENSITIVITY	**HIGH.**
SOURCE	Addendum 01, updated Appendix III, pp. 3–4; FloridaCommerce.
YOUR ASSUMPTION	_____ Label: _____

Staffing continuity

WHY NEEDED	Cleaning vacancies must be filled within 24 hours. Screening is provider-funded.
YOUR DECISION	Price realistic recruiting, screening, relief labor and supervisory capacity. An owner planning to cover every absence personally is still making an assumption.
SENSITIVITY	**MEDIUM–HIGH.**
SOURCE	SOW §§7.1.2, 11.1.
YOUR ASSUMPTION	_____ Label: _____

Equipment risk

WHY NEEDED	The provider bears the risk of equipment loss, theft or destruction.
YOUR DECISION	Decide whether a replacement reserve, insurance or other cost belongs in your price.
SENSITIVITY	**Bidder-specific.**
SOURCE	SOW §5.2.5, p. 3.
YOUR ASSUMPTION	_____ Label: _____

INTERNAL ASSUMPTION RULE

Keep this record with your internal bid file. It documents how you built your price; it does not modify the agency's solicitation. Before adding any qualification, exception or condition to an ITB response, verify that the solicitation expressly permits it.

Section 6 — Labor Build Worksheet

TURN THIS SOLICITATION INTO CREW SIZES

Fill in your own task hours; agency-stated numbers are already entered. This shows whether your staffing plan can physically meet the contract. Carry A6, annual porter hours (B1 × B6 per porter) and C1–C4 into your pricing model, then apply wages, burden and escalation by fiscal year.

A. Evening Crew

	LINE	VALUE	LABEL
A1	Nightly task hours (nightly tasks only, from Attachment B)	_____ hrs	BIDDER INPUT
A2	Nightly service window	**3.5 hrs**	AGENCY-STATED
A3	Minimum cleaners working at the same time = A1 ÷ A2, rounded up	_____	CALCULATED
A4	Compare: DCF's four-person estimate = 14 labor hours/night. Is A1 more than 14?	Yes / No	CALCULATED
A5	Service nights per year (Mon–Fri, less any nights the contract excludes)	_____	BIDDER INPUT
A6	Annual evening labor hours = A1 × A5	_____ hrs	CALCULATED

B. Daytime Porter

	LINE	VALUE	LABEL
B1	Porter working hours per day	**8 hrs**	AGENCY-STATED
B2	Reactive allowance (share of the day held for 30-minute response)	_____ %	BIDDER INPUT
B3	Hours available for scheduled daytime tasks = B1 × (1 − B2)	_____ hrs	CALCULATED
B4	Scheduled daytime task hours per day (from Attachment B)	_____ hrs	BIDDER INPUT
B5	**Capacity check:** is B4 more than B3? If YES, revise the staffing plan and recalculate.	YES / NO	CALCULATED
B6	Porter workdays per year (Mon–Fri, excluding State holidays)	_____	BIDDER INPUT

C. Periodic Specialized Cleaning (per year)

	TASK	FREQUENCY — AGENCY-STATED	YOUR HRS EACH — BIDDER INPUT	ANNUAL HRS — CALCULATED
C1	Carpet extraction	Semiannual (2/yr)	_____ hrs	_____ hrs
C2	Floor stripping/refinishing	Semiannual (2/yr)	_____ hrs	_____ hrs
C3	High dusting	Annual (1/yr)	_____ hrs	_____ hrs
C4	Other Attachment B periodic tasks	Per Attachment B	_____ hrs	_____ hrs

Annual hrs = frequency × your hours per occurrence. Work directed beyond these frequencies is not included (see Red Flag 06).

D. Staffing Resilience

	LINE	VALUE	LABEL
D1	Trained backup cleaners available within 24 hours	_____	BIDDER INPUT
D2	Supervisor coverage for both shifts (name / hours)	_____	BIDDER INPUT
D3	Background screening cost per new hire	$_____	BIDDER INPUT

Final Bid-Ready™ Submission Check

PRINT THIS PAGE FOR SUBMISSION DAY

Recheck against the final solicitation posting and every addendum before sending.

- ☐ Eligibility gates passed (conference, experience, Florida authorization)
- ☐ Final Vendor Information Portal check for new addenda completed
- ☐ Appendix I complete; authorized signer(s) signed and dated
- ☐ Appendix II: every disclosure answered or "none" checked; three similar-service entities listed
- ☐ Updated Addendum 01 Appendix III used
- ☐ Monthly Janitorial Services priced for every required fiscal year
- ☐ Periodic Specialized Cleaning priced for every required fiscal year
- ☐ Add Alternate priced for every required fiscal year
- ☐ Subtotals and Base + Add Alternate totals rechecked
- ☐ No unrequested qualifications, exceptions or conditions added
- ☐ Sent to BOTH Procurement Officer email addresses
- ☐ Solicitation number + title in the email subject line
- ☐ All attachments present and open correctly
- ☐ Sent early enough to confirm receipt before 10:00 AM ET
- ☐ Sent and delivery records saved
- ☐ Written receipt confirmation requested through the authorized channel

REVIEW AID — NOT LEGAL ADVICE

This Bid Authority™ breakdown is a review aid. The solicitation and its addenda control. You are responsible for verifying all requirements and for the final content of your bid.

Sources & Verification

HOW THIS BREAKDOWN WAS VERIFIED

Every material fact, figure and citation in this report was checked against the source documents below. Calculations were rechecked. Where the documents are silent (page limits, file rules, usage quantities, award price), the report says so instead of filling the gap with an estimate.

Documents reviewed

- DCF ITB 2526 078 — Solicitation Instructions (PMT-04)
- Purchase Order Scope of Work (PMT-57), including Attachment B task list and Attachment C inspection checklist
- Addendum No. 01 with Written Inquiry Responses (PMT-08), including updated Appendix III pricing tables
- Appendix I — Required Certifications (PMT-58)
- Appendix II — Technical Response (PMT-59)
- DCF Notice of Intent to Award, June 25, 2026
- FloridaCommerce — Florida Minimum Wage (external official source)

Outcome

DCF posted its Notice of Intent to Award on June 25, 2026. The notice does not state the awarded price, so no award benchmark is included in this sample.

THE BID AUTHORITY™
CLARITY BEFORE YOU BID.
Break it down • Verify it • Cost it • Get bid-ready
support@thebidauthority.com