



Town of Southwest Ranches
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<https://www.southwestranches.org/procurement/>

March 13, 2025

ITQ No. 25-09 As-Needed Facilities Maintenance and Repair Services

Addendum #1

Q&A

1. **Q:** Is the budget limit of \$25K for 12 months or 24 months of the contract?
A: The annual amount is not to exceed \$24,999.99.
2. **Q:** What was spent in the Fiscal Year of 2024?
A: Approximately \$20,100.
3. **Q:** What is the budget for the Fiscal Year 2025 & 2026?
A: The services under this ITQ will be utilized on an as-needed basis. As stated in the ITQ, specific quantities are not projected nor guaranteed.
4. **Q:** What are the current conditions of the facilities, parks, etc.? (Excellent, good, poor)
A: Good to Very good.
5. **Q:** Is playground equipment included?
A: Yes, minor repairs to playground equipment could potentially be included.
6. **Q:** What is the method of communication between the contractor and Southwest Ranches?
A: The point of contact will be the General Services Manager. Town's requests will be made in writing, unless otherwise directed.
7. **Q:** Is there a computerized maintenance software in place? If so, what platform is used?
A: No, there is not.
8. **Q:** How many work orders are dispatched in a week, month, and year?
A: Typically 1 to 2 per month, but this varies. Sometimes there are more, sometimes less.
9. **Q:** Who is the current service provider?
A: There is no incumbent firm, as various companies have been used for these needs.
10. **Q:** What is the average response time?
A: 3 to 10 days, depending on urgency of the task(s).
11. **Q:** How are the number of hours determined on a specific work order?
A: The vendor would assess the work and discuss the required hours. For work that takes less than one (1) hour, the Town will pay an amount equal to the labor rate for one (1) hour.

12. **Q:** Please confirm the turnaround time for a work order is 24-48 hours.

A: It depends on the urgency of the task. Most work orders take 5-10 days.

Reviewed by:

Christina Semeraro

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