



April 1, 2016

To: Vendor List

RE: **AMENDMENT 2**

RFP 2017-2000-3379 Janitorial Services – APO and EMO

Amendment 2 modifies specific areas of the original RFP, and documents the Questions and Answers (Q&A) from the Pre-proposal Conference. The RFP modifications are as follows:

3.17 CONTRACT CHANGES – AMENDMENTS, Anticipated Amendments paragraph 4:

READS: The State is evaluating the expansion of the Electronic Monitoring Program which could result in the relocation of the Electronic Monitoring Office. The State will notify the Contractor in writing when/if EMO is relocating, and EMO services will be renegotiated as required in consideration of the additional square footage.

CORRECTION: The State is evaluating the expansion of the Electronic Monitoring Program which could result in the relocation of the Electronic Monitoring Office. The State will notify the Contractor in writing when/if EMO is slated to relocate. At such time, the Contractor will be notified if the change in scope requires a new solicitation and service agreement for EMO.

5.01 SCOPE OF WORK – SECURITY, after paragraph 2:

CORRECTION: Add the following paragraph: APO has keypad entry, and the access code shall be held in the strictest confidence by Contractor and staff. Upon entry, every effort shall be made to shield the code from possible onlookers, and the code shall not be openly shared with others. The code shall not under any circumstances be written down as a reminder.

5.02 SCHEDULED SERVICES – DAILY SERVICES (OUTSIDE) – APO ONLY:

READS: Perform daily services (outside) each regular State workday, except State holidays. At APO, walk around outside and pick up trash/debris from sidewalks and grounds as shown on Attachment 11a. This applies to the south and west sides of the building only - 8 feet out from the building. Collected debris will be disposed of in the furnished dumpster. Ensure the dumpster lid is closed after use.

CORRECTION: Reduction of services: Perform daily services (outside) each regular State workday, except State holidays. At APO, walk around outside the doors and pick up trash/debris from grounds. This applies to the south and west building entrances only, and the area shall be cleared up to 8 feet out around the entry. Collected debris will be disposed of in the furnished dumpster. Ensure the dumpster lid is closed after use.

6.04 TECHNICAL PROPOSAL, Item A. paragraph 4:

READS: If you are providing a proposal that utilizes a subcontractor approach with one or more firms, you must detail how each firm's work will assist in the work to be performed.

CORRECTION: OMIT. No subcontractors authorized.

6.04 TECHNICAL PROPOSAL, Item C, Personnel:

READS: The rates per hour proposed should include all direct and indirect costs (except as noted below with regard to non-local travel expenses) associated with performance of the services required in this RFP. Direct cost is the cost of the individual's time providing the direct service that includes, but is not limited to, personnel costs (wages, payroll taxes) and fringe benefits. Indirect costs associated with the performance of this contract include but may not be limited to insurance (to include malpractice), supplies, overhead, travel, etc.

CORRECTION: The rates per hour proposed should include all direct and indirect costs associated with performance of the services required in this RFP. Direct cost is the cost of the individual's time providing the direct service that includes, but is not limited to personnel costs (wages, payroll taxes) and fringe benefits. Indirect costs associated with the performance of this contract include but may not be limited to insurance, supplies, overhead, etc. No travel expenses authorized in proposal price.

The following Q&A's are from the Pre-proposal Conference:

Q 1: What time does the office open, if services have to be completed by 10:00 PM on Sunday nights?

A 1: The APO and EMO officers may work varied schedules. The DOC prefers that janitorial services be provided Friday between the hours of 7:00 PM through 2:00 AM. However, if the Contractor elects to provide services over the weekend, the requirement is that services must be completed by 10:00 PM on Sunday night. The scheduled cleaning hours are prescribed to avoid any possible overlap into the hours of operation.

Q 2: Which bulbs are required to be changed out, and are LED lights included?

A 2: All overhead lights in the service area are included. Bulbs are soft white fluorescents, sizes T-8 and T-12. There are also regular screw-in bulbs in restrooms. No LED lights bulbs.

Q 3: Are the blinds to be cleaned on site?

A 3: Blind cleaning is required annually at EMO only, and yes—they will be cleaned (wiped down) on site.

Q 4: How would a new business be rated for experience and qualifications if these were based on the new companies General Managers past experience and qualifications working with a previous company?

A 4: All Offerors shall clearly define their experience and qualifications as required by the RFP in section 2.08 Prior Experience and Qualifications, and be evaluated based on the section 7.04 Experience and Qualification questions. Due to the formal nature of the RFP process, the technical proposal ratings will be determined by individual members of the Proposal Evaluation Committee. Therefore, it is in the best interest of every vendor to clearly document their experience and qualifications, as they apply to the RFP requirements.

Q 5: Will personal items be moved during cleaning?

A 5: Personal items will not be removed daily, but they will be picked up during scheduled carpet cleaning.

Q 6: At APO, how many bathrooms are included the service agreement?

A 6: Offerors were instructed to refer to the drawing attachments 11 A – C for the number of bathroom. However, it was noted, the individual bathroom – within the offices are to be cleaned only, and APO will provide paper goods and soap for these bathrooms.

To further clarify, the Contractor will be responsible for cleaning and providing paper goods, etc., for the UA restrooms, and the common area restroom at APO. The Contractor is only required to clean the individual office bathrooms, at APO. EMO has one restroom UA restroom within the office space which will be included in the service agreement.

Q 7: Is dusting required for mid-level surfaces?

A 7: The Contractors will dust and/or clean flat surfaces daily to include: cleared desk tops, tables, cubical wall tops, countertops, and file cabinets. Door jams and ventilation grilles are addressed in the RFP.

Q 8: Is the vendor expected to clean upholstered chairs?

A 8: The vendor is not required to clean upholstered chairs, but the monthly service schedule does include wiping down, removing foreign substances, and disinfecting hard surface chairs at both locations.

Q 9: Does the vendor have to clean the dishes in the sink?

A 9: No, the janitorial service does not include washing dishes left in sinks by the staff members.

OTHER NOTES:

1. The carpeting in the hallways downstairs is included in APO's semi-annual carpet cleaning. Attachment 11A shows the area to be cleaned with dashed lines. The carpeted staircases and the long hallway upstairs will not be included in the resulting agreement.

2. The building entries are not included in the provision of service, under this agreement. However, floor mats are required as directed by RFP and the Program Manager at each location.

Best Regards,

//signed//

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