

March 25, 2008

TO: ALL OFFERORS

FROM: SANDRA H. MCKINLEY
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS-MU-08-176-SM, JANITORIAL SERVICES – STATE SERVICE CENTERS

ADDENDUM #2

This addendum is being issued to clarify issues and answer questions that arose during the Mandatory Pre-Proposal Meeting/Walk-Thru sessions held on March 17th, 18th and 20th 2008.

NOTE: PROPOSALS WILL ONLY BE ACCEPTED FROM VENDORS WHO ATTENDED THE MANDATORY WALK-THROUGH(S) AND SIGNED THE ATTENDANCE SHEET(S).

Group 1 - DeLa Warr State Service Center, Hudson State Service Center, Northeast State Service Center and the Porter State Service Center.

Approximate annual paper product usage:

White Roll Towels	46 cases
Natural Roll towels	48 cases
C-Fold Towels	286 cases
Jumbo Toilet Tissue 1 ply	99 cases
Jumbo Toilet Tissue 2 ply	16 cases
Regular Toilet Tissue 1 ply	38 cases

Group 2 - Milford State Service Center, Georgetown State Service Center and Pyle State Service Center.

Approximate annual paper product usage:

White Roll Towels	46 cases
Natural Roll towels	48 cases
C-Fold Towels	405 cases
Household Towels	45 cases
Jumbo Toilet Tissue 1 ply	119 cases
Regular Toilet Tissue 2 ply	55 cases
Waxed Bags	4 cases
Toilet Seat Covers	8 cases
Trash Liners 24 x 33	88 cases
Trash Liners 40 x 48	76 cases
Liquid Hand Soap	57 cases
Box Hand Soap	24 cases

Group 3 - Bridgeville State Service Center, Shipley State Service Center and Laurel State Service Center

Approximate annual paper product usage:

Natural Roll towels	26 cases
C-Fold Towels	37 cases
Jumbo Toilet Tissue 1 ply	35 cases
Regular Toilet Tissue 2 ply	6 cases
Waxed Bags	1 cases
Toilet Seat Covers	2 cases
Trash Liners 24 x 33	21 cases
Trash Liners 40 x 33	2 cases
Trash Liners 40 x 48	20 cases
Liquid Hand Soap	2 cases
Box Hand Soap	8 cases

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E. NUMBER OF COPIES WITH MAILING OF PROPOSAL:

Four (4) paper copies of the Proposal, including the Excel spreadsheet, will be submitted in a sealed envelope clearly marked with the name of the offeror and labeled GSS-MU-08-176-SM, Janitorial Services – State Service Centers. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring an offerors signature. The remaining three (3) copies do not require original signatures. **Four (4) CDs or diskettes with the completed Excel and/or Word files/documents must be received. PDF files and handwritten spreadsheets are not acceptable. Vendor must utilize the Excel spreadsheet and insert their prices accordingly.**

The State reserves the right to reject any proposals that are not received in the required format. Please fill out only shaded YELLOW areas and DO NOT make any changes to the format of the grids.

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SUPPLIES: The contractor is responsible for providing ALL supplies necessary to perform quality housekeeping as specified in this contract. These supplies include, but are not limited to, the following items:

J. Sanitary napkins and/or tampons (where functioning machines are available);

Sanitary products have been removed from the vendor(s) responsibility.

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TRASH REMOVAL STANDARDS:

All waste baskets shall be emptied and boxes, cans, paper, etc. marked trash which are placed near the trash cans for disposal shall be removed in a manner that will not cause dispersion of dust. All cigarette butt receptacles and ash trays shall be checked before being emptied in trash. Trash shall not be allowed to blow around the yard. Any trash dropped shall be immediately retrieved by the custodian or contractor and properly placed in the trash receptacle.

At sometime during the early part of this contract, the State will provide a receptacle for "trash only" and another that will be marked "Single Stream Receptacle" similar to the current receptacles for white paper only. This will greatly increase the amount of recyclables diverted from landfills for the State in

TRASH REMOVAL STANDARDS (Continued):

accordance with the Governor's commitment to increase statewide recycling by 25% in all state facilities. Additional outside receptacles will be placed for the "single stream recyclables" that will be removed by the contracted waste haulers.

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Listed below are the required scheduled duties to be performed by the vendor(s):

SPRAY BUFFING (HARD SURFACED FLOORS): (WEEKLY)

SWEEPING AND DUST MOPPING (UNCARPETED AREAS): (DAILY)

WET MOPPING: (DAILY)

VACUUMING (CARPETED AREAS): (DAILY)

DUSTING AND VACUUMING (LOW CLEANING-UNDER 6'): (DAILY)

DUSTING AND VACUUMING (HIGH CLEANING-OVER 6'): (QUARTERLY)

TRASH REMOVAL: (DAILY)

WASHING: (DAILY)

POLISHING: (DAILY)

POLISHING: Floors that require polishing (QUARTERLY)

DAMP WIPING: (AS NEEDED)

INTERIM SHAMPOO CLEANING (CARPETING AND MATTING): (MONTHLY)

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Equipment and Furniture to be Cleaned:

Exam tables, mayo stands, sinks, walls, chairs, glass, exam lights, counter tops, floor, water fountains, eye wash basins

Any locations with dental labs will only entail the cleaning of items that do not require professional training. This would exclude dental tools and other associated items with dental procedures.

If there is contamination of any surfaces with blood or body fluids, these spills or spots should be cleaned using 10% bleach solution. The bleach solution will protect against spread of HIV or Hepatitis.

Use of any bleach is strictly prohibited in all facilities.