



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

September 7, 2011

TO: ALL OFFERORS

FROM: MICHAEL BACU  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO. GSS11612-JANITORIAL  
Janitorial and Cafeteria Supplies**

**ADDENDUM #7**

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Invitation to Bid. All other terms and conditions remain the same.

**Q1. It states on Page 8, letter K that a bid bond is waived. Later in the document it states a 100% performance bond is required. I'd like to clarify if a performance bond is required or not.**

There are two types of bonds used. Bid Bonds are due with the proposal submission. In this contract, the requirement is waived. Performance Bonds are required from vendors after awarded a contract. It is required for this contract, but not until after the contract award.

**Q2. How can our company be included on the approved vendor list?**

The State does not maintain an approved vendor list. We encourage vendors to register with the State as a potential vendor. In doing so, email notification is sent for areas in which you register. The website to register is <http://bids.delaware.gov/>

**Q3. I'm not sure about the UNSPSC code required on the spreadsheet. Where do we find that code for our items?**

The UNSPSC code is a standardized commodity code. It can be found at this website, <http://www.unspsc.org>

**Q4. Are we eligible to bid for contracts if we have not operated for a year to be able to supply tax returns?**

Yes, you are eligible. You are required to provide certain information if awarded a contract as explained in the RFP such as a Delaware Business License and a W-9. Any concerns can be addressed in Attachment 3 as an exception.

**Q5. If we are not eligible to bid, can we get the names of bidders so that we can be their subcontractor?**

We announce the bidders and their addresses at the bid opening. If you submit a bid, you are welcome to attend. Shortly after the bid opening, the bidder's names and addresses are available online.

**Q6. I am inquiring about the bid. Please let me know any more details or how to pursue this bid.**

All information concerning this particular bid is available online at [http://bids.delaware.gov/bids\\_detail.asp?i=689&DOT=N](http://bids.delaware.gov/bids_detail.asp?i=689&DOT=N).

For general information on doing business with the State, visit [http://gss.omb.delaware.gov/contracting/documents/selling\\_to\\_the\\_state\\_guide.pdf](http://gss.omb.delaware.gov/contracting/documents/selling_to_the_state_guide.pdf)

**Q7. I noticed there was a mandatory walkthrough in which I did not attend, but will be attending others on the schedule. Will I be allowed to submit a proposal?**

Walkthroughs at designated facilities are mandatory requirements for submitting a proposal. If you did not attend a walkthrough that was scheduled, a proposal for that facility will not be accepted.

**Q8. I cannot find Appendix F referenced in the RFP. Can you direct me to it?**

This was corrected and addressed in Addendum #3 for the RFP. Appendix F is the Excel pricing spreadsheet.

**Q9. Can you please tell me when the walkthroughs will be?**

Dates and times for the walkthroughs are posted in the RFP and updated in addendums. This solicitation does not close until September 20, 2011. Please continue to check online for any updates or changes that may provide new opportunities.

**Q10. There are facilities that do not provide square footage or a date and time for a site visit. Can you provide these?**

Many facilities have unique requirements and cannot provide a simple square footage. The intent of the walkthrough is to clarify any missing or unclear requirements with the facility representatives at that time. If any additional information becomes available, it will be posted as an Addendum to the RFP. If a facility was listed for a walkthrough and no date was given either on the RFP or in an Addendum, the walkthrough is not required to bid.

**Q11. Will you please post sign in sheets for all locations?**

When all the sign in sheets are received, they will be posted online.

**Q12. There was a sign-in sheet for DOJ in Georgetown, we are not aware of one for DOJ in Dover. Is a sign-in for these locations required in order to bid?**

The sign in sheets are for all mandatory walkthrough facilities. The DOJ facilities for Dover and Georgetown were not published with walkthrough times, and therefore bidders are not required to attend a walkthrough.

**Q13. Page 8, H. DISCOUNT This states “Cash or separate discounts should be computed and incorporated into unit bid prices(s).” Are we correct that if we offer a discount, the price page should show the discounted price? For instance, if a location is priced at \$500 per month, and we offer 1% for prompt payment, we should enter \$495 as a monthly price for that location in exhibit F?**

The prices provided are fixed for the term of the contract. You should provide the price you are willing to guarantee. You can add an attachment to your proposal explaining discount policies that may offer the State higher discount opportunities, but understand all pricing on Appendix F is what the State will require if awarded the contract.

**Q14. Page 51, C.2. “Janitorial Team will spend a minimum of 2 hours at each building that is 2,000 sq.ft. or less. This is an extremely low production rate. Must we follow this?”**

The 2 hour minimum standard no longer applies.

**Q15. Page 51, F. Security Clearance for every employee. We understand that this costs \$45 per employee now. If it increases, are we responsible for the increase?**

A security clearance is required for any current employees, new employees, company officials, any other persons requiring access to State buildings that require such a clearance. The contractor is responsible for all expenses.

**Q16. Page 55, N. SUPPLIES. We are responsible for paper supplies and plastic liners at all State Service Centers and Facilities Management locations. Can you provide historic usage figures by building?**

We do not manage paper and plastic usage data. Historic data is only available in the form of vendor usage reports. This bid solicitation encompasses two contracts currently awarded. The usage reports for each are available at the links below.

[Janitorial Services, Facilities](#)

[Janitorial Services, State Service Centers](#)

**Q17. Pages 60-65. Re: Supplies – The TASKS AND STANDARDS does not specify where paper supplies are to be used. Please clarify. Our experience indicates that they are used in bathrooms, in other fixtures throughout the buildings, and at miscellaneous other work locations. This is a significant cost factor. Are we correct?**

You should expect to replace paper supplies in the locations as present in the facility walkthroughs. If locations were specifically identified outside normal expectations, they can be identified as exceptions in Attachment 3.

**Q18. Re: Day Porter. The pricing page asks for a price for the Porter Service at James Williams and three other prices for the Porter service in each of the 3 Delaware Counties. How do we estimate the allocation of the Porter time? Or should we submit an hourly rate?**

The Day Porter cost can be shown at an hourly rate.

**Q19. Page 58, DSCYF locations. 8 locations (sites) are listed on this page. R1 states that maintenance requests 'will be limited by each site.' Further it states "For pricing purposes, assume that such requests will total ½ hour for one person per day to complete." Are we correct that this means ½ hour overall, and not ½ hour for each location?**

Three of the DSCYF locations in Appendix C (DSCYF Administration Buildings p 105, Ferris School p 108, and Terry Children's Center p 113) are the only locations which advise bidders to include in their pricing a 1/2 hour per location for daily janitorial special requests.

**Q20. On Page 64, for the State Service Centers H.8. specifies the use of bleach solution for cleaning contamination with blood or body fluids. H.10. states 'Use of any bleach is strictly prohibited in all State Service Center Locations. Please clarify.**

Bleach is not allowed at the James Williams Service Center. Awaiting clarification from DHSS for additional facilities.

**Q21. Appendix C, SITE SPECIFICATIONS. Locations on pages 70, 75, 88, 103(3 locations), 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118 and 119 do not have square footages shown. Can you provide these? (Please note that for the 8 building complex on Faulkland Road in Wilmington we were specifically told that we would get square footages and floor plans.**

Detailed information on several facilities was added in Appendix #4. There are no plans to add additional information beyond what is provided.

**Q22. Appendix F, Price Sheet, page 1. There is no # of days per week specified for the DOJ locations or for the Ellendale Crisis Management Building. Are we correct that they get service 5 days per week as specified in Appendix C?**

Formulate your bid based on the information provided in the site specifications. If there are significant conflicts, address them as exceptions in Appendix 3.

**Q23. Page 115, Specification for Eden Hill, calls for service 3 days per week. Appendix F, Price Sheet, Page 1 calls for 5 days per week. Which is correct?**

Eden Hill's service is 3 days a week, Monday, Wednesday and Friday.

**Q24. I don't see the Department of Justice bid walk dates listed.**

Both DOJ facilities listed, Dover and Georgetown, did not have walkthrough dates posted, and therefore all bids will be considered without the walkthrough requirement.

**Q25. As per Section 33-Page 29, do vendors have to report all green products purchased on monthly usage report?**

The RFP references this on page 29, paragraph 33, "Vendors shall report all green items procured during the monthly reporting period using the Usage Report that will be provided to the awarded Vendor(s)."

**Q26. As per Section C-2, Page 51, is the vendor required to put 2 man hours at a minimum in locations under 2,000 sq. ft.? Would this mean that a location such as Troop 3 Garage which is 500 sq. ft. ( 20 X 25) require 2 man hours per cleaning?**

The 2 hour minimum standard no longer applies.

**Q27. As per section N-e., Page 55, what is meant by Aerosol? Is this air freshener, disinfectant, etc.?**

The list provided in section N-e lists common supplies that may be required. The contractor is required to provide all supplies necessary.

**Q28. As per Section B-3., Page 61, are we required to Shampoo certain areas in all Service Centers except James William Service Center to be part of the monthly cleaning price or is this an extra billed service?**

It should be included in the monthly pricing.

**Q29. As per Appendix C, Page 98, 99, 100, 101, 102 would it be possible to get the square footage broken down as to carpet, vinyl, tile, etc? This would be helpful since as part of the bid they are requiring stripping and waxing quarterly to be included in the monthly price.**

Please see the answer for Q21.

**Q30. Also, as per Appendix C, Page 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119 would it be possible to get the square footage with a breakdown as to carpet, vinyl, tile, since no square footage is listed.**

Please see the answer to the previous question and Q21.

**Q31. As per Section D-q., D-s., D-t., D-u., & D-v., Page 62 we are required to clean restroom walls to ceiling daily, wash overhead and wall lights inside and out daily, wash cabinets daily, and wash baseboards daily. Since we have to have a performance bond it is important that the specifications for daily be understood so as not hinder performance. Do you want the above items done daily? On pages 66 - 104 and pages 115-119 under frequency it is listed that all task under Section D, page 61-62, Cleaning and disinfecting, be done daily.**

Present your proposal to the specifications stated in the RFP.

**Q32. The same situation is with Section F, Page 63. Locations on pages 67, 69, 72, 76, 78, 79, 81, 82, 83, 84, 85, 86, 88, 91, 119 under Frequency-Dusting: Daily we are required to wash restroom walls to ceiling daily, wash baseboards daily, clean ceiling and wall vents and grilles daily, clean wall and ceiling lights daily. There is also no stipulation as to the height of the dusting either as other location have a stipulation of height Are you requiring items F-f., F-g., F-i., F-n., F-p.,F-q., Page 63 to be done daily?**

If the RFP identifies the tasks as daily requirements, bid them as such.

**Q33. Appendix F states under general information that “proposals must be received no later than 1:00 P.M. on Tuesday May, 3, 2011.....” Is there an updated Appendix for this proposal of is this the right Appendix to be used?**

This date is incorrect on Appendix F. All Proposals are due no later than September 20, 2011 at 1:00 p.m. It was addressed on Addendum #4.

**Q34. It seems that some of the buildings the state provides the paper/plastic products and others the vendor provides the paper/plastic products. Do you want the price per building to include the paper/plastic products or to be priced out separately?**

If paper/plastic products are required at a particular facility, the cost should include it.

**Q35. Could you provide the current pricing that the state is paying now for janitorial services at the buildings included in this RFP?**

Please see the answer to Q16.

**Q36. Is Troop 3 currently getting serviced 6 or 7 days per week? The RFP says 6 days but I believe they are currently providing 7 days a week service.**

Troop 3 is serviced 6 days a week, M-F, and Sunday.

**Q37. Could you provide day porter hours for the Public Safety Bldg in Dover?**

The Day Porter hours are 1:00 pm – 4:00 pm

**Q38. I believe we are still waiting on the square footage for Ferris School. Because of large portfolio of buildings provided in the RFP, is it possible to extend the due date one week?**

Additional information was provided in Addendum #4. The proposal due date will not be extended at this time.

**Q39. It is my understanding that they could award this portfolio to a few different vendors. The onsite supervision and/or project management position and cost will depend on how much of that portfolio is awarded. Can we submit a sq footage scale to reflect how much sq footage would require a project manager, supervisor, etc and the related cost?**

This is addressed on page 50 of the RFP, paragraph B: “Do not deviate from the structure established by this RFP. If your company would like to include additional information that would be useful in the evaluation process, you may do so as separate, clearly labeled attachments.”

**Q40. Which DSCYF locations are requiring a “per diem deduction” and how does a per diem deduction work?**

For several of the DSCYF locations (Appendix C pages p 105-114) “per diem deductions” are mentioned under the “ADDITIONAL REQUIREMENTS” section. When “(educational areas)” are specified this instructs the bidder to provide a per diem deduction for not cleaning the classrooms at that location for one day. This informs DSCYF how much would be deducted from the monthly invoice each day class is not in session that month.

In addition, for the Cleve White House location (Appendix C p 106) the following clarification applies:

On a typical day staff and students are present and the classroom areas need to be cleaned. No per diem deduction for a day such as this.  
Some days staff are present, but students are not present. On these days a per diem deduction for not cleaning the classrooms is requested for that location. Offices still get cleaned.  
Other days no staff and no students are present which means nothing needs to be cleaned at that location that day. A per diem deduction is requested for not cleaning the entire Cleve White House for one day.



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