



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

October 5, 2015

TO: ALL OFFERORS

FROM: THERESA NEWMAN
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS16612-JANITORIAL
JANITORIAL SERVICES**

Addendum #4

This Addendum:

- Extends the Deadline for Bid Proposals until **October 20, 2015 at 1:00 p.m.**
- Removes the bid requirement for Air Resource Section-Blue Hen Mall
- Responds to vendor questions and provides greater contract detail regarding the referenced Request for Proposals.

All other terms and conditions remain the same.

1. It is my understanding that vendors are to bid the location they are interested in covering?

Ans. Yes.

2. Could you please provide me with the previous/current awarded tablet/amount?

Ans. Current contract information is available at:
http://contracts.delaware.gov/contracts_detail.asp?i=689

3. We are Delaware DOT DBE certified. Can we use our DelDot's DBE certification number for this bid's MBE portion?

Ans. Yes.

4. Please provide me with the square footage for the following: Central Avenue, New Castle 501 Ogletown Road, Hudson Center.

Ans. All available location information is provided in Appendix C of the RFP

5. Just wanted to ask a question does all the bids that are on the website require a performance bond?

Ans. No. The requirement is identified in each bid solicitation.

6. WHAT IS Frequency ON THE PRICE SHEET WHAT DO WE PLACE IN THIS COL?

Ans. Use the column drop down box to select. All Sites should be based on a monthly price, unless otherwise specified in the site's specifications.

7. WHAT IS PER DIEM COST WHAT DO WE PLACE IN THIS COL?

Ans. Per Diem means "Per Day." Provide the daily cost.

8. DO WE HAVE TO GIVE A PERCENTAGE TO A OSD VENDOR?

Ans. The OSD identification is for informational purposed only and will not affect evaluation for award.

9. IF WE ARE OSD CERT CAN WE USE OUR OWN CERT?

Ans. Provide any certifications you feel relevant. See #8 above.

10. DO WE HAVE TO HONOR THE PREVAILING WAGE RATES?

Ans. Prevailing wage applies only to work performed as a public works project. Your bid responses should not reflect this rate. The Agency requesting services after award would identify if prevailing wage is applicable.

11. DO WE HAVE TO FILL OUT THE ENCLOSED BOND FORM?

Ans. It is not required for your bid submission, but would be necessary if accepting an award.

12. What is the square foot of each building?

Ans. See question #4.

13. Page 6 – II. Scope of Work – A. Overview – This section states the vendor will provide all materials, equipment and personnel required for performance of this contract. During the majority of walk through days, the government personnel stated they provided some combination of trash can liners, equipment, cleaning supplies paper, etc. Can an itemized spreadsheet be provided with all facilities and the items provided by the government vs contractor. As an example:

| Building | Paper | Cleaning Supplies | Liners |
|-----------------------------|------------|-------------------|------------|
| Mowlds Cottage | Govt | Contractor | Govt |
| Ferris School | Contractor | Contractor | Contractor |
| New Castle Detention Center | Govt | Govt | Govt |

Ans. Refer to the specifications in the RFP and information provided during the walkthroughs regarding any supplies provided by the state.

14. Page 16 – Section E Criteria and Scoring. This section does not list point priority for each criteria. For example – The price would be worth 40%, experience worth 20%, etc. which would total up to the 100%.

Ans. Each bidder will be evaluated based on the number of available points for each category, with a total of 180. If you prefer to consider as a percentage, divide the points for each category by the total available.

| | EVALUATION CRITERIA | POINTS |
|----|--|--------|
| 1. | The qualifications and experience (years in business) of the bidder agency providing services of similar project scope and size. | 30 |
| 2. | The bidder agency’s demonstrated commitment of management, personnel and other resources, as well as financial stability. | 40 |
| 3. | Compliance with products and equipment requirements, where applicable. | 20 |
| 4. | The experience, reputation, and demonstrated ability of the bidder agency based upon reference checks. | 30 |
| 5. | The management reports and reporting requirements, where applicable. | 20 |
| 6. | The price proposal/pricing structure or Total Proposed Cost. | 20 |
| 7. | ACA Safe Harbor Additional Fee * | 20 |
| | TOTAL SCORE | 180 |

15. Page 17 - Mandatory Prebid Meeting – The second paragraph states “There are locations within this solicitation that have more than one building on-site.”. Can a list of all buildings which are to be combined be provided as a separate list?

Ans. Bid all locations as listed on the pricing spreadsheet.

16. Page 60 - O. SUPPLIES – CHILDREN YOUTH AND THEIR FAMILIES LOCATIONS. Supplies provided for all children youth and family locations lists DSCYF as the building. Can a list of what facilities are considered Children Youth and Family Locations be provided?

Ans. DSCYF locations are below.

| DSCYF LOCATIONS |
|----------------------------------|
| DSCYF Admin Building |
| DSCYF Training Academy |
| Multi-Purpose Building |
| Grace Cottage |
| Snowden Cottage |
| Mowlds Cottage |
| Ferris School |
| New Castle Detention Center |
| Terry Children’s Center |
| Stevenson House Detention Center |

17. Page 69 – Appendix C - SITE SPECIFICATIONS - For those building spec sheets that do not list specific days, is daily requirement assumed to be Monday Through Friday?

Ans. Yes.

18. Pages 66, 99, 101, 102, 103, 104, 105, 106, 108, 110, 114 – Appendix C - SITE SPECIFICATIONS –All of the locations on those pages list a schedule for waxing. COR Doug Minnion stated there is no floor care requirement anywhere in the contract and that any waxing/carpet shampooing will be done on a separate contract if required, and not necessarily by the contractor awarded this contract. Do we do waxing on the above buildings or any building?

Ans. Bid the specifications identified for each location. Any additional floor care will an additional service identified on the “Additional Services” tab of the pricing spreadsheet.

19. Page 115 – Appendix C - SITE SPECIFICATIONS - This section lists a request for waxing with a separate price per request, is this the intent of all wax/floor Treatment events? Also, if waxing is to be performed on request, please provide estimate of how many times per year these requests are made?

Ans. See question #18.

20. Page 69 – Appendix C - SITE SPECIFICATIONS – There are multiple locations for this bid that do not have the total square feet for each floor type and for the buildings as a whole. Can a list of the total square feet for each floor type and for the buildings be provided?

Ans. See question #4.

21. Pages 110, 111, 112. - D. Rate Requirement. - Cleaning of education areas will be suspended when school is on break or training is not in session. Can we be provided a schedule of when the breaks for school/training sessions?

Ans. This is at the discretion of the requesting agency.

22. Page 125 - C. Basic cleaning after each rental. - Since this is a remote location please provide the number of cleaning requests per week, month, or year for each cottage.

Ans. This is at the discretion of the requesting agency.

23. Page 128 - M. Additional Requirements - States all cleaning supplies are to be provided by the cleaning company and invoiced to the marina. Does this mean that the marina will pay for all cleaning supplies? Also does the contractor invoice the marina for the cleaning of the bed spreads?

Ans. Per specifications of the Indian River Marina Rental Cottage, the Marina will reimburse the contractor for providing All-purpose cleaner, Toilet bowl cleaner, and Sponges that are to be kept in the cottages for occupant use. The cleaning of bed spreads are to be included in monthly pricing.

24. Addendum #2:Page 10 - Lukens Drive/DNREC C. Frequency – The frequency of wax is listed Bi-Annually – COR Doug Minnion stated there is no floor care anywhere in the contract and that any waxing will be done on a separate contract if required, and not necessarily by the contractor awarded this contract. Do we do waxing on this building or any building?

Ans. See question #18.

25. Page 11 - New Castle Court House museum - There is no square footage listed. What is the floor type and square footage?

Ans. See question #4.

26. Page 12 - Lewes DNREC – C. Frequency – This section lists a requirement for steam cleaning carpet and waxing floors annually. COR Doug Minnion stated there is no floor care anywhere in the contract and that any waxing will be done on a separate contract if required, and not necessarily by the contractor awarded this contract. Do we do waxing on this building or any building?

Ans. See question #18.

27. Page 13 - TASC Georgetown and Dover – There is no square footage listed. What is the floor type and square footage?

A. See question #4.

28. Under the Freedom of Information Act, 5 U.S.C. subsection 552, I am requesting information on the total amount awarded for the last year of the solicitation number GSS16612 and the contractor who performed the services.

Ans. The current contract is GSS11612-JANITORIAL. The information requested is publicly available at http://contracts.delaware.gov/contracts_detail.asp?i=689

29. If there are any fees for searching for, reviewing, or copying the records, please notify me before processing.

Ans. A formal FOIA request may involve a fee.

30. If you deny all or any part of this request, please cite each specific exemption you think justifies your refusal to release the information and notify me of appeal procedures available under the law.

Ans. The information you are requesting is publicly available at http://contracts.delaware.gov/contracts_detail.asp?i=689

31. Can you please provide us with building specifications for the following locations?:

- Office of the Chief Medical Examiner, Wilmington
- DNREC Soil & Water, Georgetown
- Probation & Parole Sussex Day Reporting Center
- Probation & Parole Townsend Building, Georgetown
- DNREC Groundwater Discharge Office, Georgetown
- Office o
- Office of the Public Defender Office, Georgetown
- State Police Troop #7, Lewes
- DNREC Blackbird Creek Reserve, Townsend
- DNREC McKay House, Smyrna
- DNREC Mallard Lodge, Smyrna
- DNREC Aquatic Resource Educ
- State Police Headquarters, Dover
- DNREC State Park Office, Dover
- Office of the Public Advocate, Dover
- James Williams Service Center-Dental Floors, Dover
- DNREC Fisheries Office
- DNREC St. Jones Reserve, Dover
- DNREC Stone Tavern, Little Creek
- DNREC Little Creek Hunters ED Center, Dover
- DNREC Mosquito Control Headquarters Building, Milford
- Windsor Building Long Term Care Division, Milford
- Windsor Building Vocational Rehabilitation Division, Milford
- Windsor Building Department of Labor Division, Milford
- Government Support Services, Dover
- State Police Troop #3 (NEW Location), Camden-Wyoming

Ans. See question #4.

32. Page 54, C. 2. "Janitorial Team will spend a minimum of 2 hours at each building that is 2,000 sqft or less". Is this still required for pricing reasons?

Ans. This is a required minimum service level.

33. Are we able to password protect our digital media submission so that our formatting cannot be changed?

Ans. Do not alter the formatting of sheet Appendix C. It is provided in the desired format, reference RFP, page 6 (3) APPENDIX C.

34. Are the sub-contractors subject to ACA Safe Harbor and Security Clearance as mandated in RFP?

Ans: Yes. The awarded vendor is responsible for its subcontractors used. See RFP, page 20, 6. LAWS TO BE OBSERVED.

35. Page 127, in the specifications for Indian River Marina, there is a request for annual/biannual/quarterly deep clean pricing. This requires a price in addition to the basic per diem cottage cleaning. Where would you like those figures? Will we receive an updated janitorial cost sheet with a per diem section for the requested services?

Ans. Provide this in the Additional Services Tab.

36. Are we required to give a bid on State Police Headquarters and DNREC Air Resource Section or is there an addendum removing them from the pricing spreadsheet?

Ans. DNREC Air Resource Section has been removed from pricing spreadsheet. State Police Headquarters is to be quoted per attendance of the walk through that was scheduled on September 14th at 3:00pm.

37. We have read the explanation as outlined on page 24, item 21 ACA Safe Harbor. Could you please explain what documentation/information you are looking for to complete this requirement?

Ans. The State seeks to utilize the Safe Harbor exemption for the vendor's and subcontractor's employees. The Vendor shall identify both the Additional Fee to be charged and the basis of how the fee is applied (i.e. per employee, per invoice, etc.). The State will consider the Additional Fee and prior to award reserves the right to negotiate any fees offered by the Vendor. Further, the Additional Fee shall be separately scored in the proposal to ensure that neither prices charged nor the Additional Fee charged will have a detrimental effect when selecting vendor(s) for award.

38. Under State Service Centers, the RFP states weekly spray buffing in specifications. Is this for all waxed flooring or per standards?

Ans. Spray Buffing shall be performed as listed in the specifications of each site.

39. Under State Service Center standards, the RFP lists monthly shampooing of traffic lanes. Is this to be included in specifications or is this an extra billing item?

Ans. This should be included as a standard of cleaning for all State Service Centers.

40. Are there any buildings that require additional security clearances above?

Ans. Security Clearance procedures are in the RFP, page 54, section F. All individuals employed or conducting work for the private contractor/vendor must be cleared through a criminal record screening before being allowed to enter the facility. Additional requirements are at the discretion of the requesting agency beyond that identified in the RFP.



GOVERNMENT SUPPORT SERVICES – CONTRACTING

100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202

PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV