



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

October 13, 2015

TO: ALL OFFERORS

FROM: THERESA NEWMAN  
STATE CONTRACT PROCUREMENT OFFICER

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

**Addendum #5**

This Addendum:

- Clarifies Q&A submission posted on 10/06/2015, responding to question pertaining to the missing square footage of buildings.
  1. Will the State be providing square footage for the remaining locations that do not currently list square feet?  
  
ANS: No.
  2. Why doesn't the State provide square feet?

ANS: The square footage of a building/office is not the same as cleanable square footage. Some sites were able to provide the approximate cleanable square footage and this information was conveyed to provide as much transparency as available. Vendors are reminded that all square foot information is to be used as a guide of the amount of space that may require cleaning; these figures may not be not exact and should only be used as a reference.

Walk-throughs were required to allow vendors the opportunity to see each location and identify the number of offices, bathrooms, etc. Each location's site specifications identify different cleaning standards within each area of the building. Whereas all offices may not

require cleaning, or less cleaning than other areas; the walk-through allowed the bidding vendor to evaluate the square footage against the detailed site specifications.

3. How do I know how to bid?

ANS: Vendors should evaluate and prepare their bid based on the Scope of Work in the RFP, the knowledge obtained during walk-throughs and the detailed site specifications of each location provided in Addendum #3, Appendix C.

Vendors can review the current contract's spend, which can be found, itemized, in section "Contract Usage Information". For competitive bidding, you can reference the current pricing of each building located within the most recent "award notice addendum". Both usage and current applicable vendor pricing can be found in the documents posted at: [http://contracts.delaware.gov/contracts\\_detail.asp?i=689](http://contracts.delaware.gov/contracts_detail.asp?i=689).

For location with an identified square footage provided, a comparison of the bid and/or usage will yield the current vendor price for each square foot. Using the same per square foot price, and knowing the price charged, all vendors will be able to calculate an approximate cleanable square foot for any location where this information is not provided. Vendors should further make note of service frequencies and services to be performed at each location to ensure the most accurate assessment possible.

All other terms and conditions remain the same.



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

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