

Procurement Office  
Harford Community College  
401 Thomas Run Road  
Bel Air Maryland 21015  
443.412.2307

**RFP 17P-007 CUSTODIAL SERVICES**

ADDENDUM NO. 1

The following shall be incorporated into the captioned solicitation as though included in the original documents issued:

1. CLARIFICATION: Potential Bidders are required to attend **only one (1)** of the two scheduled site visits. The meeting on Tuesday April 4, 2017 at 1:00 p.m. includes a pre-proposal conference and a site visit. The April 6, 2017 date is a site visit only.
2. Page 12, paragraph 3.8.10 **CHANGE** entire paragraph to read:  
.10 The Contractor shall provide two (2) night cleaners dedicated to work in the Arena. These employees shall work between the hours of 8:00 p.m. and 4:00 a.m. Work days shall be as follows: One (1) employee will work Wednesday through Sunday and the second employee will work Thursday through Monday.
  - General housekeeping and restroom support as defined within this document to include cleaning of the grandstands.

**DELETE** the remaining bulleted duties.

3. Page 20, paragraph 7.1 Classifications and Base Wages **CHANGE** the following to read:

<u>Dedicated Arena Staff</u>			
2 Night Cleaners	\$10.00	8	5

4. Page 20, paragraph 7.1 Classifications and Base Wages **ADD**  
7.2 The College requires that the Contractor provide their staff a thirty (30) minute lunch break sometime around the mid-point of when they begin and finish each workday. The College will **not** pay for this break; therefore the billing will be for 7.5 hours for each employee.

**QUESTIONS/ANSWERS**

- Q1: The College requires contractor to provide a 16ft box truck. Will the school provide a parking space for the truck?  
A1: There will not be an assigned parking space for the truck; however parking will not be an issue.
- Q2: Will the school provide parking pass for the employees? If there is a fee, how much will that be?  
A2: No parking pass is required and no fee will be charged.

- Q3: What would be the preferable working hours for the Account Manager?  
A3: Ideally the manager would work the last half of the morning shift and be onsite for the night crew's arrival. The manager would have to adjust hours needed for whatever issues such as staff training. It will be expected that this person routinely work beyond a forty-hour work week.
- Q4: Will it be acceptable if our headquarters is not located in the area, but there will be a small and local office located within the 60 mile radius?  
A4: Contractors must have an office that can respond to our needs within the 60 mile radius; it does not have to be the company headquarters.
- Q5: Can any smart phone be connected to the College's frequency? Or does it have to be 2 way radios?  
A5: Smart phones cannot connect to our system; two-way radios are required per the specifications.
- Q6: The site visit is on April 6 and the due date is April 12. These are quite close considering time needed for questions and answers. Will the College consider extending the due date?  
A6: No, the due date is firm.
- Q7: What are your goals such as sustainability, LEED, budgetary, employee morale etc. by going through this process?  
A7: We require sustainable cleaning practices and environmentally friendly chemicals be pursued and utilized as much as possible. We require the workers be trained and knowledgeable regarding proper recycling practices. Joppa Hall and Towson University NE are LEED certified; Edgewood Hall is currently pursuing LEED certification and Fallston Hall will in two years.

We require that everyone working at the College be treated with respect and dignity. We recognize the challenges in maintaining good morale among workers. The College will assist, when it can but, ultimately, we look to the Contractor to have a program in place to insure it is promoted.

END ADDENDUM 1

March 17, 2017