

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

RFP 17P-007 CUSTODIAL SERVICES

ADDENDUM NO. 3

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

1. Proposal Due Date
The proposal submission due date has been **CHANGED** to:

12:00 noon Friday, April 14, 2017

Vendors shall submit one (1) original copy and two (2) copies of their submittals to include the complete response and all forms as shown on the attached revised proposal form.

2. 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.
3. 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.

4. 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 |

5. 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.

6. Proposal submittals can be mailed to arrive by **12:00 noon on Friday, April 14, 2017** to
Harford Community College
ATTN Procurement Office
401 Thomas Run Road
Bel Air MD 21015

If you plan to hand carry the submittal to the office please contact Beth Bertier at 443-412-2307 to verify that someone will be available to accept the submission.

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 with 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.

Q8: Holidays observed by the college? Is Housekeeping required on those days?

- A8: a. January-Martin L King Day
March- Spring Break –last week of the month
May- Memorial Day
July- Independence Day
September-Labor Day
November- Thanksgiving Break (Thursday & Friday)
December- Winter Break (12/24-1/1)
- b. Housekeeping is required for all days except: New Years Day, Martin Luther King Day, Memorial Day, Labor Day, Fourth of July, Thanksgiving Day, Christmas Eve, Christmas Day

Q9: Full staff or reduced project staff required on spring and Christmas breaks?

A9: Full staff required except on the days during Christmas Break specified as holidays.

Q10: Snow removal?

A10: Snow removal is contracted separately, and, therefore, is not part of this scope of work.

Q11: 16' Box Truck stationed on site at all times?

A11: Yes, it is used continuously throughout the day and evening.

Q12: Please confirm: no MBE requirements, no bonding

A12: MBE firms are encouraged to submit a proposal but there is no MBE subcontracting requirement. No bid bond or performance and payment bonds are required. The firm awarded the contract will be required to provide a current certificate of insurance naming the College as "additional insured".

Q13: p. 5 Hazard Communication Training required?

A13: Yes, this is required.

Q14: Uniforms - smocks acceptable except for supervisors, manager? - 6 sets each

A14: Yes. This is acceptable.

Q15: Deliver paper supplies to college, from where? (since college provides) Recyclables go where?

A15: Supplies are stored in the Storage Facility at the Conowingo Center building. Recyclables go to the compactor located at the same building.

Q16: Incumbent? Current annual pricing?

- A16: a. Bravo Building Services Inc.
b. This information is not available.

Q17: Negotiate option year pricing with dictated wage increase rates - is this done at time of short list oral presentations or with each year when the wage increases are known?

A17: Escalation/De-escalation Clause: In the event that prevailing market conditions warrant an adjustment in contract prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the Service:

Contractor shall give written notice to the Service of any proposed changes to contract prices not less than sixty (60) calendar days prior to the effective date of said price changes. Price adjustments include price increases and price decreases. Adjustments will be considered as follows:

1. Contractors shall submit price decreases anytime during the contract period in which they occur.
2. Contractors may request price increases to be effective on or after the first 12 months of the contract period providing all of the following conditions are met.
 - (a) Contractor has not been granted a price increase during the previous 12 months.
 - (b) The following material is submitted with the request for a price increase:
 - (1) A printed copy of the Consumer Price Index (CPI) for the most recently completed 12-month period (CPI – All Urban Consumers – Current Series) for Washington-Baltimore, DC-MD-VA-WV – All Items), which can be found at the following website: <https://data.bls.gov/cgi-bin/surveymost>. Contractor's request or price increases shall not exceed the rate of increase reflected by the CPI documentation.
 - (c) Documentation supporting the reasonableness of the price increase.
 - (d) Increases are received by the College not less than 60 days prior to the effective date of said price changes.
3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice or in the Consumer Price Index.
4. If a price increase is granted, no further price increases will be considered for 12 months.
5. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change. Approved price changes are not applicable to orders/requests for service already issued and/or in process at time of price change.
6. The College reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
7. The College retains the right to determine whether or not such proposed price changes are in the best interests of the College.

8. In any contract period during which price increases will be considered, the aggregate of the increases during any 12-month period shall not exceed **two percent (2%)** of the contract unit price in effect at the end of the preceding 12-month period.

Q18: Please confirm the following weekly staff hours of RFP 17P-007:

1. Night Staff: 18 cleaners, 3 project cleaners, working supervisor (22 staff x 8 hours = 176 hrs daily, 880 weekly

2. Day Staff:

- a. Susquehanna, Chesapeake, Harford Sports (Female).....= 8 hrs daily, 40 weekly
- b. Bel Air, Aberdeen, Belcamp Maryland and Fallston..... = 8 hrs daily, 40 wkly
- c. Arena..... = 16 hrs daily, 80 weekly
- d. TUNE (Note: June and July, not worked)..... = 12 hrs daily, 60 weekly
- e. WAGE = 4 hrs daily, 20 weekly
- f. High Use Teaching (Fridays)..... = 8 weekly
- g. University Center ----- = 8 hrs daily, 40 weekly
- h. Main Campus Set-Ups/Moving Furniture..... = 16 hrs daily, 80 weekly
- i. Grounds Clean Up = 8 hrs daily, 40 weekly
- j. Student Center and Havre de Grace..... = 8 hrs daily, 40 weekly
- k. Joppa Hall, Early Learning, Edgewood, Darlington = 8 hrs daily, 40 wkly

1,448 weekly

1,448 hr monthly x 4.333 wks/mo =6,274 monthly

Correction in question: 1,368 weekly hours or (x 4.333) 5,928 monthly

A18: Please submit proposals based on the quantities contained in the solicitation. Vendors/Contractors are hereby advised that due to the requirement for access to multiple buildings on Friday nights, the College will require the night supervisor to cover this shift.

Q19: 3.10 - Are there any other vehicles required by HCC other than the utility vehicle & 16' box truck?

A19: There are no additional vehicle requirements.

Q20: Form of Proposal - Pricing – is the monthly cost to be listed for items 4, 5, 6, 7 to be a part of the Lump Sum item 1?

A20: Yes. This is correct.

Q21: 3.11-1 states that contractor can provide compatible radios OR cell phone & the evening supervisor MUST carry both. Addendum No.1 indicates that two way radios are required per spec. Please confirm that only 1 radio is required for the evening supervisor?

A21: This is correct.

Q22: Do the extended years of the contract (2-5) allow for minimum wage increase or Cost of Living adjustments?

A22: See response to question 17 above.

- Q23: 7.1 Classifications and Base Wages – are the wages listed mandatory wages or a mandatory base/minimum wage requirement? In other words the contractor can pay rates as they wish as long as they do not fall below the minimums?
A23: Mandatory Minimum Wage Rates
- Q24: How many days per year should the campus and nearby sites be fully staffed?
A24: Staffing should be for all days as specified in the RFP. No staffing is required on the holidays as listed in Answer 8.
- Q25: Towson Univ NE, WAGE Connection, Univ Center and Arena are priced separately according to the RFP. The Arena SF is listed in the Main Campus. Should this be removed for pricing purposes?
A25: No, factor the Arena into the main campus.
- Q26: 3.1 Scope – It is the intent of the College to contract with a reliable firm who shall provide labor, materials, equipment and supervision to clean and provide other duties as defined in this document for all Main Campus buildings and four (4) satellite sites...
Are consumables (paper, plastic, soap) to be provided by the College or the Contractor?
A26: The college provides paper products, hand soap and trash bags,
- Q27: Will a copy of the sign in sheet be provided?
A27: Yes
- Q28: What is the current contract amount?
A28: We will not be providing that information.
- Q29: On the pricing page, the building list is broken down by Main Campus near main campus (which includes the Amoss Theater and the Observatory). However on the pricing sheet it asks for:
Total lump sum – main campus
Total lump sum – Towson University NE
Total lump sum – University Center
Total lump sum – Wage Connection
Total lump sum – Arena (2) ea dedicated staff
Both the Amoss Theater and Observatory are not listed. Will there be a revised pricing sheet or how would you like us to include the pricing for these two buildings?
A29: Please include these two locations in the total lump sum for the main campus.
Vendors/contractors are hereby advised that Towson University NE may elect to not participate in the award of this solicitation.
- Q30: Spring and Christmas Breaks – full labor (or reduced) as stipulated in RFP for periodic work?
A30: See response to question 24
- Q31: Summer Break – what reduction of labor should be calculated in our price – ½ staff? (Has a tremendous impact on reducing final pricing).
A31: There is no summer break. We need the same level of staffing throughout the summer that we have for the rest of the year.

- Q32: Is propane powered cleaning/burnishing equipment allowed.
A32: No, this is not allowed.
- Q33: Please specify the level of background checks required as discussed in #3 page 9.
A33: The Contractor shall conduct background checks on employees provided and advise the college of anyone having been convicted of theft, a felony or child molester. The College will consult with the contractor on these findings to determine if any action will be needed.
- Q34: There are no service hours specified for the Observatory in section 3.8 Work Schedule. Please identify the requirements for this location.
A34: This area is in used Monday – Thursday evening in August – April from 6PM– 10PM. It needs to be cleaned four (4) times a week during this time frame. It needs cleaned twice per month May - July. You can clean night or day as long as it is not between 6PM and 10PM.
- Q35: Please share the past 12 months of billable services provided by the incumbent contractor for extra services discussed in 4.b of the Work Schedule section as well as any others causes.
A35: This information is not available.
- Q36: Are resumes of the specified Account Manager and/or working supervisor required or preferred requests? It would be our intention to, at a minimum, consider the existing working supervisor for example, and this requirement, if it is that, may preclude this for any bidder except the incumbent.
A36: Per the specifications 3.6.4, vital information for all supervisors is to be provided. The incumbent will not be excluded from participating in this process.
- Q37: Is it a requirement for a bidder to be CIMS-GB or GDS42 certificate holder, or currently working towards this documentable manner, to be considered Qualified or is this only a preference?
A37: See specifications 3.5.5
- Q38: What are the number of restrooms per building?
A38: This information is not available.
- Q39: What is the SF or % VTC vs Carpeting per building?
A39: This information is not available.
- Q40: What is the cleanable SF per building?
A40: This information is not available.
- Q41: Please quantify the number of windows/amount of glass that needs annual cleaning?
A41: This information is not available.
- Q42: What percentage of the total 658,178 SF is VCT also Terrazzo?
A42: This information is not available.
- Q43: What is the cleanable SF amount from the 685,178SF that was given on the RFP page 15?
A43: This information is not available.

- Q44: On page 20, section 7 under the Night Staff Wages, there is one (1) cleaner Fridays only that works 8 hours, is this person also working someplace else? What is this cleaner doing on Friday nights?
- A44: This person is covering the campus preparing classrooms that are in use on Saturday, covering theater performances, cleaning for the next day's performance as needed and potentially other events or set-ups in the conference rooms and may assist in the arena for an event.
- Q45: How much would HCC charge for selling the box truck as well as the two way radios?
- A45: The box truck and the radios belong to the incumbent contractor.
- Q46: Do you have any specific drug test or background checks that the employees would need to work at HCC?
- A46: See response A33
- Q47: How long as the current vendor serviced the College?
- A47: 10 years
- Q48: How many times has the College bid for custodial services?
- A48: There have been multiple solicitations in the past. The last solicitation was done in 2012.
- Q49: Will there be a required percentage or extra consideration given to MBE's?
- A49: See A12.
- Q50: Are benefits required? Insurance, PTO, etc.
- A50: Only as identified in specifications.

END ADDENDUM 3

April 10, 2017

Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

FORM OF PROPOSAL

RFP 17P-007 CUSTODIAL SERVICES- REVISED

All proposals should be properly executed on the form provided, sealed separately from the Technical Proposal, and delivered or mailed to the Procurement Office, located in the Hickory Center Room 132 at the address above. Proposals must be received in the Procurement Office **not later than 12:00 noon Friday, April 14, 2017.**

To be considered responsive, each proposal submitted must, at a minimum, include the following documents:

1. Proposal form, completed and signed;
2. Non-Collusion Certificate, completed and signed;
3. References, on the form provided;
4. Resumes of the working supervisor per paragraph 4.5b page 19;
4. Profile of firm per paragraph 4.10 page 19;
5. Responses to paragraphs 3.5.5, 3.6.8, 5.1, 6.1, and 7.1;
6. General narrative response to this RFP and its requirements and specifications.

In accordance with the information, terms and conditions, specifications and requirements for the captioned solicitation, including Addendum _____, _____, _____, and _____ I/we submit the following for evaluation:

PRICES:

1. Total monthly lump sum - Main Campus for services specified _____/month

2. Hourly straight time billing rate for on-site custodial personnel at Main Campus for each of the following classifications (or equivalent)

| | |
|---------------------|-------------|
| Day Matron / Porter | \$ _____/hr |
| Set up Personnel | \$ _____/hr |
| Grounds Keeper | \$ _____/hr |
| Day Cleaners | \$ _____/hr |
| Night Cleaners | \$ _____/hr |
| Project Cleaners | \$ _____/hr |
| Cleaner Friday only | \$ _____/hr |
| Night Supervisor | \$ _____/hr |

3. Overtime (OT) hourly rate for item 2 above

| | |
|-------------------|-------------|
| Day Matron/Porter | \$ _____/hr |
| Set up Personnel | \$ _____/hr |
| Grounds Keeper | \$ _____/hr |
| Day Cleaners | \$ _____/hr |
| Night Cleaners | \$ _____/hr |
| Project Cleaners | \$ _____/hr |

Cleaner – Friday only \$ _____/hr
Night Supervisor \$ _____/hr

- 4. Monthly Lump sum - Towson University North East \$ _____/mo
- 5. Monthly Lump sum - University Center \$ _____/mo
- 6. Monthly Lump sum - Wage Connection \$ _____/mo
- 7. Monthly Lump sum – Arena (2) ea dedicated staff \$ _____/mo
- 8. Provide a detailed listing of proposed personnel positions, job assignments, staffing and schedules, as an attachment.
- 9. Confirm attendance at one of the site visits _____(Initial Here)
- 10. EXECUTION: The undersigned, duly authorized to bind the name firm, agrees, upon receipt of written notice of acceptance of this proposal within sixty (60) calendar days after the deadline above, to proceed to execute the contract in accordance with the proposal as accepted and provide a certificate of insurance.

| | |
|--------------------|------------------|
| _____ | _____ |
| Signature | Firm Name |
| _____ | _____ |
| Typed/Printed Name | Street Address |
| _____ | _____ |
| Title | City, State, Zip |
| _____ | _____ |
| E Mail | Telephone |
| _____ | |
| Date | |

If a corporation, place corporate seal beside signature above and state:

Name of President _____

Name of Secretary _____

Under what laws incorporated _____

Minority Business Certification – Please check one:

_____ MBE _____ WBE _____ Not Applicable