

Solicitation Addendum

Solicitation Number: 45-RQ76119

Solicitation Description: Janitorial Services – Raleigh and Terminal Drive Service Centers

Solicitation Opening Date and Time: April 11, 2024 @ 2:00 PM EST

Addendum Number: 1

Addendum Date: March 28, 2024

Purchasing Agent: [Latina Shelley, Technology Contract Specialist I]
[DORProcurement@ncdor.gov | 252-518-1874]

- Return one properly executed copy of this addendum with bid response or prior to the Bid Opening Date/Time listed above.
- Following are questions received about the solicitation and the State’s answers to the questions.

Question	Citation	Vendor Question	State’s Response
1.	General	Is there a local vendor preference?	No
2.	General	Can you provide the annual total being paid to the incumbent or the bid tabulation?	The Terminal Drive location contract amount is \$21,900. The Raleigh Service Center contract amount is \$27,950.
3.	General	Is bonding required?	No. However, see IFB Section 6.6 Faithful Performance and Attachment A: Pricing Form, Performance Guarantee.
4.	General	Is a surety bond required?	No. However, see IFB Section 6.6 Faithful Performance and Attachment A: Pricing Form, Performance Guarantee.
5.	Section 2.5	Is the pre-bid mandatory or can one attend only (due to scheduling commitments)?	<p>The site visits are mandatory and will be held at the following locations/date/time:</p> <p>a) Raleigh Service Center Site Visit Date: March 20, 2024 Time: 10:00 AM Eastern Time Location: 4701 Atlantic Avenue, Suite 118 Raleigh, NC 27658-8787 Contact #: Kaycee Benson, 919-810-1255</p> <p>b) Terminal Drive Service Center Site Visit Date: March 20, 2024 Time: 12 Noon Eastern Time Location: 3301 Terminal Drive, Suite 125 Raleigh, NC 27604</p>

			<p>Contact #: Kaycee Benson, 919-810-1255</p> <p>Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-bid site visit. Attendees must arrive promptly. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE SITE VISIT, NOR SHALL THEIR BID BE CONSIDERED. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow. FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR'S BID BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.</p> <p>The purpose of this visit is for all prospective Vendors to apprise themselves of the conditions and requirements which will affect the performance of the work called for by this IFB. Vendors must stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this IFB.</p> <p>Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this IFB, must be confirmed by written addendum before it can be a part of this IFB and any resulting contract.</p>
6.	Section 3.1	Is this a firm fixed price award or the lowest responsible offeror?	All responsive bids will be reviewed, and an award or awards will be based on the responsive bid(s) offering the lowest price that meets the specifications provided herein, to include any required verifications set out here in such as but not limited to past performance, references, and financial documents.
7.	Section 2.5	Can you please confirm if this meeting has passed or is upcoming? We observe two discrepancy dates, one date under EvP for March 10 th and another date under the RFP Bid Document for March 20 th .	The site visits are mandatory and will be held at the following locations/date/time: a) Raleigh Service Center Site Visit Date: March 20, 2024 Time: 10:00 AM Eastern Time

			<p>Location: 4701 Atlantic Avenue, Suite 118 Raleigh, NC 27658-8787 Contact #: Kaycee Benson, 919-810-1255</p> <p>b) Terminal Drive Service Center Site Visit</p> <p>Date: March 20, 2024 Time: 12 Noon Eastern Time Location: 3301 Terminal Drive, Suite 125 Raleigh, NC 27604 Contact #: Kaycee Benson, 919-810-1255</p> <p>Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-bid site visit. Attendees must arrive promptly. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE SITE VISIT, NOR SHALL THEIR BID BE CONSIDERED. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow. FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR'S BID BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.</p> <p>The purpose of this visit is for all prospective Vendors to apprise themselves of the conditions and requirements which will affect the performance of the work called for by this IFB. Vendors must stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this IFB.</p> <p>Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this IFB, must be confirmed by written addendum before it can be a part of this IFB and any resulting contract.</p>
8.	General	How much was the previous awarded contract?	The Terminal Drive location contract amount is \$21,900. The Raleigh Service Center contract amount is \$27,950.

9.	General	I filled the RFQ out on my computer and I was able to sign with “draw” option for my real signature; does it matter whether ink pen or computer signed.	The solicitation response should be returned electronically via the Ariba Sourcing Tool, thus computer fonts and other forms of electronic signature are acceptable.
10.	General	Within the first month of purchasing supplies, is there a grace period to add funding or consumable products if product prices change due to economy or the first month’s prediction for purchase was incorrect and more is required?	No. Supply costs should be included in the bid.
11.	General	Can you disclose who the current contractor is and price being paid?	Kids Services is the current vendor. Terminal Drive location contract amount is \$21,900. The Raleigh Service Center contract amount is \$27,950.
12.	Section 5.5	Where are the ashtray and cigarette urns located?	These are located outside the building.
13.	Section 6.2	Where do I obtain the following information to add to the invoice Customer Account Number, NC Contract Number, Purchase Order Number, Order Date, Buyer’s Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure?	The Customer Account Number, Buyer’s Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure are generated by the Vendor. The NC Contract number will be 45-RQ76119 for this specific contract. The Purchase Order Number is generated after final approval and award of this contract and will be supplied to the awarded vendor. The Order Date will be the date of the invoice. Some of these fields may not be applicable or relevant to this specific solicitation.
14.	General	Who was the previous incumbent and what was the contract amount for?	Kids Services is the current vendor. Terminal Drive location contract amount is \$21,900. The Raleigh Service Center contract amount is \$27,950.
15.	General	Are there any hazardous materials or substances present in the facility that require special handling?	No
16.	General	Can you disclose who the current contractor is and price being paid?	Kids Services is the current vendor. Terminal Drive location contract amount is \$21,900. The Raleigh Service Center contract amount is \$27,950.
17.	Section 5.5	Please clarify cleaning time: will all cleaning take place during normal business hours or will cleaning take place after facility is closed?	With the exception of Major Maintenance, all work performed under this contract is to take place between the working hours of 8:00am and 5:00pm, per the schedule detailed within the IFB in Section 5.5 Schedule of Performance.

Failure to acknowledge receipt of this addendum with return of this addendum uploaded to the NCEP Sourcing Event may result in rejection of vendor's response.

Check ONE of the following options:

- Bid has been uploaded to the NCBids Event with this acknowledgement. Any changes resulting from this addendum are included in our bid response.
- Bid has been uploaded to the NCBids separately. Changes resulting from this addendum are attached to this response.

Execute Addendum:

Offeror: _____

Authorized Signature: _____

Name and Titled (Typed): _____

Date: _____