



## SOLICITATION ADDENDUM

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Issuing Agency:	Department of Administration
Solicitation Number:	13-DOA1273882710
Solicitation Description:	Janitorial Services – SHP & SBI Garner Rd
Solicitation Opening Date and Time:	October 24, 2024, 2:00 PM ET
Addendum Number:	01
Addendum Date:	October 21, 2024
Purchasing Agent:	Lisa Campbell

The following are questions received about the Solicitation and the State's response to those questions:

	Vendor Question	State's Response
1	What was the current awarded amount for this bid?	\$119,407
2	Do we need to provide a list of equipment or supplies into the pricing of the bid?	See Section 4.4 WORK PLAN In its proposal, the Vendor must submit a WRITTEN WORK PLAN TO INCLUDE THE FOLLOWING: c) Equipment Inventory List: To include list of equipment that is to be in the building during the duration of the contract for general cleaning, list of equipment that is to be required for emergency services per Section 5.4 (A), and equipment list for Semi-Annual / Annual Major Maintenance (floors and deep clean of restrooms). Note if owned, rented, or sub-contracted.
3	Will there be storage within the facility for the equipment/supplies?	Yes - as seen during the site visit. Outside Building

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	Vendor Question	State's Response
4	<p>a) 5.5.1 Service and Staffing Requirements - This section speaks of night cleaning between the hours of 5pm - 11pm but doesn't say how many days a week.</p> <p>b) Is it to be done Monday thru Sunday? If not what days is night cleaning to be done?</p> <p>c) Also is there a number of cleaning staff for night services you prefer?</p>	<p>a) Per Section 5.3 SPECIAL REQUIREMENTS, <i>The terms in conditions included in the Special Requirements section of this contract shall supersede requirements in referenced sections.</i></p> <p>Per Section 5.3 SPECIAL REQUIREMENTS (2)</p> <p>Due to Garner Road Campus security requirements the facility is closed in the evening. All evening duties (daily, bi-weekly, and monthly) shall be performed during the hours of 7:00 am – 8:30 am, 3:30 pm – 5:00 pm, or at the convenience/ request of staff member.</p> <p>b) Monday – Friday</p> <p>c) No nights – please see schedule</p>
5	<p>Is it 4 day porters for each facility, area 1 and area 2 or 4 day porters total that will cover both areas?</p>	<p>It is four (4) total.</p>
6	<p>Can we have the break down on the square footage of carpet in each facility area and the square footage of non carpeted areas in each facility area?</p>	<p>That is information not available.</p>
7	<p>Please clarify page 22 under 2. Evening Shift - General Cleaning Duties states: "Evening staff are not to begin Evening Cleaning Duties before 3:30pm. The primary responsibility hours of 3:30pm and 5:00pm." But then on page 18, 5.5.1 Service and Staffing Requirements section A states: "The Daily General Cleaning for Evening Personnel nightly cleaning duties, for this contract, will be performed between the hours of 5:00pm and 11:00pm. "</p> <p>Is this considered two separate staffing? Please clarify, confused on times and staffing needs.</p>	<p>Per Section 5.3 SPECIAL REQUIREMENTS, <i>The terms in conditions included in the Special Requirements section of this contract shall supersede requirements in referenced sections.</i></p> <p>Per Section 5.3 SPECIAL REQUIREMENTS (2)</p> <p>Due to Garner Road Campus security requirements the facility is closed in the evening. All evening duties (daily, bi-weekly, and monthly) shall be performed during the hours of 7:00 am – 8:30 am, 3:30 pm – 5:00 pm, or at the convenience/ request of staff member.</p>
8	<p>Is there any service provided for the SHP Training Center at 318 Old Garner Rd? If so, what is the cleanable square footage?</p>	<p>See Section 5.1.2 (A) for a breakdown of the entire SHP Facility Service Area.</p>

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9	It is stated that Evening Personnel cleaning is meant to be done 5pm-11pm (pg. 20, 5.5.1), but it is also stated that evening cleaning duties for Garner Road Campus must be performed 7am-8:30am or 3:30pm-5pm (pg. 19, 5.3). Please clarify.	<p>Per Section 5.3 SPECIAL REQUIREMENTS, <i>The terms in conditions included in the Special Requirements section of this contract shall supersede requirements in referenced sections.</i></p> <p>Per Section 5.3 SPECIAL REQUIREMENTS (2) Due to Garner Road Campus security requirements the facility is closed in the evening. All evening duties (daily, bi-weekly, and monthly) shall be performed during the hours of 7:00 am – 8:30 am, 3:30 pm – 5:00 pm, or at the convenience/ request of staff member.</p>
10	Please provide the square footage breakdown by floor type per building for pricing of periodic floor care services.	This information is not available.
11	What is the scope of work for the dormitories to be cleaned on Friday evenings?	Basically, empty large trash can(s) and sweep. Cadets take care of most of the cleaning.
12	How many dormitory rooms are there per building?	Bldg 3 – 10 dorm rooms Bldg 5 – 18 dorm rooms Bldg 7-20 door rooms

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	Vendor Question	State's Response
13	Please clarify if the Vendor or the Client supplies the following: cleaning chemicals, consumable supplies, cleaning equipment.	<p>See Section 5.7 (B) SUPPLIES All supplies are provide by DOA-Facility Management (including major maintenance supplies)</p> <p>See Section 5.7 (A) EQUIPMENT 1. Daily Cleaning Required Equipment a) The Vendor shall furnish all necessary equipment and accessories (i.e., buckets, mops, carts,) necessary for professionally performing all work in the contract. 2. Emergency Special Clean Up Equipment a) In order to respond to Emergency Special Clean Up Service, Vendor is required to have a Pickup Vac or Wet Vac (also known as a wet vacuum designed to clean up liquid spills and wet debris, along with dry dust and dirt), and dry blower fans. b) If additional equipment is required, Vendor must notify Contract Administrator prior to acquiring any rental equipment. Vendor is responsible for all costs incurred if Vendor fails to notify and receive approval to secure said rental equipment. 3. Major Maintenance Equipment a) Vendor shall furnish equipment for Major Maintenance to include an upright buffer machine, wet vacuum(s), dry blower fans, and a restroom grout/wall cleaning machine such as a Kaivac machine or similar. b) Vendor is responsible for all costs incurred if rental equipment required for Major Maintenance work. c) The Vendor will reimburse losses to the Contracting Agency caused by inferior work quality, equipment, or materials.</p>
14	Will stripping and waxing be done on the weekends?	With proper authorization floor work may take place on weekends.
15	Chemicals and Supplies- What do you provide ? What are we responsible to provide?	<p>See Section 5.7 (B) SUPPLIES All supplies are provide by DOA-Facility Management (including major maintenance supplies)</p>
16	Who is current vendor?	Kreative Koncepts
17	Why are you seeking new vendor? staffing issues ?	Current contract is at the end of its term.
18	Is it permissible to provide a service between the hours of 7:30 and 11:30. Then allow employees a break and return at 2:30 to 5:30 to finish the process?	There must always be a staff member on campus and available.

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	Vendor Question	State's Response
19	Must we always have someone on the clock meaning we would have to offer alternate lunch breaks. Or can all employees break at same time?	There must always be a staff member on campus and available.
20	Are there other required cleaners besides the 4 porters that are required daily.	No.