



SOLICITATION NUMBER: Error! Reference source not found.
ADDENDUM NUMBER: Error! Reference source not found.**01**

SOLICITATION ADDENDUM

Question and Answer Period and Change in Scope of Services 5.3.4

Issuing Agency:	Department of Administration
Solicitation Number:	13- DOA12624111
Solicitation Description:	Janitorial Services – Old Education Building
Solicitation Opening Date and Time:	September 12, 2023 @ 2:00 PM ET
Addendum Number:	01
Addendum Date:	August 31, 2023
Purchasing Agent:	Sandra Bryant

A. QUESTIONS & ANSWERS

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

Question #	Document Section	Vendor Question	State's Response
1	Section 5.0	Does this job site require five days a week, or seven days a week for work? And second is, I've seen once it had 7:30-4:30, then 7:30-5:00 for first shift? Just trying to get a clear understanding of the days to work --	Please see Change in Scope of Services for clarification.
2	Section 2.6	All of the documents are to be submitted with Bid correct? not before?	Bid documents shall be submitted in the Sourcing Tool prior to the Bid Opening on September 12, 2023 @ 2:00 pm, not before the Site Visit.
4		Do you have to be Covid vaccinated to bid or get the contract?	No
5		In order to attend the pre-bid meeting on August 24th am I required to complete any paper work or bring any documentation? Please advise	No

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Question #	Document Section	Vendor Question	State's Response
6		What is the name of the company that holds the current contract?	A-1 Building Maintenance
7		What is the award amount of the current contract?	\$78,000.00

B. 5.3.4 SERVICE AND STAFFING-Change in Scope of Services

A. Schedule of Performance and Staffing Requirements

1. Daytime Service

- a) Number of required staff to perform daily daytime janitorial services: **two (2) day porters**
- b) Required Daytime Staff to perform designated janitorial services in the building: **7:30 am – 4:30 pm, Monday through Friday.**
- c) When a scheduled daytime staff fails to arrive at the work location, the Vendor will be required to provide a replacement daytime person within one (1) hour of notification of the absentee.
- d) The daytime staff is considered separate from and is not to be used, during daytime hours, to perform duties considered Daily Evening General Cleaning Duties.

2. Evening Service

- a) Number of required staff to perform daily evening janitorial services: **No less than four (4)**
Required Evening Staff to perform designated janitorial services in the building **4:30 pm – 11:00pm daily, Monday – Friday**
- b) The evening staff is considered separate from and is not to be used, during daytime hours, to perform duties considered Daily Evening General Cleaning Duties.

Check **ONLY ONE** of the following options and return one properly executed copy of this Addendum prior to the Solicitation opening time and date.

- ☐ A response was submitted prior to this Addendum. An updated response has been submitted to address the changes resulting from this Addendum.
- ☐ A response was submitted prior to this Addendum. **NO CHANGES** have **resulted** from this Addendum.
- ☐ A response was **not** submitted prior to this Addendum. **ANY CHANGES resulting** from this Addendum are included in our response.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME

Authorized Signature

Date

Printed Name

Title