



RFP 23P-003 CUSTODIAL SERVICES

ADDENDUM 1

MARCH 21, 2023

SOLICITATION CHANGES:

1. The Event Set-up/ Campus moves (Section 2) will now be a required service under this contract, and priced separately as Line 3 on the pricing proposal page. This will now be included in the Basis of Award.
 - a. **Please remove Pricing Form (page 13) and replace with REVISED Pricing Form (page 13) attached and MUST be used in the vendor's submittal.**
2. The box truck must have a liftgate as it is used for campus moves and event set up and teardown that involves furniture and other heavy objects.

CLARIFICATIONS:

1. Custodial services at the Fitness Center do not include cleaning of the fitness machines. The mirror walls are to be cleaned as a part of routine cleaning on an as needed basis.
2. Custodial services include cleaning the inside of all elevator cars. There are 11 elevators on campus.
3. Interior glass (glass door inserts and glass wall partitions) are to be cleaned as a part of routine custodial service on an as needed basis. The window washing in August is for all exterior windows only (both the inside and outside of the glass and window tracks).
4. The part time evening personnel assigned to the Towson building is scheduled for ten months. The remaining months, the employee is to remain employed and assigned to the main Harford Community College campus.

ATTACHMENT

The sign in sheet from the preproposal meeting is attached.

NOTE: Addenda for this solicitation will be posted on the Harford Community College Bid Board: <https://hccweb1.harford.edu/Procurement/solicitationDocuments.asp>. The Harford Community College Bid Board is the only repository of official solicitation documents. Addenda will not be emailed to any vendor. It is the vendor's responsibility to monitor the Harford Community College bid board for posted addenda and acknowledge the receipt of posted addenda in their submittal in the appropriate area. Failure of a vendor to acknowledge posted addenda in the appropriate area of their submittal may render their submittal as non-responsive.

QUESTIONS & ANSWERS

Q1: What is the current contract amount?

A1: This information will not be provided.

Q2: Who is the current contractor?

A2: BRAVO! Building Services, Inc. of New Castle, DE

Q3: What is the current contract length?

A3: The current contract was one year with four, one-year optional renewals.

Q4: Solicitation page 6 Section 1.7.1.d: “a business/functioning office location within approximately 1 hour of the College Main campus”, please clarify if this is mandatory requirement that contractor must have a local office? Will 1.5 hr. distance acceptable?

A4: This is a requirement to be measured by Google maps or other navigation application. This is to ensure adequate corporate support and swift resolution of any issues that may arise.

Q5: Please clarify which minimum wage rate apply to this contract? Maryland Minimum Wage or Maryland Living Wage? Please provide the current wage rate.

A5: State law requires that contractors and subcontractors pay each covered employee at least the higher of the State minimum wage or the minimum Living Wage rate established for the applicable Tier area.

Q6: Please provide the current monthly price for each location: the Main Campus, Ancillary Site: Amoss Center, and Towson University North East.

A6: This information will not be provided.

Q7: Please provide the name of the current contractor for each location.

A7: See A2.

Q8: On the pricing sheet on page 13, there is only pricing requested for the Main Campus and the Towson University North East, but there is no pricing request for the Amos Center. Please clarify and provide an updated pricing sheet.

A8: Pricing for the Amoss Center should be included in the Main campus pricing as the Amoss Center will be serviced only in instances the College has events at that location.

Q9: How many vehicles the current contractor has for this contract?

A9: See Section 1.15.

Q10: Please confirm that this contract requires 2 vehicles: one utility/golf cart, and one 16ft box truck.

A10: Yes, that is all that is required.

Q11: Does this contract currently have any union involvement or any CBA in place? If there's CBA in place, please provide a copy.

A11: The College does not participate in a Union or CBA for its employees. If the contractor is subject to union or CBA requirements, it must follow terms it has agreed to.

Q12: What is the current staffing number and working hour at each facility?

A12: This information will not be provided. Proposers should be submitting their proposed staffing plan.

Q13: Does contractor provide hand sanitizer?

A13: No

Q14: Is there electronic hand sanitizer dispenser throughout the building? If so, please provide the quantity.

A14: There are no electric hand sanitizer stations.

Q15: Is contractor responsible for replacing the battery of the electronic hand sanitizer?

A15: N/A

Q16: Our company is an international company. All of our accounts are self-sufficient meaning that we put in managers and supervisors who are capable of managing their operation. We also have other contracts in the Baltimore/DC area whose management personnel can also provide assistance if needed. Please confirm it is mandatory to have a brick and mortar, staffed office within one hour of the Harford Community College campus?

A16: The requirement is confirmed.

Q17: Have there been any changes in scope from current contract to the scope/frequencies requirements under this solicitation? if so, what has changed?

A17: Only change was to the frequency cleaning schedule provided in the RFP.

Q18: Can you provide a square footage breakdown or % breakdown by floor type for all flooring surfaces in each building?

A18: This information is not available.

Q19: Can you provide an exterior window count for each building?

A19: This information is not available.

Q20: Can the supervisor for each shift act as a working supervisor?

A20: Yes

Q21: Can you provide floor plans or emergency evacuation plans for each of the buildings?

A21: This information will not be provided.

Q22: Are vendors required to have CIMS-GB or GS-42 as a mandatory requirement? Or Is the equivalent GBAC STAR certification/accreditation acceptable?

A22: It is a mandatory requirement.

Q23: Where should the pricing for *Amoss Center* be provided?

A23: See Answer A8.

- Q24: Please provide a breakage of square foot of different floor type by space (for eg: carpet, hard floor, vinyl, wood, ceramic, cement etc) and quantity of trash container. Also, provide restroom sq ft and quantity of restroom fixtures (toilets, urinal, wash basin, mirror etc)
- A24: This information is not available.
- Q25: Please provide quantity of drinking fountain.
- A25: This information is not available.
- Q26: Please provide sq ft or quantity of Windows and blinds.
- A26: This information is not available.
- Q27: In Pricing form, where to put amount for "Amoss Theater" as it has only 2 line item. One for "Main campus" & two for "Towson University North East"
- A27: See A8.
- Q28: Please provide facility floor plans with square footage.
- A28: Floor Plans will not be provided. Square footage is in the solicitation document.
- Q29: Please confirm that all bidders are required to comply with the wages and fringe benefits provided in the Collective Bargaining Agreement when calculating its labor cost for the Base & Option Periods for employees employed by the contractor in performing the services in the contractor (excluding Clerical & Management Staff).
- A29: See answer A11.
- Q30: Is there a Union representing the incumbent contractor's employees, living or minimum wage requirement? If so please provide information?
- A30: This information is not known.
- Q31: Are there changes to the Scope of Work in this solicitation in comparison the current contract with the incumbent contractor?
- A31: See A17.
- Q32: Please provide the seniority list of the current contractor.
- A32: This information is not available.
- Q33: Please provide the period of performance (Base and Option Years) and the most recent annual price invoiced and paid for the most recent 12 month contract period and identify any pending modifications to include the description and amount.
- A33: Information will not be provided.
- Q34: Please confirm that the bidder is not responsible for waste management regarding the trash and recycle compactor.
- A34: Contractors are not responsible for waste removal. Contractors are responsible for placing waste in the appropriate dumpster.

Q35: "It is mentioned in the solicitation under section (1.7, Paragraph f) to provide a ""Detailed Response to the RFP and its specifications, requirements, and requests." Please provide more clarification on what exactly the Hanford Community College wants as a response to this requirement.

A35: The College is looking for a detailed response to the RFP outlining the Contractors' adherence to the specifications, requirements and requests.

Q36: Can you provide the square footage for the janitorial office space?

A36: 120 sq ft

Q37: Can you confirm that adequate outlets are available for rechargeable equipment in the janitorial storage location?

A37: Yes.

Q38: Have there been any changes from the current SOW compared to the previous or last SOW procured?

A38: See A17.

Q39: Do you have any consumable (toilet paper and paper towel) usage data from previous years?

A39: Information is not available.

Q40: Do you have an estimated amount of set up events that will be ordered per year?

A40: Information is not available, varies per year. There is enough work for 3 FTE.

Q41: Can you reaffirm the timeline from submission to anticipated start date?

A41: Reaffirmed.

Q42: How many days will be allocated to phase in the awarded contractor?

A42: The Awarded contractor shall be fully staffed and equipped to start July 1, 2023 at 12:01 AM. There will be no phase-in period.

Q43: Is there a ceiling value for the incoming bid?

A43: Contractors should propose their best pricing in their pricing proposal. Pricing is 30% of the total scoring.

Q44: What is the total square footage of flooring to be burnished?

A44: This information is not available.

Q45: What is the total square footage of flooring to be stripped and waxed?

A45: This information is not available.

Q46: What is the total square footage of carpets to receive care?

A46: This information is not available.

Q47: What are the sizes of the windows to be cleaned and how many of each size are there?

A47: This information is not available.

Q48: If the College is not providing total square footage and window size along with count, can another onsite meeting be held for bidders to take measurements of all the areas to be serviced?

A48: The College will not be holding another onsite meeting. Contractors may visit the site at their own convenience with their subcontractors to estimate exterior windows during the week of Spring Break when the College is closed March 25 - April 2. **Contractors and/or subcontractor will only have access to the exterior of all buildings only during that time.**

Q49: Were floors done over winter break '23 as part of the quarterly care program?

A49: Part of the campus was done this past Winter Break.

Q50: Can contractor vehicles stay parked on campus year-round?

A50: Yes.

Q51: How do we access the Amoss Theater?

A51: Keys provided by the College. Work will only be performed there when the College schedules events at that location.

Q52: Are fingerprints required?

A52: Yes.

Q53: Is it prevailing wages and benefits for Maryland?

A53: See A5.

Q54: Does the school receive funding from Maryland?

A54: Yes. However, this contract is not State funded.

Q55: Will the college consider escalation requests on evolving minimum wage legislation?

A55: The College will comply with State Legislation.

Q56: What is the current day staffing? What is the current evening staffing?

A56: This information will not be provided.

Q57: How do the requirements change during summer or winter break? Does the current vendor adjust the staffing during these periods?

A57: There are no changes in staffing. See 1.13.6.

Q58: Are there union requirements associated with this contract?

A58: See A11.

Q59: What is the budget allocated to this project?

A59: This information will not be provided.

Q60: Can we receive copies of the last 6-month invoices?

A60: This information will not be provided.

Q61: Please confirm if HCC provides all consumables including paper, plastic, and soap to all locations in the scope.

A61: Confirmed.

Q62: Please provide the number of personnel hourly rate deductions due to unsatisfactory service in the past 3 years.

A62: None

Q63: Are you satisfied with your current janitorial service provider(s)?

A63: Yes.

Q64: Is there a living wage requirement for this contract?

A64: See A5.

Q65: Does HCC want the base track of the windows cleaned out as well or just the glass itself?

A65: Glass and base tracks are to be cleaned during the annual window cleaning.

Q66: Please confirm there are no bonding requirements.

A66: There are no bonding requirements.

Q67: Do we have to include our firm's financial history in our response?

If we have to include them, do we add them separately from the technical/cost proposal in a redacted response or add them all together?

A67: Company information shall be included in the Technical Response.

Q68: Are there any certification requirements we have to meet/submit with our response?

A68: See 1.7.1e

Q69: Are there any subcontractor requirements?

A69: Subcontractors shall have background checks, meet uniform requirements, and meet lawful wage requirements.

Q70: Are we to include anything else in our Technical Proposal Response besides what's requested in the evaluation criteria/weight section on pgs. 16 – 17 (information requested A – M, the transmittal letter, and Attachments E & F)?

A70: Contractors must include all requested information from Section 1.7, Attachments E and F, and may include any additional information relevant to the RFP.

Q71: Is there a limit to the number of pages we can include in our technical proposal response?

A71: Responses should be concise and complete. There is no page limit.

Q72: Do we have to include a certificate of insurance that includes HCC as the holder or is that only requested if we were awarded?

A72: Only the awarded contractor will need to adhere to the insurance requirement.

Q73: Please confirm the following submittal requirements: (Technical Proposal): 1 original, 3 hard copies, and 1 USB; (Cost Proposal): 1 original, and 1 USB.

A73: Confirmed.

Q74: In our Technical Proposal response, are we to include a copy of our safety program based on the minimum safety requirements on pg. 4?

A74: Please include in the proposal any relevant information regarding employee training and adherence to Federal, State and Local health and safety regulations.

Q75: Will responses to questions be posted on the portal or sent to the vendors directly via email?

A75: Answers to vendor questions will be posted in the Harford Community College Bid Board:
<https://hccweb1.harford.edu/Procurement/solicitationDocuments.asp>

Q76: How many restrooms and fixtures (including locker rooms) are in each building?

A76: This information is not available.

Q77: What is the sf or the % of type of flooring by building (carpet, VCT, stone, etc)?

A77: This information is not available.

Harford Community College
Procurement Department
Conowingo Building, Suite 105
401 Thomas Run Road
Bel Air, Maryland 21015

REVISED Pricing Form: RFP 23P-003 CUSTODIAL SERVICES

All pricing must be properly executed on the form provided, sealed separately from the Technical Proposal, and delivered or mailed to the Procurement Office, located at the address above. Proposals must be received in the Procurement Office no later than **2:00 PM on Tuesday, April 4, 2023.**

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

1. Technical Proposal
 - a. Written narrative to address all areas of Section 1.7
 - b. Non-Collusion /Suspension and Debarment Affidavit (ATTACHMENT F)signed;
 - c. References (ATTACHMENT E), on the form provided;
2. Pricing Form

In accordance with the information, terms and conditions, specifications and requirements of this solicitation, including Addenda _____, thru _____, I/we submit the following for evaluation:

CUSTODIAL SERVICE:

1. Monthly Lump Sum - Main Campus:

Monthly price written in words _____ \$ _____/month
Figures

2. Monthly Lump Sum - Towson University North East:

_____ \$ _____/month
Monthly price written in words Figures

- ### 3. Monthly Lump Sum – Event Setup/ Campus Moves

Monthly price written in words _____ \$ _____/month
Figures

TOTAL MONTHLY PRICE FOR CUSTODIAL SERVICES (Line 1 + Line 2 + Line 3)

TOTAL Monthly price written in words (Line 1 + line 2 + line 3) \$ _____/month
Figures

HARFORD COMMUNITY COLLEGE
PREPROPOSAL MEETING SIGN IN SHEET
RFP # 23P-003 CUSTODIAL SERVICES
MARCH 6, 2023 9:00 AM

NAME	COMPANY	PHONE	EMAIL
Gregory Raslin	Olympus Buildings Svc	480-226-5801	Gregory.Raslin@olympusinc.com
Ross Fox	Higher Standard	443-980-4211	Higher Standard Carpet Cleaning @jma
Jeffrey Camejo	DSG	240 383 6301	Jcamejo@dsginconline.com
Kevin Smith	Golden Inc	215-452-1115	Kevin Smith @ Goldenincorporated.com
Randy Holden	HHS EDUCATION LLC	804-380-1216	rholden@hhs1.com
Bob Hirt	Multicorp	443-865-4007	bhirt@multicorpn.com
Wil Wicentol	Bms	443-472-6390	WWICENTOL@BMSLLC.COM
Chris Patten	BRAVO	302-220-3750	cpatten@bravobuildingsmics.com
Danna Hewick	Grupo Eulen / USSI	410 336 7759	dhewick@eulen.com
Alex Parra	LT Services, Inc	703-698-8838	Michaeln.Hs@gmail.com
Scott Sadelo	Atalican Global Services	973-800-0589	scott.sadelo@atalicanworld.us
Chandler Tucker	Sentral Services	301-758-6592	ctucker@sentral services.com

HARFORD COMMUNITY COLLEGE
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MARCH 6, 2023 9:00 AM

NAME	COMPANY	PHONE	EMAIL
Beth Derickson	Cornerstone Cleaning	443.895.1915	beth@cornerstonecleaningco.com
Russell Morgan	Integrity National Corp	240-355-1717	Rmorgan@Integrity-corp.com
Ryan Lynch	Bayside CBS	443 756 7894	ryan.lynch@baysidecbs.com
Bibi Vasconez	Associated Bldg. Maintenance	410-721-8181	bvasconez@abmcoinc.com
Felicia Daniel	Beck & Carr Pro Svcs	301-310-8954	fdaniel@bkpsorganic.com
Matt Lee	CJ maintenance	804-201-1123	mlee@cjmaint.com
Vi Tran	ABM	202-316-7720	vi.tran@abm.com
Ryan Mahaney	Team Clean Inc	321-544-8610	rmahaney@team-clean.com
Betabe Ortega	Maryland Cleaning Pro	443-877-3509	MarylandCleaningProfessionals@gmail.com
Grant Hancock	PRITCHARD INDUSTRIES	(404) 558-5943	ghancock@PRITCHARDINDUSTRIES.com