



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: October 30 2020

TO: All Prospective Proposers

FROM: Nena Charity
Purchasing Manager, Office of Procurement
301-546-0025

RE: **Addendum 5, Sol. 21-07 – Building Maintenance and Custodial Services**

The following amends the above referenced Solicitation documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Proposal.

1. The following dates modify the Solicitation Schedule:

- **Response to this Solicitation Due on November 11, 2020 by 12:00 PM ET**
- **Proposed selection date: November 23, 2020 (projected)**

2. **Questions and Responses.**

Questions and Responses.

The Questions and Responses contain other relating information pertaining to this Solicitation. Potential Proposers are to thoroughly review all past issued Addenda and the Questions and Response Log included in this Addendum 5 for pertinent information.

Questions and Responses received during the Questions period are provided via the attached Question and Response Log.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

SOL. NO.: 21-07

TECHNICAL AND FEE PROPOSAL DUE DATE:

November 11, 2020, on or before 12:00 PM ET

SOL. FOR: Building Maintenance and Custodial Services

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. <u> 1 </u>	dated <u>10-5-2020</u>
Addendum No. <u> 2 </u>	dated <u>10-12-2020</u>
Addendum No. <u> 3 </u>	dated <u>10-20-2020</u>
Addendum No. <u> 4 </u>	dated <u>10-27-2020</u>
Addendum No. <u> 5 </u>	dated <u>10-30-2020</u>

As stated in the Solicitation documents, this form is included in our Proposal.

Signature

Name Printed

Title

Date

END OF FORM

No.	Addendum No.	Solicitation Section/Reference	Question	PGCC Response
1	5		Who is the current contractor on this contract?	There is no active contract for the extension centers. Ford Management Janitorial Services provided cleaning services at the extension centers for approximately the last 5 years and Freshstart Restoration Services has an active cleaning contract on an as needed basis at the Largo campus.
2	5		Please provide the maximum period allowed to phase-in (Start-up)?	The current start date for this contract is on or around November 20, 2020 and due to the COVID Pandemic vendor(s) selected are on a as needed basis. The College anticipates as the Pandemic restrictions are lifted and in-person classes resume regularly scheduled services will be required.
3	5		Is the contractor responsible to pay for any of the following (parking permits, badges, and/or keys/keycards), if so, can you please provide the associated costs?	<p>The Contractor will not responsible to pay any parking permits, badges, or key cards.</p> <p>“Open” Parking is available at ALL Extension Centers.</p> <p>Keys and access cards, if required, will be provided at no cost. However, a replacement fee for lost cards may be imposed.</p>
4	5		Is there a minimum staffing requirement recommended by PGCC?	The Proposer will need to include the recommended number of cleaning staff that will be staff at any given location, that a cleaning schedule is provided in this Solicitation.
5	5		Are all the requirements in this current solicitation the same as the previous solicitation?	Proposers are to read and review this Solicitation in its entirety any past solicitations

				issued for similar or exact services do not apply.
6	5		Can you please provide the current staffing numbers on the contract?	The following information cannot be provided. Proposers are to provide and recommend the recommended staffing to provide the required cleaning services as described in this Solicitation.
7	5		How many on-site supervisors presently on the contract?	The following information cannot be provided. Proposers are to provide and recommend the recommended staffing to provide the required cleaning services as described in this Solicitation.
8	5		Can you please provide a history of consumable usage?	Consumable usage of supplies and chemical for Extension Centers are not available.
9	5		Can you please clarify the wage determination rate associated with this contract?	The College doesn't have a wage determination rate associated with this solicitation. The Proposers are advised to adhere to Federal, State and Local Government wage and employment requirements.
10	5		Regarding the hours stated in the bid document 7:30 am - 7:00 pm (LCC) and 9am - 9 pm (WTC) are these the hours to actually perform services or are services to be performed between the hours of 7:30 am - 7:00 pm (LCC) and 9am - 9 pm (WTC)? LCC (Laurel College Center): Monday - Friday: One Service Worker on duty, 7:30 am – 7:00 pm. Saturday: One Service Worker on duty, 8:00 am – 4:00 pm.	Classes and/or Labs may convene during timeframes provided in this Solicitation or as modified by the College, at a later date. For the purposes of this Solicitation the timeframes are as stated. Before, interim and after the convening of classes and/or labs, cleaning is required of teaching-learning and associated spaces, e.g. restrooms, break areas, corridors, etc. Saturday: schedule/hours to be determined.

			<p>WTC (Westphalia Training Center) and STC (Skilled Trades Center): Monday through Friday: One Service Worker on duty: 9:00am – 9:00pm Saturday: Schedule/Hours to be determined.</p>	
11	5		The solicitation provides a pricing sheet for the Westphalia Training Center only. Will you provide a pricing sheet for the Laurel College Center and the Skilled Trained Center?	The Westphalia Training Center price sheet should be used as a template for the Laurel College Center and the Skilled Trained Center. Please change the header to the corresponding center.
12	5		Can you provide the floor plan for the first floor for the Laurel College Center?	The first-floor plan for the Laurel College Center is attached to this addendum.
13	5	Page 1	How long is the scope of this contract, and are there occurring 1 year intervals for this award.	The initial term is one year, with four (4), 1-year renewal terms as the College's sole discretion.
14	5		Who is responsible for the trash liners? I see that we're responsible for paper in all wall mounted dispensers and hand soap but I don't see liners specifically mentioned. Also, would you be open to billing for "actual usage" of these items rather than having to estimate usage and adding to our cost?	Contractor is responsible for trash liners. They must be of adequate strength to prevent breakages, tears and cuts when accumulating and transporting trash. It is the Contractor's responsibility determine and estimate usage of supplies. The Contractor is advised to track their actual usage to report to the College usage, usage trend etc. Contractor's Quarterly Performance Report shall include usage of supplies

15	5		I'm not clear on the pricing sheet format. The solicitation calls for a specific number of cleaners for a specific schedule but the pricing sheet appears to be broken down a bit different.	The pricing should be itemized into hourly rates to include all personnel needed per location.
16	5		Does the Maryland living wage apply to this contract?	The Maryland living wage does not apply to this contract. The Proposers are advised to adhere to Federal, State and Local Government wage and employment requirements.
17	5		The supplies section on page 8 states that we're to remove all supplies & chemicals. Does that mean after each visit or will we be supplied with storage for our equipment and supplies?	Storage space is available for supplies, chemicals, and equipment. Proper storage of chemicals, supplies and equipment must be in accordance with OSHA standards, e.g. 4"air circulation between floor and items stored."
18	5		Is the incumbent (if there is one) a union vendor or is there a union labor requirement for this contract?	There is no union labor requirement for this contract.
19	5		What was the bid award the last time (per location) it was awarded?	See Response to Q. No. 1
20	5		Can you please provide clarification on hours and quantity of porters desired for the Skilled Trades Center?	Contractor's cleaning period is 9:00 AM – 9:00 PM. Scheduling is the Contractor's choice factoring in Labor and OSHA Laws for breaks and lunch.
21	5		Do we provide all PPE and disinfectant for COVID cleaning?	Contractor provides ALL PPE for their staff and

				disinfectants-chemicals for COVID-19 Cleaning.
22	5		Do we provide all supplies, chemicals, and equipment?	Contractor provides all cleaning chemicals, supplies and equipment for cleaning spaces with identified Centers.
23	5		Please clarify more about “as needed basis”. Does it mean like an on-call and not an everyday services?	The College’s on campus schedule per semester will dictate the Contractor(s) hours for this contract and can change at any time. The College does not guarantee any amount of work to any awarded vendor(s). However, the hours provided in the Solicitation demonstrates the cleaning requirement when the College is open and operating on-site at full capacity.
24	5		Any other man power requirement or we only provide the exact man power and time frame listed in the solicitation?	Proposers are to propose the exact man power that will be used to meet working hours listed in the solicitation.
25	5		In regards to staffing, does WTC need 1 worker from 9:00 am - 9:00pm, and STC needs 1 worker from 9:00 am - 9:00pm. So there is 1 each for each location?	Given the size and activity in those locations, 1 worker at each location is adequate. However, additional staff may be required in the future.
26	5		If we are MBE certified, do we have to subcontract out 15% to another MBE company?	Yes. MBE firms may self-perform and fulfill the MBE requirement.
27	5		Please provide the current pricing?	This information cannot be shared.
28	5		Please provide the current contract name?	See response to Q. No. 1
29	5		Is the \$245,000 the total price or of the contract for the year or for four plus years?	The contract maximum amount/value shall not exceed \$245,000, for the life of the Contract. The Contract value

				is not a guarantee of work/services required. Upon Board approval the contract value and term may be increased or extended.
30	5		Is there no service worker needed for the skilled trade center (all day)? What is the square footage of the carpeted areas?	There is a need for services, M-F, 9AM - 9:00 PM. Square Footage of Skilled Trade Center (STC) carpeted areas are not available at this time.
31	5		Are any building maintenance and/or custodial services employees members of a union?	Yes, positions within the College environmental services unit are members of a union.
32	5		Do you define "bi-weekly" as 26 times a year?	Biweekly is defined twice per month.
33	5		How do you define "Environmental Service Worker"?	For the purposes of this Solicitation: a person capable of performing cleaning tasks to APPA Standards, in uniform and required PPE.
34	5		The local MD company with whom we usually partner has recently applied for MBE certification. May we use this company in our proposal as our MBE choice? If so, what do we put for an MBE number as they have yet to receive a number?	Firms that are not certified, are to be complete and submit the affidavit.
35	5		What are the hours and personnel requirements for the Skilled Trade Center located in Camp Springs?	STC (Skilled Trades Center): Monday through Friday: One Service Worker on duty: 9:00am – 9:00pm Saturday: Schedule/Hours to be determined, at a later date.
36	5		What holidays will the centers need service?	The Centers will not require services on Holidays as

				defined in the College academic calendar available on the College website. Additionally, Centers are closed for One Week in March and Two Weeks in December for Winter Break.
37	5		Are windows expected to be cleaned inside and outside specifically the upper level floors?	No outside windows are to be cleaned under the base pricing. Cleaning windows and doors in entrance and office areas are required.
38	5		In order to estimate the paper product usage - Can you provide an estimated number of occupants and visitors that will be frequenting the facilities over the span of the contract?	Contractor/s must use their best professional estimating regarding occupants and visitors to the Centers.
39	5		Is a company allowed to bid as a prime for this RFQ and also be the MBE under the bid of another company?	Yes.
40	5		Do the required porters provide the daily, weekly, bi-weekly, monthly, and annual tasks as outlined? If not what hours is cleaning expected?	Contractor to perform tasks as outlined in the Solicitation. Scheduling, communications and coordination for special projects, e.g. floor stripping and finish applications, carpet shampooing and extraction, is required for best times to safely performed contract work.
41	5		Will the college provide the consumable supplies – toilet paper, hand towels, seat covers, hand soap, antibacterial products, feminine products, can liners, wax bags, etc.?	Contractor has responsibility to provide ALL consumable supplies except feminine products.

42	5		Is the working supervisor and QA services position 1 or 2 people?	The Proposer will need to include the recommended number of cleaning staff that will be staffed at any given location.
43	5		Pricing Sheet #5 – is the Saturday service another porter or cleaning of all buildings listed for ‘daily’ services?	At any given time, the College may require a combination of both porter and cleaning services are required for Saturday classes and/or labs.
44	5		Per page 8 of the RFP - Supplies – “Contractor remove from site all supplies and chemicals, to include empty disposables, used in the performance of their duties” Please explain this requirement	Contractor must remove trash, empty containers/bottles, daily after performing their duties into dumpsters outside of the Centers. Small storage space, inside, is available to store and secure chemicals, supplies and equipment. Chemicals, supplies and chemicals shall be disposed in accordance to OSHA requirements.
45	5		What is the Brand name of wall mounted Paper dispenser or type of paper that it dispenses?	The brand name of the wall mounted paper dispenser is Baywest & York. The paper that is dispensed is a jumbo roll.
46	5		What is the Brand name of wall mounted hand soap dispenser?	GOJO is the brand name of the wall mounted hand soap dispenser.
47	5		What type of toilet paper should be provided by us Jumbo or Regular. 1 ply or 2 ply?	Jumbo 2 Ply toilet paper
48	5		Are toilet seat cover and feminine disposable bags provided by PGCC?	The Contractor provides toilet seat covers. There is no requirement to the Contractor to provide feminine products.
49	5		Will there be a separate bid if the services are extended to Largo?	Ad Hoc services at the Largo, Campus may be required. Upon the need, the College

				shall request a quote. Hourly rates and fees proposed shall apply to services requested at the Largo campus.
50	5		What is the number of sinks, toilets and urinals for each restroom per facility?	Refer to the building Fixture Matrix attached to this Addendum.
51	5		How many glass doors, light fixtures and water fountains per facility?	Refer to the building Fixture Matrix attached to this Addendum.
52	5		How many tables and chairs in each lunch room and class rooms per facility?	Refer to the building Fixture Matrix attached to this Addendum.
53	5		Do you have a floor layout of the area to be cleaned for each facility?	A copy of Fire Evac Plan was included in the Solicitation on PGCC Procurement page, under a separate cover. The first floor of LLC is attached to this Addendum.
54	5		Is there a secure janitorial storage area at each facility?	Yes, there is a secure janitorial storage area at each facility. The storage spaces must be considered with respect to the type of chemicals and supplies that can be stored in the provided spaces and in accordance with OSHA Guidelines for chemicals and supplies.
55	5		Will there be a walk-thru of the facilities?	Due to COVID-19 campus restrictions a walk-thru of the facilities will not be done for this Solicitation.
56	5		Could I please have the estimate for the total cleanable square footage for Prince George's Community College Solicitation #21-07 BUILDING MAINTENANCE AND CUSTODIAL SERVICES	Cleanable Square Feet; Laurel College Center = 39,129 Net Assignable Square Feet (NASF); Westphalia Training Center = 20,343 NASF and Skilled Trade Center = 5,397 NASF TOTAL (+/-) 64,869 NASF

57	5		<p>Will the awarded vendor be given access to a closet to store equipment/supplies? Additionally, where will the paper products be stored for inventory management?</p>	<p>Awarded Contractor will have access to Extension Centers and closets within Centers to store and secure chemicals, supplies and small equipment.</p>
58	5		<p>In the RFQ under Additional Standards it states "Contractor shall only use College approved products to sanitize and disinfect frequently high touched surfaces; to include by not limited to, counter tops, door handles & bars, restrooms, etc." Are the College approved products on the CDC approved products list and comparable in cost to CDC approved products?</p>	<p>Contractor's list of chemicals, products to clean and disinfect frequently high touched surfaces must be EPA and/or Green Sealed Approved Products. If contractor recommends different products, they must be done in writing, accompany by applicable Material Safety Data Sheet(s), to College's Enviro Svcs Manager, Facilities, for approval. Contractor will maintain applicable Safety, Labor Posters, Policies, Standing Operating Procedures, including MSDS for all chemicals used in Extension Centers.</p>
59	5		<p>Are you going to provide what level of APPA standard cleaning you want your facility cleaned too? Typically, facility managers state the level of cleaning required. It's not specified in your scope of work. As you are aware, level one through level five of APPA cleaning standards require different levels of labor and productivity, thus increasing or decreasing potential costs.</p>	<p>Contractor must strive to obtain the highest level of cleaning in accordance with APPA Guidelines; "Level One, Orderly Spotlessness," is the College's preference.</p> <p>Moreover, Level 2 and 3, Ordinary Tidiness and Casual Inattention, are known to occur.</p> <p>Daily Quality Assurance Inspections (QA) and Accountability measures will ensure the highest levels of cleaning are obtained and sustained.</p>

			Will you be requiring inspections to be done for APPA inspection standards?	Levels 4 and 5, Moderate Dinginess and Unkempt Neglect, are not acceptable options.
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Figure 2.4
Laurel College Center
First Floor
 Scale: 1" = 16'



