



ADDENDUM # 1
IFB #11-16 – PROFESSIONAL CUSTODIAL
SERVICES

MAY 20, 2016

The City of Hopewell has received and reviewed the below questions/requests related to IFB #11-16 – Professional Custodial Services and offers the following responses as Addendum #1. Please acknowledge receipt of this addendum by signing and including the **last page** as part of your bid response.

1. Change to Bid Security Section XIV page 11 and Section M page 17, first sentence:

All bids shall be accompanied by a bid guarantee of not less than five percent of the amount of the bid, and may be a certified check or a cashier's check, or a bid bond made payable to the City.

2. Change to phone number for Contract Administrator for City Buildings Bryon Beasley on page 12:

Please call 804-541-**2295** to request a site visit for the City Buildings.

3. Change to phone number for Contract Administrator for Social Services Patrice Call on page 18:

Please call 804-541-2330 ext. **3016** to request a site visit for the Social Services Building.

4. Clarification of Bid Price quote for each area:

The Bid Price for each area should be quoted as a monthly price. The bid award will be based on the "4 days per week" Bid Price not the Alternative Bid Price.

5. Can you provide me the last award amount for Solicitation IFB-S000-11-16-1?

Answer: The prior award amount for Professional Custodial Services was \$14,000.00 per month for IFB #05-11, the prior Invitation for Bid that was issued in 2011.

This amount included the City Buildings for \$8,502.33, the Social Services Center for \$2,100.00, the Visitor Center for \$450.00, the Health Department Building for \$975.00 and HRWTF for \$1972.67.

6. **Who is the incumbent contractor and how long have they been providing their services?**

Answer: The current contractor is Professional Maintenance Company, Inc. and they have been providing their services since July 2003.

7. **What is the current contracted monthly price and yearly price?**

Answer: This Addendum includes Professional Maintenance Company's monthly bid price quotes from IFB #05-11 for the three areas currently being serviced. The current yearly price is \$150,899.96.

8. **Can you provide us with the bid tab sheet form the last bid opening?**

Answer: This Addendum includes the Bid Evaluation Sheet for IFB #05-11.

9. **Is it possible to get the current supply usages from the current contractor?**

Answer: No, it is not possible to get the current supply usages. The City orders the paper products (toilet tissue, paper towels), trash bags, and soap. The contractor is not responsible for supplying these items.

10. **Is the scope/size of this bid identical with the current contract? Have there been any changes from the previously awarded contract to current request for bid?**

Answer: The scope/size of this bid is identical with the current contract. There have been changes to the current contract which is incorporated in IFB #11-16. There are only three (3) areas included in the current contract and in this IFB. The prior IFB #05-11 included the Visitor Center and the Health Department. These areas are no longer included in the current contract.

11. Are there any significant changes from the last bid?

Answer: Yes, the Visitor Center and Health Department buildings are not included in this bid. There is an Alternative Bid Price added to see how much five (5) days per week will cost in comparison to the standard four (4) days per week. Also, a bid guarantee is required for all bids submitted, not just for bids over \$10,000.

12. What are the criteria for awarding the contract?

Answer: The award will be made to the lowest responsive and responsible bidder. A responsive bidder means a person who has submitted a bid that conforms in all material respects to the Invitation for Bid. A responsible bidder means a person who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability that will assure good faith performance.

13. Can you provide Cleanable size of SF for city buildings?

Answer: The approximate square footage of the cleaning area in each facility is provided on page 10 and on page 22 of the IFB.

14. Can you please tell me the current contract amount for IFB11-16, Custodial Services? Are the services, days, and terms the same as the current contract?

Answer: Please see the answer for question #7. Yes, the services, days, and terms are the same as the current contract.

15. Who is the current contractor?

Answer: Please see the answer for question #6.

16. How long have they had the contract?

Answer: Please see the answer for question #6.

17. What is the current contract cost?

Answer: Please see the answer for question #7.

18. Is the client satisfied with the contractor performance?

Answer: Yes.

19. What is the buildings square footage?

Answer: Please see the answer for question #13.

20. Who is the current contractor?

Answer: Please see the answer for question #6.

21. What is the contract pricing?

Answer: Please see the answer for question #7.

22. How many is currently staffed on this contract?

Answer: Professional Maintenance Company, Inc. is the only company providing custodial services under this contract.

23. Does the current contract have a performance Bond and Bid Bond and why are you requiring both types of bonds?

Answer: Yes, the current contract includes the requirement for the bidder to submit a Bid Bond or other type of Bid Security and for the awarded bidder to submit a Performance Bond. Please see the explanation for Bid Security, Section XIV on page 11 of this Invitation for Bid. The City requires the awarded bidder to furnish a Performance Bond as security for the faithful performance of all terms and conditions of the contract and to protect the City from all damages or claims resulting from, or in connection with, the performance of the contract.

24. Do you know having such bonding will increase the contract pricing?

Answer: Yes, the City is aware that the contract price may increase due to these bond requirements.

25. Are you satisfied with the current contractor services?

Answer: Yes.

26. In reference to requisition of a Certified Executive Housekeeper: Will a submitted bid be recognized if you find that a contractor who is not currently certified, but is in the process of obtaining the said certificate?

Answer: All bids submitted for this Invitation for Bid must provide proof that the contractor has a Certified Executive Housekeeper on staff or that the contractor is in the process of obtaining the Certified Executive Housekeeper certification. According to Section XV. Certified Executive Housekeeper on page 11 of the IFB, the contractor shall submit all certification copies five (5) days after the award of contract. If the Certified Executive Housekeeper certification is not available by that time frame, then the award will be void and the City will have to award to the next lowest responsive and responsible bidder.

27. The Mandatory Pre-Bid Conference Sign-In Sheets are included in this Addendum.

XVI. Certified Executive Housekeeper: The contractor shall maintain on staff a Certified Executive Housekeeper dedicated to staffing, scheduling and managing the City facilities. The project manager's resume shall indicate that the following minimum requirements have been met:

- A. Have successfully completed a publicly offered housekeeper's course certifying the individual or individuals as a Certified Executive Housekeeper.
- B. Within five days after the awards of contract, the Contractor shall submit to the City all certification copies of the formal training programs considered comparable to the above state curriculums.

XVII. The following are grounds for termination of contract:

- A. Unsatisfactory performance as determined by the Contract Administrator based on contract specifications and his experience and knowledge from administrating this contract.
- B. Contractor's failure to timely respond to complaints and/or inquiries from the Contract Administrator. We expect the contractor to return pages, and/or telephone calls from the Contract Administrator within two hours. Routine complaints shall be started and completed with in 24 hours after the Contractor is notified. Emergency situations shall be resolved as soon as possible.

The Contract Administrator is the sole contact for this contract. All questions and concerns must be submitted to the Contract Administrator.

Contract Administrator for City Buildings: Kenny Mitchell 804-541-2229 or 804-541-2295

City Buildings Bid Price \$ 8,502.33

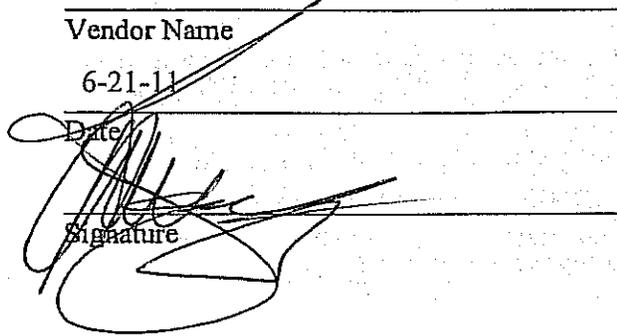
Professional Maintenance Co., Inc.

Vendor Name

6-21-11

Date

Signature



2. Contractor's failure to timely respond to complaints and/or inquiries from the Contract Administrator. We expect the contractor to return pages, and/or telephone calls from the Contract Administrator within two hours. Routine complaints shall be started and completed with in 24 hours after the Contractor is notified. Emergency situations shall be resolved as soon as possible.

The Contract Administrator is the sole contact for this contract. All questions and concerns must be submitted to the Contract Administrator.

Contract Administrator for Social Services/CSA Building: Patrice Call 804-541-2330 ext. 3024

Social Services Center Bid Price \$ 2,100.00

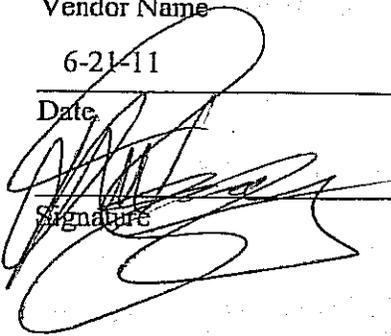
Professional Maintenance Co., Inc.

Vendor Name

6-21-11

Date

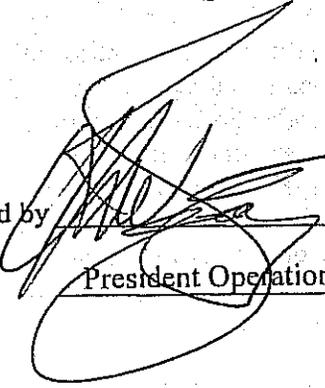
Signature



CUSTODIAL SERVICES
BID PAGE

Name of Firm Professional Maintenance Co., Inc.
Address: PO Box 219, 6550 Redwood Lane
Prince George, VA 23875
Telephone # 804-861-4898
Contact A. Wayne Jennings

Regular Services	\$ <u>1,741.00</u>	<u>/month</u>
Strip/Finish Floors	\$ <u>200.00</u>	<u>/month</u>
Clean Windows	\$ <u>380.00</u>	<u>/year</u>

Signed by 
Title President Operations

Please Print

Business Name and EMAIL

Representative Name and Title

Mailing Address

Time

Royalty RDC Svc, Corp
royalty services @ relay.com

EARL Martin L President

12602 GREEN GARDEN TER Chesapeake Va 9:55

Rock Solid Janitorial Inc
call the rock @ rocksolidjanitorial.com

Angela Blue, Director of Operations
2705 W. Mercury Blvd, Hampton VA 9:55

Goodwill

Mandy Morrison - operations manager
23666

Mandy.morrison@goodwillvirginia.org

6301 Midlothian Turnpike Richmond VA 9:55
23225

~~Allan DAVIS~~ ^{vice} President
adavis@gbmweb.com

GENERAL Building Maintenance Inc
adavis@gbmweb.com

Allan DAVIS vice president (202) 823-0892
3838 Presidential Pkwy Atlanta GA 30340

Please Print
Business Name and EMAIL

Representative Name and Title
Mailing Address

Time

Jani-King of Richmond

Steve Gallo, Regional Director

9:55A

gallo@janikingrich.com

9701-A Metropolitan Ct. Richmond Va

23236

J Davis @ Peninsula Cleaning Service
PENINSULA CLEANING SERVICE

JOHN DAVIS JR NEWPORT NEWS
12610 PATRICIA HWY DR 23602

9:56A

CS Diamond Enterprises

Pandra Cross, president

9:50A

silvercross912@yahoo.com

P.O. BOX 1444, MADISON VA 23860

PMC

WAYNE JENNINGS

9:58

Herdi o professional MAINTENANCE, NET P.O. BOX 219

PRINCE GEO. VA. 23815

K Charles Building MAINTENANCE

Kathy Charles KATHY.BCHARLES@GMAIL.COM

*IFB #11-16 – Professional Custodial Services – Addendum #1
City of Hopewell, Virginia
May 20, 2016*

Please sign and include this form as part of your bid response to verify receipt of Addendum # 1.



April L. Cone,
Purchasing Officer

Signature of Receipt of Addendum # 1

Date

Company Name