



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-20-681
ADDENDUM NO. 1
REQUEST FOR QUOTATION

CARPET CLEANING SERVICES FOR WASHINGTON COUNTY

DATE: Wednesday, February 19, 2020 QUOTES DUE: Wednesday, February 26, 2020
3:00 P.M. (EDT/EST)

To Bidders:

This Addendum is hereby made a part of the Request for Quotation (RFQ) Documents on which all quotations will be based and is issued to correct and/or clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of three (3) pages.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their bid and/or to attend the Pre-Bid Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items form the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type – including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.: Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: *Inquiry:* Are we able to perform work after hours Monday through Thursday evening?

Response: Refer to the Request for Quotation document, Scope of Work/Specifications, Pages 8 through 11.

ITEM NO. 2: *Inquiry:* What is the amount of the previous contract for carpet cleaning for all the buildings listed in Q-20-681 on pages 8-12?

Response: The awarded contract amount is \$15,029.00 annually.

ITEM NO. 3: Inquiry: Is the contractor responsible for vacuuming the carpets before cleaning the carpets?

Response: No.

ITEM NO. 4: Inquiry: Does Washington County have a different wage requirement other than what's required by the State of Maryland? If so, what is that wage?

Response: No, Washington County does not have different wage requirements.

ITEM NO. 5: Inquiry: Who is current vendor providing these services to the County?

Response: Corporate Care of Beltsville, MD is the current vendor.

ITEM NO. 6: Inquiry: What is current annual pricing for each site?

Response: See Attachment "A" to this Addendum.

ITEM NO. 7: Inquiry: Why isn't current contract being renewed?

Response: The current contractor has decided to not renew the contract.

ITEM NO. 8: Inquiry: What was the dollar amount of the last contract that was awarded?

Response: The awarded contract amount is \$15,029.00 annually.

ITEM NO. 9: Inquiry: Was Corporate Care the last vendor you used? Are you able to share what cleaning methods they used and/or why the contract was terminated?

Response: Part 1 of Item No. 9 herein: Yes, Corporate Care was the last vendor for this service.

Part 2 of Item No. 9 herein: Refer to the Request for Quotation document, Scope of Work/Specifications, page 12, Letter D. Cleaning Method.

Part 3 of Item No. 9 herein: The current contractor decided to not renew the contract.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

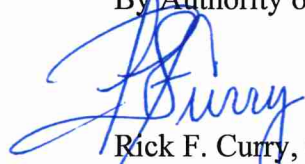
ITEM NO. 10: Inquiry: If Washington County calls and says we need a cleaning in a week, but we are booked for 2-3 weeks, are you flexible and able to wait that long?

Response: Adequate notification will be given by Washington County when additional work is required.

ITEM NO. 11: Inquiry: The last vendor did their cleanings on the weekends. Are we able to clean after hours Monday through Friday?

Response: See Item No. 1 of this Addendum.

By Authority of:


Rick F. Curry, CPPO
Director of Purchasing

Quote Tabulation
Q-18-651 Carpet Cleaning Services

Attachment A

Location	Pegasus Cleaning Corporation Richmond, VA	Sparkle Cleaning, Inc. Fairfax, VA	Corporate Care Beltsville, MD	D&D Busy Broom, Inc. DBA BBI Williamsport, MD
A. OCTOBER				
1. Washington County Administration Complex	\$1,420.72	\$1,350.00	\$2,475.00	\$2,255.00
2. Washington County Administrative Annex	\$355.12	\$432.00	\$594.00	\$645.00
3. Washington County Office Building	\$589.46	\$644.00	\$1,012.00	\$900.00
4. Washington County Court House	\$281.12	\$378.00	\$462.00	\$540.00
5. Washington County Court House Annex	\$361.29	\$440.00	\$605.00	\$680.00
6. Washington County Agricultural Education Center	-	-	-	-
a. Rural Heritage Museum	\$260.81	\$182.25	\$313.00	\$325.00
b. University of Maryland Extension Service Office	\$72.72	\$182.25	\$132.00	\$215.00
7. Washington County Black Rock Golf Course – Club House	\$352.56	\$500.00	\$275.00	\$375.00
8. Washington County Division of Emergency Services – 911 Center	\$197.86	\$256.50	\$313.00	\$460.00
9. Washington County Division of Environmental Management – Solid Waste Department	\$96.11	\$240.00	\$132.00	\$250.00
10. Washington County Division of Environmental Management - Water Quality Admin. Bldg.	\$176.28	\$500.00	\$275.00	\$375.00

* Corrected calculations based on written Location pricing

Quote Tabulation
Q-18-651 Carpet Cleaning Services

Location	Pegasus Cleaning Corporation Richmond, VA	Sparkle Cleaning, Inc. Fairfax, VA	Corporate Care Beltsville, MD	D&D Busy Broom, Inc. DBA BBI Williamsport, MD
11. Washington County Sheriff's Department – Patrol Facility	-	-	-	-
a. Communications / Records Areas	No October Service			
b. General Office Areas	No October Service			
12. Clear Spring Library	\$253.36	\$247.50	\$302.00	\$375.00
13. Boonsboro Library	\$191.69	\$337.50	\$412.00	\$480.00
14. Smithsburg Library	\$176.28	\$500.00	\$275.00	\$350.00
OCTOBER Sub-Total Price for All Locations (1 – 14, excluding Location 11)	\$4,785.38 *	\$6,190.00	\$7,577.00	\$8,225.00
B. March				
1. Washington County Administration Complex	\$1,420.72	\$1,350.00	\$2,475.00	\$2,255.00
2. Washington County Administrative Annex	\$355.12	\$432.00	\$594.00	\$645.00
3. Washington County Office Building	\$589.46	\$644.00	\$1,012.00	\$900.00
4. Washington County Court House	\$281.12	\$378.00	\$462.00	\$540.00
5. Washington County Court House Annex	\$361.29	\$440.00	\$605.00	\$680.00
6. Washington County Agricultural Education Center	-	-	-	-
a. Rural Heritage Museum	\$262.31	\$182.25	\$313.00	\$325.00
b. University of Maryland Extension Service Office	\$72.72	\$182.25	\$132.00	\$215.00

* Corrected calculations based on written Location pricing

Quote Tabulation
Q-18-651 Carpet Cleaning Services

Location	Pegasus Cleaning Corporation Richmond, VA	Sparkle Cleaning, Inc. Fairfax, VA	Corporate Care Beltsville, MD	D&D Busy Broom, Inc. DBA BBI Williamsport, MD
7. Washington County Black Rock Golf Course – Club House	No March Service			
8. Washington County Division of Emergency Services – 911 Center	\$196.86	\$256.50	\$313.00	\$460.00
9. Washington County Division of Environmental Management – Solid Waste Department	\$96.11	\$240.00	\$132.00	\$250.00
10. Washington County Division of Environmental Management - Water Quality Admin. Bldg.	\$176.28	\$500.00	\$275.00	\$375.00
11. Washington County Sheriff's Department – Patrol Facility	-	-	-	-
a. Communications / Records Areas	\$28.65	\$60.00	\$75.00	\$210.00
b. General Office Areas	\$59.10	\$60.00	\$75.00	\$210.00
12. Clear Spring Library	\$253.36	\$247.50	\$302.00	\$375.00
13. Boonsboro Library	\$191.69	\$337.50	\$412.00	\$480.00
14. Smithsburg Library	\$176.28	\$500.00	\$275.00	\$350.00
MARCH Sub-Total Price for All Locations (1 – 14, excluding Location 7)	\$4,521.07	\$5,810.00	\$7,452.00	\$8,270.00
TOTAL QUOTATION FOR ALL LOCATIONS (Sum of Above Sub-Totals for October and March)	\$9,306.45 *	\$12,000.00	\$15,029.00	\$16,495.00

* Corrected calculations based on written Location pricing

Quote Tabulation
Q-18-651 Carpet Cleaning Services

Location	Pegasus Cleaning Corporation Richmond, VA	Sparkle Cleaning, Inc. Fairfax, VA	Corporate Care Beltsville, MD	D&D Busy Broom, Inc. DBA BBI Williamsport, MD	
C. ADDITIONAL CARPET CLEANING SERVICES ON AN AS-NEEDED BASIS: (Per Square Foot)					
Bidders must provide the following unit pricing, but it will be at the County's option to utilize these services if required:					
1.	Additional Carpet Cleaning, Any/All Residential areas up to 5,000 square feet - Per Square Foot	\$0.21	\$0.20	\$0.08	\$0.25
2.	Additional Carpet Cleaning, Any/All Commercial Areas up to 5,000 square feet – Per Square Foot	\$0.21	\$0.20	\$0.075	\$0.25
3.	Additional Carpet Cleaning, Any/All Commercial Areas from 5,001 up to 10,000 square feet - Per Square Foot	\$0.08	\$0.15	\$0.07	\$0.10
4.	Additional Carpet Cleaning, Any/All Commercial Areas from 10,001 up to 15,000 square feet - Per Square Foot	\$0.07	\$0.15	\$0.06	\$0.09
5.	Additional Carpet Cleaning, Any/All Commercial Areas from 15,001 up to 20,000 square feet - Per Square Foot	\$0.065	\$0.10	\$0.06	\$0.09
6.	Additional Carpet Cleaning, Any/All Commercial Areas from 20,001 up to 25,000 square feet - Per Square Foot	\$0.065	\$0.10	\$0.055	\$0.09
7.	Additional Carpet Cleaning, Any/All Commercial Areas from 25,001 up to 35,000 square feet - Per Square Foot	\$0.065	\$0.06	\$0.055	\$0.09
8.	Additional Carpet Cleaning, Any/All Commercial Areas from 35,001 up to 45,000 square feet - Per Square Foot	\$0.06	\$0.06	\$0.05	\$0.09

* Corrected calculations based on written Location pricing

Quote Tabulation
Q-18-651 Carpet Cleaning Services

Location	Servtec Custodial, Inc. Hagerstown, MD	Cintas Corporation Baltimore, MD	Family First Smyrna, DE	P2 Cleaning Services Laurel, MD
A. OCTOBER				
1. Washington County Administration Complex	\$3,150.00	\$3,600.00	\$4,500.00	\$5,400.00
2. Washington County Administrative Annex	\$756.00	\$864.00	\$1,080.00	\$1,296.00
3. Washington County Office Building	\$1,288.00	\$1,472.00	\$1,840.00	\$2,208.00
4. Washington County Court House	\$588.00	\$672.00	\$840.00	\$1,200.00
5. Washington County Court House Annex	\$770.00	\$880.00	\$1,100.00	\$1,320.00
6. Washington County Agricultural Education Center	-	-	-	-
a. Rural Heritage Museum	\$400.00	\$324.00	\$810.00	\$972.00
b. University of Maryland Extension Service Office	\$400.00	\$324.00	\$0.00	\$810.00
7. Washington County Black Rock Golf Course – Club House	\$400.00	\$400.00	\$500.00	\$600.00
8. Washington County Division of Emergency Services – 911 Center	\$400.00	\$456.00	\$570.00	\$784.00
9. Washington County Division of Environmental Management – Solid Waste Department	\$400.00	\$192.00	\$240.00	\$390.00
10. Washington County Division of Environmental Management - Water Quality Admin. Bldg.	\$400.00	\$400.00	\$500.00	\$650.00

* Corrected calculations based on written Location pricing

Quote Tabulation
Q-18-651 Carpet Cleaning Services

Location	Servtec Custodial, Inc. Hagerstown, MD	Cintas Corporation Baltimore, MD	Family First Smyrna, DE	P2 Cleaning Services Laurel, MD
11. Washington County Sheriff's Department – Patrol Facility	-	-	-	
a. Communications / Records Areas	No October Service			
b. General Office Areas	No October Service			
12. Clear Spring Library	\$400.00	\$440.00	\$550.00	\$690.00
13. Boonsboro Library	\$400.00	\$600.00	\$750.00	\$900.00
14. Smithsburg Library	\$400.00	\$400.00	\$500.00	\$650.00
OCTOBER Sub-Total Price for All Locations (1 – 14, excluding Location 11)	\$10,152.00	\$11,024.00	\$13,780.00	\$17,870.00
B. March				
1. Washington County Administration Complex	\$3,000.00	\$3,600.00	\$4,500.00	\$5,400.00
2. Washington County Administrative Annex	\$750.00	\$864.00	\$1,080.00	\$1,296.00
3. Washington County Office Building	\$1,250.00	\$1,472.00	\$1,840.00	\$2,208.00
4. Washington County Court House	\$550.00	\$672.00	\$840.00	\$1,200.00
5. Washington County Court House Annex	\$750.00	\$880.00	\$1,100.00	\$1,320.00
6. Washington County Agricultural Education Center	-	-	-	-
a. Rural Heritage Museum	\$350.00	\$324.00	\$810.00	\$972.00
b. University of Maryland Extension Service Office	\$350.00	\$324.00	\$0.00	\$810.00

* Corrected calculations based on written Location pricing

Quote Tabulation
Q-18-651 Carpet Cleaning Services

Location	Servtec Custodial, Inc. Hagerstown, MD	Cintas Corporation Baltimore, MD	Family First Smyrna, DE	P2 Cleaning Services Laurel, MD
7. Washington County Black Rock Golf Course – Club House	No March Service			
8. Washington County Division of Emergency Services – 911 Center	\$400.00	\$456.00	\$570.00	\$784.00
9. Washington County Division of Environmental Management – Solid Waste Department	\$350.00	\$192.00	\$240.00	\$390.00
10. Washington County Division of Environmental Management - Water Quality Admin. Bldg.	\$400.00	\$400.00	\$500.00	\$650.00
11. Washington County Sheriff's Department – Patrol Facility	-	-	-	-
a. Communications / Records Areas	\$400.00	\$48.00	\$120.00	\$250.00
b. General Office Areas	\$350.00	\$48.00	\$0.00	\$250.00
12. Clear Spring Library	\$400.00	\$440.00	\$550.00	\$690.00
13. Boonsboro Library	\$400.00	\$600.00	\$750.00	\$900.00
14. Smithsburg Library	\$350.00	\$400.00	\$500.00	\$650.00
MARCH Sub-Total Price for All Locations (1 – 14, excluding Location 7)	\$10,050.00	\$10,720.00	\$13,400.00	\$17,770.00
TOTAL QUOTATION FOR ALL LOCATIONS (Sum of Above Sub-Totals for October and March)	\$20,202.00	\$21,744.00	\$27,180.00 *	\$35,640.00

* Corrected calculations based on written Location pricing

Quote Tabulation
Q-18-651 Carpet Cleaning Services

Location	Servtec Custodial, Inc. Hagerstown, MD	Cintas Corporation Baltimore, MD	Family First Smyrna, DE	P2 Cleaning Services Laurel, MD	
C. ADDITIONAL CARPET CLEANING SERVICES ON AN AS-NEEDED BASIS: (Per Square Foot)					
Bidders must provide the following unit pricing, but it will be at the County's option to utilize these services if required:					
1.	Additional Carpet Cleaning, Any/All Residential areas up to 5,000 square feet - Per Square Foot	\$0.25	\$0.08	\$0.20	\$0.18
2.	Additional Carpet Cleaning, Any/All Commercial Areas up to 5,000 square feet – Per Square Foot	\$0.25	\$0.08	\$0.10	\$0.18
3.	Additional Carpet Cleaning, Any/All Commercial Areas from 5,001 up to 10,000 square feet - Per Square Foot	\$0.11	\$0.08	\$0.10	\$0.18
4.	Additional Carpet Cleaning, Any/All Commercial Areas from 10,001 up to 15,000 square feet - Per Square Foot	\$0.08	\$0.08	\$0.10	\$0.18
5.	Additional Carpet Cleaning, Any/All Commercial Areas from 15,001 up to 20,000 square feet - Per Square Foot	\$0.08	\$0.08	\$0.10	\$0.18
6.	Additional Carpet Cleaning, Any/All Commercial Areas from 20,001 up to 25,000 square feet - Per Square Foot	\$0.08	\$0.08	\$0.10	\$0.18
7.	Additional Carpet Cleaning, Any/All Commercial Areas from 25,001 up to 35,000 square feet - Per Square Foot	\$0.08	\$0.08	\$0.10	\$0.18
8.	Additional Carpet Cleaning, Any/All Commercial Areas from 35,001 up to 45,000 square feet - Per Square Foot	\$0.08	\$0.08	\$0.10	\$0.18

* Corrected calculations based on written Location pricing