



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1611
ADDENDUM NO. 2
INVITATION TO BID

JANITORIAL SERVICES FOR WASHINGTON COUNTY OFFICE BUILDINGS

DATE: Thursday, April 13, 2023

BIDS DUE: Wednesday, April 26, 2023
2:00 P.M. (EDT/EST)

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of seven (7) 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. The general public will be subject to wand search and will be required to remove any unauthorized items from 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: Who is the current contractor?

Response: Beck and Call of Laurel, MD is the incumbent for the current contract.

ITEM NO. 2: Inquiry: What is the current contract amount?

Response: Janitorial Services was awarded by the Board of County Commissioners for the amount of \$249,206.15 on June 12, 2018.

ITEM NO. 3: Inquiry: Is there a bond requirement?

Response: There are no bond requirements associated with this contract.

ITEM NO. 4: Inquiry: Will the contractor's employees be required to pass a background check?

Response: Refer to the bid document, Page 19, Supplemental Terms and Conditions, Item No. 12 Security, Letter d. A criminal background check shall be required for all Contractors' employees. The Contractor shall provide.....No employee of the Contractor shall be allowed to start work without an approved background check. The County will be responsible for associated cost of the background checks.

ITEM NO. 5: Inquiry: Will the contractor's employees be required to wear a uniform/badge?

Response: Refer to the bid document, Page 18, Supplemental Terms and Conditions, Item No. 12 Security, Letter a. For security purposes, all Contractor personnel shall wear a photo ID badge in plain sight and above the waist when on County property.

ITEM NO. 6: Inquiry: Square Footage for each location?

Response: Refer to the bid document, Pages 33 - 35, Building Information for the square footage for each location.

ITEM NO. 7: Inquiry: What is the last contract price?

Response: See Item No. 2 to this Addendum.

ITEM NO. 8: Inquiry: Can you please provide per building the SF that will need Strip/Wax and Buff Hard Floors

Response: Vinyl Composition Tile square footage per building:
County Administration Building- 4205 ft²
Court House Annex- 1745 ft²
County Court House-580 ft²
County Administrative Annex-620 ft²
County Office Building-13265 ft²
Extension Service Office Building/Rural Heritage Museum Office-1765 ft²

All dimensions are approximate. Each Bidder submitting a proposal for this work shall first examine the sites, verify any dimensions pertinent to the work, and thoroughly satisfy himself/herself to the conditions under which he/she will operate or that will in any manner affect any work under his/her Contract.

ITEM NO. 9: Inquiry: Can you please provide per building the measures of the windows?

Response: Square footage of glass per building:

County Administration Building-1st floor-4085 ft² Remaining glass-6080 ft²
Court House Annex-1st floor-795 ft² Remaining glass-1400 ft²
County Court House-1st floor-885 ft² Remaining glass-1610 ft²
County Administrative Annex-1st floor-1765 ft²
County Office Building-1st floor-44 ft² Remaining glass-410 ft²
Extension Service Office Building/Rural Heritage Museum Office-1st floor-605 ft²

All dimensions are approximate. Each Bidder submitting a proposal for this work shall first examine the sites, verify any dimensions pertinent to the work, and thoroughly satisfy himself/herself to the conditions under which he/she will operate or that will in any manner affect any work under his/her Contract.

ITEM NO. 10: Inquiry: Who is the current contractor providing these services to the County?

Response: See Item No. 1 to this Addendum.

ITEM NO. 11: Inquiry: What is the current annual contract value/price?

Response: See Item No. 2 to this Addendum.

ITEM NO. 12: Inquiry: Can you please confirm that bid and performance bonds ARE NOT required?

Response: See Item No. 3 to this Addendum.

ITEM NO. 13: Inquiry: Is this ITB/scope different from the ITB/scope for the current contract?

Response: Refer to the bid document, PUR-1611, Pages 20 through 27, Specifications, Items Nos. 1 through 18 Scope of Work.

ITEM NO. 14: Inquiry: The ITB states that the prebid conference is on Wednesday, April 5th, but the website notice lists the date as April 6th. Can you please confirm which is correct?

Response: All references on the Washington County website made to the Pre-Bid Conference/Teleconference shall be **CHANGED** to read as follows: **Wednesday, April 5, 2023 at 10:30 A.M. (EDT/EST).**

ITEM NO. 15: Inquiry: Is there a cutoff date for additional questions?

Response: Refer to the bid document, Page 17, Supplemental Terms and Conditions, Item No. 6 Interpretations, Discrepancies, Omissions.

ITEM NO. 16: Inquiry: Who is the current contractor?

Response: See Item No. 1 to this Addendum.

ITEM NO. 17: Inquiry: What is the current contract price for each lot/building?

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

Response: Refer to the Washington County website, Purchasing Department, Archived Bid Invitations 2018, PUR-1380, Bid Tab, <https://www.washco-md.net/wp-content/uploads/purch-pur-1380-bidtab.pdf>

ITEM NO. 18: Inquiry: What is the current monthly price for each lot/building?

Response: See response to Item No. 17 to this addendum.

ITEM NO. 19: Inquiry: Is the current contractor under Option 1 or Option 2 services?

Response: The current contract was awarded under Option No. 1.

ITEM NO. 20: Inquiry: Which wage rate does the County require contractor to comply? Maryland minimum wage? Maryland Living Wage Tier 1 or Tier 2? or any specific region wage rate? Please kindly clarify which one.

Response: Refer to the bid document, Page 17, Supplemental Terms and Conditions, Item No. 7, Legal Requirements.

ITEM NO. 21: Inquiry: Does MD earned sick and safe leave law apply to the Hagerstown area or if there's a specific local sick leave law?

Response: No.

ITEM NO. 22: Inquiry: Is this contract currently under Union? If yes, please provide a copy of CBA.

Response: The current contract is not under a union contract.

ITEM NO. 23: Inquiry: If this contract doesn't have a CBA in place, does the County know of any union activity or if the Union has tried to organize the employees?

Response: No.

ITEM NO. 24: Inquiry: Please clarify and confirm Option 1 and Option 2 supervision:

- a. Option 1: requires 1 supervisor for all 8 buildings.
- b. Option 2: a supervisor/lead for each building (except no supervision for Administrative Annex, and County Extension Service Office)

Response: If the contractor is awarded more than one (1) location, the same supervisor may manage all locations that they have been awarded regardless of if its Option 1 or Option 2.

ITEM NO. 25: Inquiry: Does contractor responsible to provide hand sanitizer in each building?

Response: No.

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

ITEM NO. 26: *Inquiry:* Is there electronic hand sanitizer inside each building? If yes, how many? And if the contractor also responsible to replace the battery?

Response: No, there are no electric hand sanitizers.

ITEM NO. 27: *Inquiry:* Pages 36 and 37 have 2 different list of Holidays, please clarify if contractor needs to provide services on Holidays on which building?

Response: Page No. 36 of the bid document lists the holiday schedule for all Washington County Government locations (1 through 6 and location No. 8)
Page No. 37 of the bid document lists the Washington County Health Departments holiday schedule, for location No. 7.

ITEM NO. 28: *Inquiry:* Does all building require services M-F only (no weekend services)?

Response: Refer to the bid document, Page 20, Specifications, Scope of Work, Item No. 1, Letter b.

ITEM NO. 29: *Inquiry:* Page 21. Ex: Administrative Annex Building, 1 janitor @ 26hr/week. Does this employee work 5.2hrs per day?

Response: Refer to the bid document, Page 21, Specifications, Item No. 2, Work Force, letter b. The hours listed per location is the minimum number of hours required for the cleaning at each location; hours should be assigned adequately by the awarded vendor to ensure that services are being provided in accordance with the specification referenced in this solicitation.

ITEM NO. 30: *Inquiry:* Is this contract Time and Material contract which contractor must comply to specific number of hours required per day or is this Performance Based Contract?

Response: This is a service contract based on unit pricing.

ITEM NO. 31: *Inquiry:* Page 21. Ex: Administrative Annex Building, is it 20 hours per week or 26 hrs. per week?

Response: Refer to the bid document, Page 21, Specifications, Work Force, Item b3, Administrative Annex Building, CHANGE the hours to read as follows: One (1) Janitor **twenty-six (26)** hours per week.

ITEM NO. 32: *Inquiry:* For the Option 2 pricing, can the supervisor be one of the required employees in each building listed on page 21 and 22 of the solicitation? For ex: County Administration complex requires 4 janitors. Can one of these employees be the supervisor/leader?

Response: Yes.

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ITEM NO. 33: *Inquiry:* Since Division of Emergency Services building, WIC location, and Sheriff Department only has 1 staff per day, under Option 2 pricing, can that 1 staff be the leader and supervises his/herself, or do we need to have 1 separate supervisor?

Response: Yes, the staff member for this location can be the leader and supervise his or herself.

ITEM NO. 34: *Inquiry:* Page 19, Section 13.d. Annual Window Cleaning: Administration Complex, Administration Annex, County Office Building, Court House, Court House Annex, is it only these 5 buildings that needs window washing services because from Page 40-56 requires the contractor to add the Annual Window Cleaning pricing for each location. Please clarify.

Response: Annual window cleaning is required for each location listed on pages 40 through 56 of the bid document.

ITEM NO. 35: *Inquiry:* Page 33, Under Building Information: only Location No. 1 – County Administration Complex has the Exterior windows count. If other location also needs window cleaning services than please provide the windows count on other locations.

Response: See Item No. 9 of this addendum.

ITEM NO. 36: *Inquiry:* On pages 21/22-1-6 gives the required laborers number 7/8- does not. Is one sufficient? For each 7&8

Response: The current contractor is utilizing two (2) employees at both locations.

ITEM NO. 37: *Inquiry:* Will MSDS binders be required for each building

Response: A SDS binder is only required in the Maintenance Superintendents Office located in County Administration Building.

ITEM NO. 38: *Inquiry:* Stripping & waxing-will be done also after hrs mon-Friday or weekends & month preferred

Response: Stripping and waxing shall be performed on weekends and shall be performed in May. These services shall be scheduled through the Building Superintendent.

ITEM NO. 39: *Inquiry:* Windows-once vendor is awarded can windows be scheduled right away as it is require in May.

Response: The current vendor is responsible for the annual window cleaning services for 2023; the newly awarded vendor will be responsible for window cleaning services associated with this contract at the start of the new contract period tentatively to begin July 1, 2023.

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

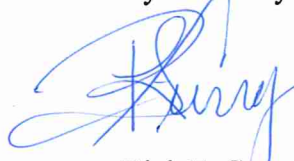
ITEM NO. 40: Inquiry: Bids are due 4/26. When do you anticipate to award?

Response: The current contract expires June 30, 2023, the award will be made prior to the expiration of the existing contract.

ITEM NO. 41: Inquiry: Will award began on first of the month ? Or 15?

Response: The contract shall tentatively commence July 1, 2023.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing