



County of Fairfax, Virginia

ADDENDUM

DATE: December 21, 2022

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP 2000003593

TITLE: Custodial Services at PSTOC and Other Buildings

DUE DATE/TIME: January 6, 2023 @ 10:00 a.m.

The referenced Request for Proposal is amended as follows:

1. Refer to Attachment 1 for answers to questions received.

All other terms and conditions remain the same.

DocuSigned by:
Nicole Cifci
C42AFD859238483...

Nicole Cifci, NIGP-CPP, CPPB, VCA
Contract Specialist II

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM MUST BE RETURNED PRIOR TO DUE DATE/TIME OR MUST ACCOMPANY PROPOSAL BY WAY OF UPLOAD TO FAIRFAX COUNTY'S PROCUREMENT PORTAL AT [HTTPS://FAIRFAXCOUNTY.BONFIREHUB.COM](https://fairfaxcounty.bonfirehub.com).

NOTE: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL RFP DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Department of Procurement & Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/procurement
Phone (703) 324-3201, **TTY:** 711, **Fax:** (703) 324-3681

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- Q1. Are there any major differences in scope and/or frequencies from current contract to the scope outlined in this RFP? If so, what has changed?
- A1. **There are no major changes in scope or frequencies.**
- Q2. Supplies - can you provide average consumable supply usage amounts per building per month or annual?
- A2. **Average consumable supply count is not kept on file.**
- Q3. Is this contract subject to minimum wage, wage scale, union wages or any other pay requirements?
- A3. **The county expects all contractors to follow state minimum wage requirements. No, this is not a union contract, therefore union requirements do not apply.**
- Q4. Special Provisions, Section 4.2 items 1 – 10: Hard Floor Surfaces square footage - a breakdown by floor type was provided for location 6 Solid Waste, location 8 (VCT), and location 10 Animal Shelter.
- Can you provide a breakdown by flooring type for the other locations, or should the square footage listed be used for calculating the cost for (Attachment B. 26.12) semi-annual **strip and refinish** floors (though not all floor types may require stripping and refinishing)?
- A4. **Provide quote based on the amount of square foot and floor type listed.**
- Q5. Section 4.2. item 1: Public Safety Transportation Operations Center is listed as having 94,724 sf (25,118 hard floor + 69,606 carpet). Raised Flooring 31,321 sf is also listed for this location.
- Is the 31,321 sf Raised Flooring included in the 94,724 sq. ft total cleanable? or is it in addition? What is the flooring type for this raised floor?
- A5. **31, 321 sf Raised Flooring is included in Net Cleaning Area.**
- Q6. Section 4.2. item 3. Can you confirm cleanable sq ft for Fairfax Connector is 21,849 sf? (15,817 hard floor + 4,306 carpet = 20,123 sf). What accounts for the difference?
- A6. **Net Cleaning Area is an estimated amount, the difference is for miscellaneous surfaces that do not require periodic cleaning.**
- Q7. Section 4.2. item 5. Can you confirm cleanable sq ft for I-66 transfer Station/trailer is 4,748 sf? (2,681 hard floor + 1,444 carpet = 4,125 sf). What accounts for the difference?
- A7. **Net Cleaning Area is an estimated amount, the difference is for miscellaneous surfaces that do not require periodic cleaning.**
- Q8. Section 4.2. item 6. Can you confirm cleanable sq ft for Solid Waste Transportation Center as 8,780 sf? (3,930 hard floor + 2,850 carpet = 6,780 sf). What accounts for the difference?
- A8. **Net Cleaning Area is an estimated amount, the difference is for miscellaneous surfaces that do not require periodic cleaning.**
- Q9. Attachment B. item 6.1 - States: "the primary background checks provider company is Castlebranch. Can the contractor obtain background checks through a different provider such as ADP or only through the listed primary provider?
- A9. **It is mandatory that background checks go through Castlebranch.**

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Q10. Section 4.2. item 1. Would a special clearance or secondary background check be required at this location? If so, is there a cost to the vendor associated with obtaining special clearance or would a secondary check be free to contractors as indicated in Attachment B, item 6.2?

A10. This will be worked out post award.

Q11. Attachment B Technical Provisions: Section 20: SNOW REMOVAL REQUIREMENTS. Is this for buildings with porters only or all buildings? Is contractor to be reimbursed separately for the labor, supplies and equipment for this service?

A11. All buildings require snow removal services. Incorporate snow removal cost in proposal.

Q12. Attachment B Technical Provisions: Section 25, Item 25.11. OUTSIDE CLEANING. Is outside cleaning and policing only for locations where there is day porter staff assigned? Or is outside cleaning and policing required for all the facilities listed in Special Provisions, Section 4.2 indicating "outside areas to be policed" which include facilities that require nighttime cleaning such as the Fire Training Facility which has a cleaning schedule M-F after 10 p.m. and has 92,000 sf of outside areas to be policed. Would there be enough lighting at those nighttime cleaning facilities to allow for policing of the entire grounds as indicated in this section?

A12. All facilities listed require contractor police grounds for trash. Contractor is to adjust work to existing lighting.

Q13. Attachment B Technical Provisions: Section 26, Item 26.4. *EVERY OTHER DAY SERVICE TO OFFICE AREAS* (MONDAYS, WEDNESDAYS AND FRIDAYS). Can you confirm that **office areas** only require trash removal every other day (Mondays, Wednesdays and Fridays) instead of daily?

A13. Yes

Q14. Attachment B Technical Provisions: Section 25, Item 25.9. CLEANING VENETIAN BLINDS. Who will be responsible for moving tenant items on windowsills, furniture and/or other items that may be blocking or preventing proper access for blind cleaning?

A14. Tenants

Q15. Will the *detailed comparative evaluation results* for all bids received be shared with all participants, post award?

A15. Please review Appendix A, Section 63.

Q16. Who is the current contractor?

A16. Please see Section 4, Item 4.1 of the Special Provisions.

Q17. What is the current contract monthly price for each facility?

A17. Please see Section 4, Item 4.1 of the Special Provisions.

Q18. What is the Square footage for the Police Heliport, and the Fire Apparatus Buildings?

A18. Please see Section 4, Item 4.2, numbers 7 and 8 of the Special Provisions.

Q19. Currently, how many supervisors on the current contract?

A19. Not on file

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Q20. Is snow removal services part of the monthly price? Or is it additional service?

A20. Yes, part of the monthly cost.

Q21. Does the County provide hand sanitizer and the dispenser? Or does the County provide dispenser and contractor is responsible to provide and fill the sanitizer?

A21. Contractor will provide refills on exiting dispensers.

Q22. If there are electronic hand sanitizer dispensers, who is responsible to change the battery of the dispenser?

A22. Contractors are responsible for changing batteries to existing dispensers. Electronic dispenser count is not on file.

Q23. Is there Covid disinfecting services required in this contract? If yes, will it be part of the monthly pricing or will be it charged as additional services?

A23. No

Q24. Please clarify if "Toilet Fixtures" represent Toilet's only? I am seeing the format displayed differently in other buildings (toilet, sink, urinal). Examples: West Ox Garage, I-66 transfer Station/Trailer, Solid Waste Transportation Center.

A24. Toilet fixtures are bathroom fixtures (toilets, urinals, sinks).

Q25. May we coordinate site visits to the public facilities?

A25. No

Q26. May we bid all the buildings and potentially get awarded for all buildings if we meet (evaluation/scoring) the criteria/pricing elements?

A26. One award for all facilities listed within the RFP.

Q27. Are there price preferences for having additional certifications: (MBE, DBE, HubZone, Small Business, etc.)?

A27. No

Q28. Please clarify if the total years of potential service totals 6 years (base - 2 years / plus 4 additional 1-year periods)?

A28. 2 years at a fixed rate with 4 renewal options.

Q29. Is there any Page Limit specified for the Technical Proposal?

A29. No

Q30. Is this a new requirement or a re-compete?

A30. This is a re-compete.

Q31. Is there an incumbent contractor? If yes, please provide the Incumbent name and the contract number?

A31. Please refer to Question and Answer #16.

Q32. What is the current monthly invoice amount?

A32. Please refer to Question and Answer #17.

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Q33. Is there a Union representing the incumbent contractor's employees, living or minimum wage requirement? If so, please provide information? What are the current hourly rates being paid to the employees?

A33. This is not a union contract. Federal and State labor laws apply.

Q34. According to our interpretation, Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors wherein contractors are required to provide up to 7 days (56 hours) per year?

A34. This is not a federal contract and contractors manage their own staff.

Q35. Are there changes to the Scope of Work in this solicitation in comparison the current contract with the incumbent contractor? If so, please identify?

A35. Please refer to Question and Answer #1.

Q36. 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.

A36. Refer to answer #28. 12-month contract period and pending modifications will not be provided.

Q37. Are alternate bids allowed? If so, what is the process for submission?

A37. No

Q38. (Attachment B) 22. SERVICE DELIVERY SUMMARY: - has the current contractor received deductions or have had payments withheld for not meeting the performance thresholds? If so, please describe what there were and if possible the dollar amounts?

A38. Information will not be provided.

Q39. (Attachment B) 23. CONTRACTOR'S PERFORMANCE EVALUATION: - what is the incumbent contractor's performance evaluation rating?

A39. Information will not be provided.

Q40. Does the pricing for emergency staffing need to be included?

A40. Yes

Q41. Can we please receive copies of invoices from the past 6-12 months for custodial services for the buildings under this proposal?

A41. Information will not be provided.

Q42. What is the current budget for this project?

A42. Information will not be provided.

Q43. In section 4.6 of the Technical Provisions, it states that we must provide a standby crew that has clearances and background checks completed. Are these crew dedicated to this contract and included in pricing or would it be sufficient to have crew already employed by the company and not dedicated to this account, available in case of an emergency or to fill in?

A43. Contractors are to have a standby crew available at all times with proper background checks in cases of immediate action needed.

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Q44. Can you please confirm if there are any buildings that require citizen or permanent resident only?

A44. Contractors are responsible for employment and immigration status.

Q45. Are there any bonding requirements associated with this solicitation? If there is a bond required, will Fairfax County accept an annual bond during the initial 2 year contract period?

A45. No.

Q46. Are we to include our firms financial history with our proposal response?

A46. Please see Section 7, Item 7.1e of the Special Provisions.

Q47. Can we please receive the cleaning frequencies by task? More specifically related to the following: vacuuming, trash removal, project work requirements such as carpet cleaning and strip and wax.

A47. Information can be found in Attachment B.

Q48. Is there anything else we have to include with our proposal response other than what's called out in the technical provisions, cost proposal, and pricing sections on pgs. 6-9? Do we have to upload separate attachments, or can all the required documents be included as one pdf?

A48. This is up to the offeror. Please review the "Requested Information" section in Bonfire on the different files to be uploaded. Please note that for each file only 1 PDF can be uploaded, so anything that may have multiple pages will need to be combined into one document.

Q49. Is there a COI requirement? If so, do we need to have a COI issued to Fairfax County?

A49. Please see Section 15, of the Special Provisions.

Q50. Can you provide a history of the deductions for performance issues that have been taken over the year?

A50. Information will not be provided.