



County of Fairfax, Virginia

ADDENDUM

DATE: March 3, 2025

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP 2000004127

TITLE: Custodial Services – Pennino, Herrity, PSHQ, & Housing

DUE DATE/TIME: March 11, 2025 @ 11:00 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 III

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 floor plans for all buildings and the parking deck available?
A1. **No.**
- Q2. Is parking available at each location for both day porter and nightly cleaning?
A2. **Yes.**
- Q3. Special Provisions 4.2.a: Pennino Building - 227,771SF of Net Cleaning Interior Space plus five garage levels of approximately 121,315 4.2.b: Herrity Building - 194,102 SF of Net Cleaning Interior Space plus five garage levels of approximately 121,315 The area table shows Garage and Ramps to be 550,933SF. How does each number factor between Herrity and Pennino?
A3. **The garages are connected. One half (121,315 sq ft) is dedicated to Herrity patrons and the other half Pennino (121,315 sq ft). Approximately, 1.1 MIL square feet or 25.7 acres of exterior space which includes parking areas, access roads, streets, lawns, flowers and shrub beds and walkways (grounds) are to be serviced according to Attachment B - Technical Provisions, 24.11 - Outside Cleaning.**
- Q4. 4.2.c : Public Safety HQ : Narrative says 850 parking spaces are included in the project. Is this Total Garage Area 286,485SF in the table?
A4. **Yes.**
- Q5. 4.2.c : Public Safety HQ : Need detailed scope for the area in the table as "Total Outside Area to be Policed" 135,000SF.
A5. **Refer to Attachment B - Technical Provision, 21.11 – Outside Cleaning.**
- Q6. 4.2.d: Housing Resource Center: Does Gross Area of 44,605 include the Coan Pond Residence common area.
A6. **No, please refer to outside area to be policed in the table.**
- Q7. 4.2.d : Housing Resource Center : Need detailed scope for the area in the table as "Outside Area to be Policed" 195,338SF.
A7. **Refer to Attachment B - Technical Provision, 21.11 – Outside Cleaning.**
- Q8. 4.2 : Areas table shows number of exterior windows 3,200 for Herrity bldg and 3,474 for Pennino building. However, there is no technical requirement for washing them. Are exterior window cleaning part of the scope.
A8. **No.**
- Q9. Attachment B Herrity/Pennino/PSHQ 4.1 Project manager Must be stationed at site? Or would it just need to be reachable during the required time? Between 11:30 am to 8 pm - This is 8 ½ hours. Is the ½ a breaktime?
A9. **The Project Manager will be stationed onsite and is to always be available during work hours even if they are on break. Break is determined by the contractor's management unless directed by the county otherwise.**
- Q10. 4.3 Porter Service - Does 6 persons from 6am -6pm constitute continued coverage during this time window or 12 hours per person for all 6 persons?
A10. **The contractor is required to have (6) day porters onsite between the hours of 6:00 am. and 6:00 pm. Monday – Friday. It is up to the contractor to propose a plan with either (6) continued coverage options or (12) hours per (6) person.**

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Q11. Housing Resources Center 4.3 Porter Service Attachment B (4.3): 1 person between 8am and 4:45pm is 8 hrs 45min. Is the 45min a breaktime?

A11. Porter Service is to be available during work hours even if they are on break. Break is determined by the contractor's management unless directed by the county otherwise.

Q12. Security Attachment B (6.1): Use only the designated background check company, Castlebranch?

A12. It is preferred.

Q13. Carpet Cleaning Requirements Attachment B (16.6) Carpet cleaning required frequency is 2times/yr. "Beyond the required frequency may be required. Costs for this service should be included in the Cost Proposals for both methods required." - Do we provide with per time cost for this?

A13. Two times a year is required and should be included in the overall cost. Additional request beyond the two per year cleaning is possible. It is up to the offeror to propose a breakdown in cost for additional services.

Q14. Attachment B (25.16.F) Quarterly carpet shampoo for the Daycare Center - Is this included in the Net Cleaning Area and Total Rugs and Carpeting Area SF?

A14. Yes.

Q15. Could you provide the last three months of invoices?

A15. Current contract pricing can be found on our contract register at <http://www.fairfaxcounty.gov/contracts> by entering the contract number 4400009634 in the contract number field.

Q16. Please provide the pricing page to fill up and submit as we didn't find it in the current provided documents?

A16. There is not a pricing form to submit, you will need to use your own format.

Q17. Does the county require a cost proposal for each building individually, or can we submit a total cost proposal covering all buildings?

A17. Refer to RFP 2000004127-Special Provisions, Item 7.1a.

Q18. The total square footage for the garage and ramps at the Herrity and Pennino buildings is 550,933. Could you provide a breakdown of the square footage for each building separately?

A18. Refer to Question and Answer #3.

Q19. Previously, the county required window washing in the RFP. Please confirm if this requirement is still included?

A19. Refer to Question and Answer #8.

Q20. What is the value of the current contract for these services?

A20. Refer to Question and Answer #15.

Q21. The provided contract number needed to access the current contract is not working. Please provide either a new number or method of accessing the current contract.

A21. Refer to Question and Answer #15.

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Q22. Are the custodians working on this contract members of a union? If so, which union?

A22. This is not a union contract.

Q23. Is the contractor responsible for the cost of employee badges? If yes, what is the cost?

A23. There is no fee for the initial badge, the charge for replacement badges is \$30.00.

Q24. What is the anticipated award date/start date for this project?

A24. July 1, 2025.

Q25. How many days will the awarded vendor get to employ a phase-in plan, as the provided award date and start date are listed as being the same?

A25. It is up to the offeror to propose a phase in plan accordingly.

Q26. I would like to request clarification regarding the payment structure outlined in the solicitation. Specifically, I would like to confirm whether mobilization payments or advance payments are permitted under this contract to assist with the initial startup costs, such as staffing, equipment procurement, and security compliance measures. If mobilization payments are not explicitly included in the contract terms, is there an option to negotiate an initial percentage-based payment upon contract award? Additionally, if mobilization payments are not available, could you provide guidance on any alternative payment structures that would allow for early partial payments based on initial service delivery?

A26. Monthly periodic payments are processed after the service has been completed. Mobilization payments are not an option for this RFP.

Q27. Can you please confirm the last contract price?

A27. Refer to Question and Answer #15.

Q28. Technical Provisions #17: How is the contractor to factor in the cost for snow removal into their monthly price? What if there is no snowfall for the year? What if there is an abundance of snow via blizzard?

A28. The offeror is to determine the cost breakdown associated with snow removal services readily available with or without weather related events.

Q29. What is the start time for cleaning of the Public Safety Headquarters?

A29. Offerors are to propose a cleaning schedule based off or around normal business hours (8:00am – 5:00pm).

Q30. Special Provisions 4.2.c&d- Is the "Total Hard Floor" square footage listed to be stripped, waxed, and/or sealed?

A30. Strip & Wax.

Q31. Can you provide floor plans for each location?

A31. Refer to Question and Answer #1.

Q32. Will the County provide a pricing form for this bid?

A32. Refer to Question and Answer #16.

Q33. What is the current contract value?

A33. Refer to Question and Answer #15.

Q34. Who is the current contract vendor?

A34. Refer to Question and Answer #15.

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Q35. Are there any changes in scope and/or frequency from current contract to the requirements in this RFP? if so, what has changed?

A35. There are no major changes in scope or frequencies.

Q36. Do we need a total of 6 day porters at all times or can they be staggered?

A36. No.

Q37. Who is the current incumbent? Can we get the contract of current incumbent?

A37. Refer to Question and Answer #15.

Q38. Are there any bond requirements?

A38. No.

Q39. On the Offeror Data Sheet, what is the eVA Number that is requested?

A39. After registering in eVA you should be provided a VendorID, this is the number we are looking for on the Offeror Data Sheet.

Q40. Can we have a count of vending concession dispensers? Can you please confirm all the dispensers are functioning?

A40. The count and working condition is not on file. Expect at least one per level of each building.

Q41. Are we able to walk the sites on our own?

A41. Public areas only (not secure or administrative/office space).

Q42. Can you provide us more information on any penalties assessed, what they're for and how much they are? How many penalties were assessed within the last 2 years and how much?

A42. Information not on file.

Q43. Does Fairfax County require a standard background check or something more comprehensive? Can we use our own background check company or are we obligated to use Castlebranch?

A43. Please refer to Attachment B, Technical Provisions, Section 6 for the Security Clearance and Criminal History Check Requirements.

Q44. Staff Turnover - Are there any reporting requirements associated with staff turnover?

A44. Refer to Attachment B - Technical Provisions, 4.5 Staff Turnover.

Q45. Can we get a count of the dispensers within the facilities being services? Can you please confirm all the dispensers are functioning?

A45. Information not on file.

Q46. Do we include any requested proposal information from Attachment B in our Technical proposal response, or only the information requested under the Technical Proposal instructions on pg. 5 under Special Provisions?

A46. Special Provisions Section 6 refers to items within Attachment B, all requested proposal information should be included within your response.

Q47. What is the current custodial service monthly cost per facility?

A47. Refer to Question and Answer #15.

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Q48. What is the annual budget for the services outlined in the solicitation document?

A48. Information not available.

Q49. Can you please confirm the contract start date?

A49. Refer to Question and Answer #24.

Q50. Will vehicles be needed in the completion of the services requested?

A50. This question is up to the contractor to determine considering the logistics. The county will not provide vehicles.

Q51. Can you please provide the current staffing for Day porters & Cleaners? Can you provide the work hours each level needs (Porters & Cleaners)?

A51. Information not on file.

Q52. Are any services being subcontracted under the current agreement?

A52. No.

Q53. What is the square footage or % breakdown by floor type: VCT, TILE, CARPET?

A53. Please refer to Special Provisions, 4.2. There is not a breakdown in percentage for this contract.

Q54. If any, can you please tell us what your biggest issues or concerns you have with your current service provider?

A54. The County has no issues with the current provider. The RFP is being issued in compliance with competitive procurement regulations.

Q55. What is the greatest challenge you are facing in your janitorial services? How long have you been trying to resolve this challenge? What is it costing you both from a financial and operational perspective? How do you see the janitorial vendor helping you with the challenge?

A55. The County has no significant challenges at this time. All requirements for the services are outlined in the solicitation. There are no unresolved challenges. The RFP is a routine step in ensuring compliance with procurement requirements. Financial and operational expectations are outlined in the solicitation. The successful vendor will fulfill the requirements specified in the RFP, ensuring clean and well-maintained facilities.

Q56. What are the most important objectives you are trying to achieve this year that janitorial services can help you achieve? What is important to you in achieving those objectives?

A56. The County seeks to maintain high standards for cleanliness and safety as outlined in the RFP. Consistency, reliability, and adherence to contractual requirements.

Q57. What do you see as the most important things that a service provider can do to add value in helping you?

A57. The service provider adds value by meeting the requirements of the contract and maintaining high performance standards.

Q58. What do your tenants (or employees/visitors/etc) say brings value in your services to them?

A58. A clean and well-maintained environment is a standard expectation.

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- Q59. What would be your ideal resolution of the issues you are facing in the services? If this issue is resolved, do you feel there is something underlying it that would also need to be resolved? What steps have already been taken to resolve the issue?
- A59. The County is not facing any issues. The RFP ensures the County complies with its procurement policies and maintains a competitive process.**
- Q60. I am seeking to get a clarification if BPOL is required for janitorial/custodial services, and if so, a VA address is required. We tried to register for BPOL and the first roadblock seems to be the VA address validation?
- A60. Information regarding BPOL is in Appendix A, Item 60.**
- Q61. There are several different janitorial RFP's that we are interested in submitting proposals. My questions are that for us to effectively manage these opportunities we would need to "win" multiple areas. For example, the Herrity and North Area RFP's. If we were the vendor, you selected for one and not the other it would be difficult for us to provide the management needed to be successful...if we were the vendor selected for both of these RFP's we would definitely be able to provide the superior service that you are expecting. I am not sure how to word this any other way other than separately they are not large enough but together they warrant the supervision and daily management needed to be successful. What are your thoughts on this?
- A61. The current Custodial solicitations that are currently posted are separate requirements, there is no guarantee that both solicitations would be awarded to the same vendor.**
- Q62. Visited www.fairfaxcounty.gov/contracts and entered 440009634 in the contract number field, but "No rows to display." was the only thing found. Is there a different address to get information regarding the current contract?
- A62. The correct number is 4400009634 (there should be four zeros).**
- Q63. In the RFP, Section 5.3 Public Safety HQ there is no statement regarding working on Holidays and the other properties stated that there is no work on holidays. Does this site need to work holidays?
- A63. No, see Attachment B - Technical Provisions, 23. County Holidays.**
- Q64. Are Offerors to submit a price for the first two years of the contract only, or are prices also required for the Option Years?
- A64. Submit a cost proposal reflecting one year. The first two years are fixed costs, and the rest are up for renewal. An increase post two years beyond the fixed rate is not guaranteed.**
- Q65. Are there any Union employees expected to work at the facility? If so, please provide a copy of the current Union Agreement?
- A65. This is not a union contract.**
- Q66. What is the current annual cost of Custodial Services related to this RFP?
- A66. Current pricing can be found in the Amendments listed on the contract register: www.fairfaxcounty.gov/contracts.**
- Q67. In Attachment B, Section 17 starting on Page 10, Snow Removal – we did not see parking lots or road entry listed on the services provided. Will these areas need snow removal services under this contract?
- A67. No.**

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Q68. In Attachment B, Section 17.6 it states that “snow removal requirements are considered “routine work” and are not accepted by the County for Subcontract action”. There are times when snow accumulation is well over 4 inches. Is this statement restricting the offeror to only use active employees to perform snow removal, or is it possible to have assistance from a subcontractor for heavy snow removal?

A68. No.

Q69. Is snow removal reimbursable work or is it included in the base contract?

A69. Snow removal is “part of the main contract”, not reimbursed.

Q70. Who is responsible for snow removal supplies and equipment?

A70. The contractor.

Q71. We are aware of the price proposal requirements, but we did not find a spreadsheet or other document to enter prices for the RFP. Is there a formal document, and if so can we have a copy or the file location if online?

A71. No, there is no formal document to enter cost.

Q72. Will the Project Manager need a vehicle to travel in between multiple sites?

A72. This is up to the contractor to determine. The county will not provide vehicles.

Q73. Background checks must be done through a company called CASTLEBRNCH. What is the associated cost and who will pay for it?

A73. The contractor pays costs associated with their employees’ background checks. The cost is not on file.