



County of Fairfax, Virginia

ADDENDUM

DATE: July 1, 2021

ADDENDUM NO. 3

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP 2000003337
TITLE: Custodial Services at the Government Center
DUE DATE/TIME: July 15, 2021 @ 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, 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

ATTACHMENT 1

- Q1. Technical Provision, page 5, Section 4.3. Porter Services: the solicitation stated contractor needs to have 5 Day Porters, and an additional porter on each Saturday. Does it mean 6 Day Porters total (5 M-F, and 1 for Sat)?
A1. Yes, that is correct.
- Q2. Technical Provision, page 5, Section 4.3. Porter Services: the solicitation stated contractor needs to have 5 Day Porters. Are all these 5 Day Porters must be FT (8hr shift)?
A2. Yes, the day porters must be full time.
- Q3. Is the snow removal services part of the contract or is it additional services?
A3. Snow removal is part of the contract and should be factored into your monthly cost not an additional service.
- Q4. How many day porters work during weekdays? How many during weekend?
A4. Please refer to Question and Answer #1.
- Q5. Could you please provide how many shifts of day porter during the weekday?
A5. Please refer to Question and Answer #2.
- Q6. Any shift in weekend?
A6. One day porter is required on Saturdays.
- Q7. Are the weekday day porters Full-time (8hr shift) or they can be Part Time?
A7. Please refer to Question and Answer #2.
- Q8. Is there any special services request during the week?
A8. Yes, special requests vary and are on a reactive basis unless scheduled in advance (ex: tenant move-in and out).
- Q9. Is this a Union contract?
A9. No.
- Q10. Is there a "Living Wage" requirement for this contract? If so, what is the "Living Wage" specified? We did not see one, but wanted to confirm as some other Counties and Cities are now requiring them?
A10. It is up to the offeror to provide Living Wages for their employees.
- Q11. Are there any specific "employee benefits" required for Fairfax County contracts, such as a certain number of holidays, vacation or sick days? Also, is there a healthcare benefit requirement for Fairfax County contracts?
A11. It is up to the offeror to provide benefits to their employees.
- Q12. Can you please provide a floor plan?
A12. No, we do not provide floor plans for security purposes.
- Q13. I have all the paperwork that is required to be submitted, however I am not sure if I'm overlooking paperwork that needs to be signed for technical and cost proposal. If you would please direct me in the right direction.
A13. There are not specific documents for your technical and cost proposal as these would be generated by the offeror, all other documents that require signature are in Bonfire.

ATTACHMENT 1

Q14. Regarding the Project Manager, under Attachment B (Technical Provisions), page 4, Section 4.1, please clarify if there is a requirement for the Project Manager to be on-site and if so, please state the days and working hours that the Project Manager must be on-site at the facility. The RFP states that the Project Manager is to be available by phone/email from 7:00AM to 5:00PM.

A14. The Project Manager is required to be onsite and available by phone/email from 7am – 5pm (subject to change by county rep directive).

Q15. Please clarify that the pricing for the annual power washing of the garage is to be provided separately under "Additional Services". Under Attachment B (Technical Provisions), page 10, Section 18.5, it states that power washing of the garage would be an additional service.

A15. Power washing is an additional service, please reference Special Provisions Section 7, Item 7.1d.9 states Power washing of entire floor surfaces at both garage levels – per occurrence.

Q16. Regarding the Day Porters Services, under Attachment B (Technical Provisions), page 5, Section 4.3, it states that there is a requirement for five (5) day porters. Please clarify if the five (5) day porters are full-time, each working an 8-hour/shift. In addition, is the weekend Saturday porter included in the five (5) day porters or is that separate, making the total six (6) day porters?

A16. Please refer to Question and Answers #1 and #2.

Q17. "The offeror must present a description of the phases or segments into which the proposed program can logically be divided and performed, together with flow charts." Are flow charts required?

A17. This is not a mandatory requirement, however, please review the additional information in Section 6, Item 6.3b.

Q18. We did not see any specific Pricing Templates to fill in for the bid. Unless otherwise directed, we will follow the instruction in the RFP, but wanted to confirm there is no Cost or Pricing Form to fill in?

A18. There is not a pricing template, you will need to generate your own pricing document based on the information requested in the RFP Special Provisions.

Q19. How do the tenants/employees of the Government Center request custodial services today? Is there a call-in number, text or email they use to make a request for an urgent or emergency service? Do employees call the number directly? What is the current process for when an employee needs custodial services, especially urgent services?

A19. Tenants and employees use all means of communication to request custodial services (FMD work order system, calls, emails, etc.). FMD and it's Building Services Group manages the contract and receives all requests and complaints related to this contract. FMD will send them to the contractor and will verify that they are corrected.

Q20. What is the current requirement for presenting work accomplished and work planned? Is there a weekly briefing or meeting? Who is in attendance?

A20. The awarded Contractor will be debriefed on specific communication plans at the start of contract. The Contractor should be prepared for ad hoc meetings and scheduled meetings. Weekly meetings vary and any stakeholder can attend meetings.

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- Q21. Is an Annual Work Plan presented at the start of the contract? Do you have a copy of the Annual Work Plan you can share?
- A21. There is not an annual work plan provided. The offeror should present work plans in the submitted proposal.**
- Q22. Do you want the full copy of our "Personnel Procedures," as an attachment, per directions on page 4, par 5. Of the RFP? Where on Bonfire do you want us to insert that attachment?
- A22. The county encourages the offerors to provide a full copy of offerors "Personnel Procedures". We only accept 1 document upload per "Requested Information" This information should be included within your response for that specific section of the RFP.**
- Q23. On page 4, para 6.2 "Resumes of Supervisors and Management Staff?" Our assumption is "Management Staff" is referring to our corporate staff supporting this project? Do you want resumes for our CEO/COO?
- A23. It is up to the offeror to choose resumes they see fit to the RFP.**
- Q24. How long has the current Project Manager and Supervisor been in place?
- A24. Throughout the whole term of the contract, (7) years.**
- Q25. Is there any "credit" given for a company being an ESO or SWaM certified during the evaluation?
- A25. No, this is not part of the evaluation criteria listed in Section 14, Item 14.6 of the RFP.**
- Q26. Is there any interest in making this an ESO contract, if not this period, but next?
- A26. Employee Stock Option is not a requirement. ESO options may be explored if ESO falls under proper county procurement procedures.**
- Q27. The RFP mentions Security Clearances. What type of Security Clearances are you referring to?
- A27. Please review Attachment B, Section 6 for additional information regarding requirements for security clearances.**
- Q28. The directions for the Cost Proposal state: "The offeror must submit their response to the Cost Proposal as instructed in Bonfire fully supported by cost and pricing data adequate to establish the reasonableness of the proposed fee." There is no instructions in Bonfire that relate to the Cost Proposal. Please Clarify?
- A28. Your cost proposal should be uploaded under Cost Proposal in the "Requested Information" section in Bonfire.**
- Q29. Where on Bonfire should we post the "Financial Statements?"
- A29. We only accept 1 document upload per "Requested Information" This information should be included within your response for that specific section of the RFP.**

ATTACHMENT 1

- Q30. Narrative or Flow Charts? Example of what you are asking for? "The offeror must present a description of the phases or segments into which the proposed program can logically be divided and performed, together with flow charts. The technical narrative should address separately each of the "Statement of Needs" described in the Request for Proposal and responses should be keyed to appropriate paragraph numbers providing the following information below:"
- A30. Please refer to Question and Answer #17. The County does not have an example of a flow chart.**
- Q31. Who, at the Fairfax County Government Center, does the Project Manager and Supervisor report to in regards to service requirements on a daily basis? Is there a Contracting Officer Representative or the Chief of Facilities? Do they meet daily, weekly, etc.?
- A31. Yes, the awarded Contractor will have a Facilities Management Department County rep as a direct point of contact.**
- Q32. To bid on a window washing contract competitively, subcontractors are requesting to see the roof. Request a site visit to see the roof be made available so new subcontractors can price their services competitively?
- A32. The County will not provide access or chaperone visits for security and safety purposes.**
- Q33. Are the current Porters onsite from 6 AM to 8 PM daily?
- A33. Yes, day porter shifts start from 6am – 8pm daily. Please refer to 4.3 Porter Service in Attachment B.**
- Q34. We missed the Site Visit but wonder if we are still eligible for a contract award on this solicitation if we bid?
- A34. The site visit was optional and not a requirement to submit a proposal.**
- Q35. How many of Hand Sanitizer Dispenser are there in the Government Center?
- A35. The exact number of hand sanitizer dispensers is not on file, however it entails all dispensers on the walls of the bathrooms and kitchens in the different suites.**
- Q36. Who is the current vendor providing these services at this location?
- A36. Please see Section 4, Item 4.1 of the Special Provisions.**
- Q37. What is the current annual contract value?
- A37. Please see Section 4, Item 4.1 of the Special Provisions.**
- Q38. Was window cleaning part of the previous RFP/current contract?
- A38. The window washing service that is listed in Section 25, Item 25.13 of Attachment B, was not a requirement in the current contract. The current contract only required cleaning of windows below 100" in height.**
- Q39. If window cleaning was part of the previous RFP, what was the successful bidder's line item value per service?
- A39. Please refer to Question and Answer #38. The cleaning of windows on the current contract was not listed as a line-item value.**