



County of Fairfax, Virginia

ADDENDUM

DATE: March 4, 2025

ADDENDUM NO. 2

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

ATTACHMENT 1

- Q1. Due to the facts that no pre-proposal meeting nor walkthrough site visit were provided and that questions are due February 21, please consider an extension for the submission deadline to Monday March 31 in order to provide additional time to complete the proposal once responses to questions are provided.
- A1. **This RFP will not be extended.**
- Q2. Section 6.2. Section 2 – Statement of Qualifications: c. Personnel – specifies Resumes of staff and proposed consultants are required indicating education, background, recent relevant experience with the subject matter of the project. Current telephone numbers must be included. Resumes should indicate size of facilities and a general scope of their responsibilities and achievements. What if there's an assumption is to employ some of the incumbent staff? Please provide the specific positions considered to be key personnel for which resumes and details are required?
- A2. **The offeror is expected to submit a plan, which may include strategies for recruiting incumbent staff and identifying key personnel.**
- Q3. Section 24 species SUBCONTRACTING: 24.1. Subcontractors are not to be used in the performance of this contract, except for project work such as window washing, carpet cleaning, and tile floor refinishing. All daily and routine work must be completed by the primary contractor. What types of tasks are currently being subcontracted out and who are the vendors?
- A3. **See Addendum 1, Question and Answer #52.**
- Q4. How will you be applying the weighting of evaluation criteria for selection? Will there be a down selection of vendors being considered for orals evaluation and Best and Final Offer?
- A4. **The evaluation criteria and the RFP process can be found in the RFP Special Provisions, Section 14.**
- Q5. How do you want the snow removal task pricing to be provided?
- A5. **See Addendum 1, Question and Answer #69.**
- Q6. Your RFP specifies a firm fixed price for two years – what escalation rates are to be assumed for the out years.
- A6. **This contract does not have predetermined escalation rates, and any increase beyond the fixed two-year period is not guaranteed.**
- Q7. Where are the janitor closets located in each building and how many are there? You specified an equipment list for them.
- A7. **The information is not on file.**
- Q8. What is the backup submission if the Bonfire site is down or unresponsive during the submission process? Will you accept an emailed submission.
- A8. **Submission is required in Bonfire no other submissions will be accepted. You should allow ample time to complete a submission per the information listed in the RFP Special Provisions, Section 11.**
- Q9. What is the expiration date of the current contract, and will another extension be issued?
- A9. **The current contract expires March 31, 2025, an extension is in process.**
- Q10. When do you anticipate making an award and when will the contract start?
- A10. **We anticipate awarding the contract before the end of June and start July 1st.**

ATTACHMENT 1

Q11. Section 5.3. At the Public Safety Headquarters, the contractor will be responsible for cleaning Five (5) days a week Monday through Friday and service shall be completed before 11:00 p.m. each night. What are the office work hours available for completion of tasks?

A11. See Addendum 1, Question and Answer #29.

Q12. Please provide a list and monthly useage for the supplies and materials needed for the current contract.

A12. The information is not on file.

Q13. Technical Provisions 3. EQUIPMENT: specifies NOTE: All equipment such as brooms, mops, and vacuums shall be available for use by the county staff. The County shall assume responsibility for damage to Contractor equipment when used by County staff. How does the current vendor track usage for these items? Is there a checkout/return log for use by County staff?

A13. The information is not on file.

Q14. How many personnel are currently performing on this contract? Are there any Collective Bargaining Agreement(s) currently in place on this contract that should be required?

A14. The information is not on file.

Q15. Technical Provisions specifies 12. VENDING CONCESSIONS: 12.1. The Contractor shall provide sanitary napkin and tampons for existing dispenser units. A fee for this service will be mutually agreed upon between the Contractor and the Contract Manager. What is the current fee for this service and what is the monthly usage?

A15. The current fee is 50¢ per item. Monthly usage information is not on file.

Q16. Are there any Living Wage Rate requirements for this contract? Are there additional benefits required to be provided to personnel including part time employees?

A16. The contractor must follow federal, state and county requirements. Please refer to Special Provisions, 7.1 f., Cost Proposal Instructions. It is up to the offeror to incorporate or not incorporate Living Wage Rate into their cost.

Q17. What is the preferred method of communication between Facility Management and Vendor during working hours and emergencies?

A17. Phone and email.

Q18. Technical Provisions 24.9. CLEANING VENETIAN BLINDS specifies cleaning of Venetian Blinds – are they removed for cleaning or done in place?

A18. Done in place.

Q19. Since no pre-proposal nor site surveys were conducted in advance, please provide any photos, schematic drawings, map(s), and illustrations of each of the buildings for this solicitation to better assess the requirements for the proposal.

A19. The information is not on file.

Q20. Besides the Herrity and Pennino Buildings, are there exterior windows that need to be cleaned in the other buildings? Do the buildings that require exterior window cleaning have OSHA approved anchors for use in the process?

A20. Exterior window cleaning is not included in this RFP.

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Q21. Section 7. COST PROPOSAL INSTRUCTIONS specify numerous items to be submitted as part of the cost proposal. Does Fairfax County have a preferred pricing template that can be used by each vendor for submission to provide consistency.

A21. See Addendum 1, Question and Answer #16.

Q22. Section 8. PRICING: species in 8.1. The subsequent contract will be a firm-fixed price agreement. Pricing will remain firm for the first two (2) years. Annual changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), or other relevant indices. For purposes of the cost proposal what is the escalation rate that Fairfax County requests vendors to apply for the out years beyond the base two-year period?

A22. Please refer to question #6.

Q23. How many night cleaners are currently assigned to each location?

A23. The information is not on file.

Q24. I understand the wage rate requirements are to be in line with the minimum wage rates for VA. I want to confirm this is not a union building.

A24. Confirmed, this is not a union contract.

Q25. Is there a list of all the bidders?

A25. No.

Q26. Who is the incumbent?

A26. See Addendum 1, Question and Answer #62.

Q27. Is the contract at the end of all of the extensions?

A27. Please refer to question #10.

Q28. Can you provide the current schedules that are in use for cleaning offices 3 times a week and the other daily and weekly tasks?

A28. The information is not on file.

Q29. What are the areas and sq. ft. that are secured and only cleaned during the day?

A29. The information is not on file.

Q30. Current occupancy in each location?

A30. The information is not on file.