DATE: February 15, 2011  
TO: All Prospective Proposers  
FROM: Sharon Quinn  
RE: UMBC’s Housekeeping Contract –SBR – BC-20705-Q  
ADDENDUM # 2

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Technical Proposal you return to the University.

The due date and time for the Technical & Price Proposals to be submitted to the University remains as THURSDAY, FEBRUARY 17, 2011 by 2:00 p.m. to the issuing office.

A. The following questions were submitted to the University for a response:

1. QUESTION: Can the requirement of Section III, Item B (Scope of Work), #7.4 (Emergency Response Services) be subcontracted.

   ANSWER: Yes, provided your sub-contractor meets all criteria specified in this section, and be sure all of the requested information is provided.

2. QUESTION: What is the height requirement for cleaning the inside and outside of the windows? As I understand it, the main window cleaning is not in the contract.

   ANSWER: We do not expect your staff to use ladders or staging. Eight (8)-feet is the height of your routine cleaning responsibility.

3. QUESTION: In Section III, Item K (Contractor Employee Parking), what is the “regular vehicle registration rate” for the university provided parking hanger?

   ANSWER: There are no parking charges for staff parking at South Campus. For employees working at the downtown Columbus Center site, parking is up to the individual employees. The attached “Downtown Parking Garage Rates” document is provided to give you an idea of the current rates. Pier V parking
garage (#4 on the document) is by far the most convenient as it is right next to the building. It is the Contractor’s responsibility to contact the garages to verify pricing and also to make sure that their work vehicles will fit in the garages.

4. QUESTION: In Appendix F, attachment A, page 1 it says “1 strip and refinish of VCT in bid” under the “Lab” and “Lab Service” sections. I believe that we were to include 1 strip and refinish of common area VCT (corridors, landings, etc…) not VCT in the lab areas. I understood that any work beyond daily sweeping, mopping and trash in the lab areas would be considered tag work and done at the request of the lab tenants.

ANSWER: Your price would include one (1) VCT floor of all labs, to be scheduled with the tenant. Any additional work will be performed as “tag” work. All public areas are not frequency-stipulated, minimum quality will prevail at all times. Labs are unique access opportunities.

5. QUESTION: Did the contractors currently servicing the Tech and Columbus buildings include a strip and refinish in their previous bids as well?

ANSWER: The Tech Center included the cost and the Columbus Center cost covered annual lab floor restoration.

6. QUESTION: Also, should we include a price for annual cleaning of the carpets? Or are you leaving that open for our recommendation in the technical /statement of approach to the contract portion of the bid?

ANSWER: We do not stipulate frequency, only quality appearance at all times.

7. QUESTION: Will extensive experience make up for the lack of current IICRC certifications for the designated project manager?

ANSWER: Per Section V, Item C-2.2 of the RFP document, “Minimum Qualifications of the Project Manager”, you must identify which Certifications you have and which ones you don’t have. If you are requesting consideration for similar certifications, please include as much certification content as possible for fair consideration.

8. QUESTION: Will the lack of these certifications automatically disqualify the technical proposal?

ANSWER: You will be scored on compliance to the desired specifications. Qualified Leadership at the site level is critical.
B. DOCUMENT REVISIONS:

1. In Section III, Item J-1, “Bargaining Unit Affiliation/Wage and Benefit Time” DELETE the following sentence in the middle of the paragraph: “A document reflecting average current wages by job code will be furnished to potential proposers during the mandatory Pre-Proposal Meeting and site visit.”

2. In Section III, Item J-1, “Bargaining Unit Affiliation/Wage and Benefit Time”, ADD this as the last sentence: “CONTRACTOR MUST ALLOW FULL TIME STAFF MEMBERSHIP FIVE (5) VACATION DAYS AND THREE (3) SICK DAYS EACH YEAR.”

Enclosures: Acknowledgement of Receipt of Addenda Form
“Downtown Parking Garage Rates”

Cc: Procurement File

END OF ADDENDUM #2 DATED 02/15/11
This addendum was posted on the University’s eBid Board and eMaryland Market on 02/15/11.
(Original with enclosures were not mailed)
RFP NO.: BC-20705-Q

TECHNICAL & PRICE PROPOSALS
DUE DATE: THURSDAY, FEBRUARY 17, 2011 AT 2:00 P.M.

BID FOR: UMBC’S HOUSEKEEPING CONTRACT - SBR

NAME OF BIDDER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1__ dated 02/03/11
Addendum No. 2__ dated 02/15/11
Addendum No. ___ dated ________
Addendum No. ___ dated ________
Addendum No. ___ dated ________

As stated in this Addendum, this form is to be returned within your Technical Proposal.

______________________________
Signature

______________________________
Printed Name

______________________________
Title

______________________________
Date

END OF FORM
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