DATE: March 7, 2011

TO: All Prospective Proposers

FROM: Sharon Quinn

RE: UMBC’s Janitorial Contract – BC-20710-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, MARCH 10, 2011 by 2:00 p.m.** to the issuing office.

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

1. **QUESTION:** In Section III, Item E -1, “Personnel-Security”, it states, “All employees will submit to Correction Services ...”. Must Correction Services be used for the background checks or may other private firms be used?

   **ANSWER:** A substitution of equal or greater criteria is acceptable, however any substitutions **must** be accompanied with full description and process entailed.

2. **QUESTION:** On the addendum that was issued, it was stated in response to question 20—it was stated that the new price sheet would be adjusted to price the RAC, stadium separately instead of being rolled into the main campus pricing. But, that is not reflected on the new price sheet. Please advise.

   **ANSWER:** Unfortunately this revision not made in the last Price Proposal Form when issued. The **SECOND Revised** Price Proposal Form is attached and is a part of this addendum.

3. **QUESTION:** Regarding to the above RFP, in the Attachment A – Facility Building List of Cleanable Square Footage, we couldn’t find any information about the Administrative Space. Please provide us Attachment A about the Administrative bldg.
ANSWER: This information was issued in Addendum #1, and is posted on the University’s eBid Board.

4. QUESTION: In Section III, Item D-3, “Conference Work” – What does room turnover entail? “Cleaning only” or other duties such as making beds?

ANSWER: Cleaning Only

5. QUESTION: In Section V, Item C-2.2, “Minimum Qualifications of the Project Manager”, are “IICRC Certifications” the only recognized authorities for the type of certifications you are asking for?

ANSWER: Should you provide a substitution of equal or greater value you MUST accompany your submittal Certifications with a detailed program outline of the substituted organization or school.

6. QUESTION: Gross/cleanable square footage for the Administrative buildings is still needed

ANSWER: This information was issued in Addendum #1, and is posted on the University’s eBid Board.

7. QUESTION: Payment by electronic funds transfer – Are there any fees or charges associated with electronics fund transfer?

ANSWER: The Form you will be using is the “COT/GAD X-10” Form and there are no additional charges for the fund transfer by the State of Maryland. If you require additional information on the fund transfer to your bank, the bank will have an additional charge for this information and you would have to contact your individual banks to see if and/or what they may charge. The State EFT phone number to call for additional information is: 410-260-7375.

8. QUESTION: In Section III, Item B.5, prior to, during and at the conclusion of campus wide events, are the requirements of the contractor increased thus requiring supplemental labor?

ANSWER: Cleaning prior to and post are part of the routine service delivery process. Events requiring “during event” will be considered additional compensated labor.

9. QUESTION: Section III, Item B.6, Recycling program – does the University provide the containers to transport recycling to dumpsters.

ANSWER: Only containment units that are moved to curbside
10. QUESTION: Section III, Item B.8, Trash removal

10.1 Are we relocating the trash to dumpsters on the Campus or are we expected to remove the trash from Campus?
10.2 Does the University provide containers to transport the trash?
10.3 Does the University provide dumpsters for us to place the trash in?
10.4 Does the University provide sand for the smoking urns?

ANSWER: Contractor is responsible for vehicles required to move trash and recycle materials from point of generation to campus provided disposal dumpsters listed in Dumpster Location attachment of RFP. Smoking urn sand is provided by university.

11. QUESTION: In Section III, Item D.1, Daylight porter service was not identified in this BID. Can you please provide?

ANSWER: Deployment of and labor classifications are not dictated by the University in this Performance-Based Contract. All resource design is the responsibility of the Contractor.

12. QUESTION: Section III, Item J.1., States: A document reflecting average current wages by job codes will be furnished to potential proposers during the mandatory pre-Proposal meeting and sit visit. Can you please provide this?

ANSWER: Per Addendum # 1, this item was deleted and will not be provided.

13. QUESTION: Pricing Sheet - Hourly rates – Can we provide more than one rate, straight time, overtime?

ANSWER: The award of this contract will be based on straight time.

14. QUESTION: Does the University provide all sizes of trash bags to include bags to remove or relocate trash?

ANSWER: Yes

15. QUESTION: Outside of the flat rate pricing for student rooms as defined under Section III, D.2, are there requirements to clean student rooms at any other time?

ANSWER: A small number of rooms may be required during winter semester recess. This number may vary but is not more than a dozen or so, cleaned. During a very low campus activity period cleaned at no additional cost.
16. QUESTION: What is the dollar value of the Contractor’s portion of the Janitorial Consultants fee?

ANSWER: Per the response in Addendum #1, the Consultant’s total fee for this year is $18,920.00, which is split between the University and the Contractor. The Contractor’s share would be $9,460.00. The Consultant will invoice the Contractor and the University separately every four (4) months upon completion of his inspections.

17. QUESTION: The Maryland Living Wage does not require a health insurance benefit. Does the University require one for the janitorial workers?

ANSWER: Referenced Wage Guidelines amended in Addendum #1 (See Document Revisions 2.)

18. QUESTION: Do mass transit buses run to and from campus 7 days per week, 24 hours per day?

ANSWER: Most staff currently arrive by public transportation

19. QUESTION: What is the cost for parking pass?

ANSWER: Per the response in Addendum #1, the current annual rate for a parking permit is $260/vehicle. That rate is subject to change annually; the permit is valid September 1 of the current year through August 31 of the following year. For the first two months of this contract (July 1 – August 31, 2011), the cost for a permit is expected to be $48/vehicle.

20. QUESTION: What was the total cost for these services for the most recent completed fiscal year? Base contract and Extra billed services?

ANSWER: Per the response in Addendum #1, the current contractor is ABM and the contract Purchase Order amount is: $3,116,263.29.

21. QUESTION: Are the current contractors employees unionized and if so can the Collective Bargaining Agreement be provided?

ANSWER: They are not unionized.

22. QUESTION: Can you tell me if the space attachment list that is currently on the website is the final one? If not, when do you expect the final list will be complete?

ANSWER: The Attachments on the University’s eBid Board are the final lists.
23. QUESTION: Can you provide the “flat rate” pricing for the current contract in the residential space?

ANSWER: There is no flat rate price used in the current contract. This is the first time we are breaking it out of the main contract price.

24. QUESTION: You said the living wage document would be made available – just making sure that is on the addendum.

ANSWER: The Baltimore City Living wage rate will be used for this contract. That rate is available online.

25. QUESTION: Can you share and provide the current number of day porters utilized on campus currently – not counting the residential space?

ANSWER: Staff numbers and employees are not information the University gets involved with. This is purely a Performance Based Contract.

26. QUESTION: The RFP states that “the first performance audit will be conducted in July 2011.” Will that audit and inspection count for the first one for the new contractor even though they have only been in place for several weeks?

ANSWER: No, that is the baseline inspection, not penalties will be assessed.

27. QUESTION: Will the random audits and review pictures and documentation be made available to the contractor as they are performed – or will these be held and presented at the regular scheduled review time frames?

ANSWER: They are immediately released with the evaluation results both to the contractor and University.

28. QUESTION: In Attachment A – Housing Facilities, Revised Page1-2/11/2011 shows cleanable SF by residence hall. Please note the following discrepancies based on an analysis of Harbor Hall (file attached with tab for dorm service sort and lounge sort):

1. Total SF for “935 Dormitory Service” is 18,937, but exhibit shows cleanable of 27,196 (44% higher).
2. The total cleanable SF for lounge for Harbor Hall is over 15,000 SF, but exhibit shows total lounge space of 12,000 SF for 9 residence halls.

ANSWER: The classification of space is how it is currently utilized and cleaned. The reference codes of the space inventory are part of the facility space inventory. We took that and from a personal tour placed all spaces in the category that most match its use and how it should be serviced. The result is that lounges
that are extensions of corridors with limited fixtures are public circulation spaces etc.

In some cases a study is in the lounge category etc. as a way of making it equal to use and abuse and soil load.

B. DOCUMENT REVISIONS:


2. In Appendix B, “Price Proposal Form”, the original form and the revised form provided in Addendum # is being REPLACED with the form attached to this Addendum.

Enclosures: Acknowledgement of Receipt of Addenda Form
SECOND Revised Price Proposal Form-2

Cc: Procurement File

END OF ADDENDUM #2 DATED 03/07/11
This addendum was posted on the University’s eBid Board and eMaryland Market on 03/07/11.
(Original with enclosures were not mailed)
RFP NO.: BC-20710-Q

TECHNICAL & PRICE PROPOSALS
DUE DATE: THURSDAY, MARCH 10, 2011 AT 2:00 P.M.

BID FOR: UMBC'S JANITORIAL CONTRACT

NAME OF BIDDER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1__ dated 02/25/11
Addendum No. 2__ dated 03/07/11
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
REVISED PRICE PROPOSAL-2

Ms. Sharon Quinn
Department of Procurement Services
University of Maryland Baltimore County
Administration Building, Room 301
1000 Hilltop Circle
Baltimore, MD 21250

Dear Ms. Quinn:

The undersigned hereby submits the Price Proposal as set forth in RFP # BC-20710-Q dated 02/03/11 and the following subsequent addenda:

Addendum _____ dated ______
Addendum _____ dated ______
Addendum _____ dated ______

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to complete the work as described in the RFP and subsequent Addenda as noted above.

By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of the RFP including any issued addenda.

The pricing provided in the following Sections is to include all of the Contractor's costs to perform the services (i.e. overhead, profit, etc.). No additional compensation will be applicable for these services, unless additional services are requested by the University which are outside of the scope of services specified within this RFP document.

The Contractor’s Proposal can be accepted in whole or part. While it is the intent of the University to award most or all of the requested work as one contract, the University reserves the right to make an award which best serves the interest of the University. The pricing requested in Section 1.2 of the Price Proposal is in the event that the University has unscheduled or extra work that is needed and it will be included in the price evaluation via the use of sample projects, and will be included in the awarded contract.
RFP NO.: BC-20710-Q
PRICE PROPOSAL DUE: THURSDAY, MARCH 10, 2011 at 2:00 P.M.
PROPOSAL FOR: JANITORIAL CONTRACT

1. **Firm Fixed Price for Main Campus:** Enter the Annual Amount in the Chart below. This dollar amount is for all the services required under this contract and will be paid in twelve (12) Monthly Payments. Annual cost increases will only be in accordance with the Baltimore City Living Wage Schedule.

### MAIN CAMPUS CONTRACT

<table>
<thead>
<tr>
<th>Contract Year</th>
<th>Residential Life</th>
<th>Commons</th>
<th>Main Campus</th>
<th>(Athletic) RAC</th>
<th>Annual Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year-1</td>
<td></td>
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<td></td>
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<tr>
<td>Year-2</td>
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<td>Year-3</td>
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</table>

### ADDITIONAL WORK OUTSIDE OF THE REGULAR CONTRACT

The following hourly rates are fully loaded billable rates.

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>Residential Life</th>
<th>Commons</th>
<th>Main Campus</th>
<th>(Athletic) RAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>“TAG” Work</td>
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<tr>
<td>Flood Microbial / Damage Assessment and Clean-up</td>
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<tr>
<td>Upholstery Cleaning for three (3) specific furnishings:</td>
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<td>Chair</td>
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<td>Sofa</td>
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### UNSCHEDULED / ADDITIONAL WORK RATES

The Contractor is to furnish hourly rates for unscheduled work, in accordance with the following provisions.

All unscheduled work shall have prior authorization of UMBC. Unscheduled work is requested on an as-needed basis and the Contractor is not guaranteed any such work.

The amount of time each unscheduled job may take is subject to negotiation with the University. The rates proposed above would be a major determinant in whether unscheduled work will be furnished by the Contractor providing services under this contract.

Supervisor Rate: ______ per hour

Janitorial Rate: ______ per hour
2. Provide a “Flat Rate” or “Capped Rate” on resident space cleaning. This rate will include three (3) scopes of work: *(Attachment A will provide size and floor surface detail for each space)*

2.1 Unit Price Initial cleanout from student vacancy-apartments: 

2.2 Unit Price Initial cleanout from student vacancy-standard room: 

2.3 Unit cleaning from summer program vacancy throughout the summer: *(unit turnovers) 2009=5900 bed nights-2010=6000 bed nights*  

2.3.1 Apartment: 

2.3.2 Standard Room: 

2.4 Unit Total Re-clean prior to Fall occupancy: 

2.4.1 Apartment: 

2.4.2 Standard Room: 

3. **ALTERNATE #1: TRASH REMOVAL**

<table>
<thead>
<tr>
<th>Contract Year</th>
<th>ZONE - A Main Campus</th>
<th>ZONE - B Outside Loop</th>
<th>ZONE - C Residential Life</th>
<th>Annual Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year-1</td>
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**WORK AREA DIVISIONS OUTSIDE TRASH REMOVAL:**

A. **WORK ZONE A (MAIN CAMPUS):** Inside Loop Academic Zone-academic buildings properties, parking lots, common grounds, turf areas inside the Loop, excluding Residential Zone.

B. **WORK ZONE B (OUTSIDE LOOP):** Outside the Loop-surrounding properties, parking lots, including TRC, Alumni Houses and Surge properties, but excluding Athletic zones, Walker Avenue Apartments, BWTECH Center and South Campus properties.

C. **WORK ZONE C (RESIDENTIAL LIFE):** Inside Loop Residential Zone including auxiliary facilities- to include parking lots, West Hills Apartments, Terrace Apartments, Hillside Apartments, Erickson, Harbor, Chesapeake, Susquehanna, Patapsco and Potomac. Auxiliary facilities; Dining Hall, SDSC Center, Child Care and the Satellite Plant.
RFP NO.: BC-20710-Q
PRICE PROPOSAL DUE: THURSDAY, MARCH 10, 2011 at 2:00 P.M.
PROPOSAL FOR: JANITORIAL CONTRACT

We understand that by submitting a proposal we are agreeing to all of the terms and conditions included in the RFP documents.

We understand that the evaluation and subsequent final ranking of proposals will be in accordance with the RFP documents.

We understand that the University reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document.

We further confirm that the Project Manager named within our Technical Proposal will be assigned to the University for the duration of this contract.

The undersigned hereby certifies that he/she is a duly authorized officer of the Proposing Firm and can bind the Proposer to the prices quoted herein.

Proposer (Company Name)

Authorized Signature

Print Name

Title

END OF REVISED PRICE PROPOSAL FORM-2