

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT DIVISION**  
450 Columbus Boulevard, Hartford, CT 06103

BID NO.:  
**18PSX0293**

Extended RFP Due Date:

**10 April 2019**

Date Addendum Issued:

26 March 2019

**PLEASE NOTE:**

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the bid that are contained in this Addendum.

**BID ADDENDUM #1**

DESCRIPTION:

**Custodial Services for 401 West Thames Street, Norwich**

FOR:

**Department of Administrative Services**

**BIDDERS NOTE:**

**Questions and Answers:**

1. Do the common areas in Campbell get cleaned at night or can the day porter assigned there perform these tasks?  
**A: The Contractor shall set the task schedule for the day porter for Building 100 based on Exhibits E and F Task and Frequency Schedules.**
2. Is the patient area in SMHA cleaned at night or during the day by the matron assigned there? **A: Common areas, lounges, offices, kitchenettes, and admissions areas in Brief Care are cleaned at night. The interior of the patient rooms are cleaned by a State employee during the week and by the janitorial vendor on weekends and holidays.**

**Questions taken from the pre-proposal meeting:**

1. Proposers inquired about the # of employees and patients per building.
  - A. Campbell (Common and Facilities office): **Employees: 19**
  - B. Campbell/Phelps (DSS): **Employees: 93**  
Campbell/Phelps (DSS): **Clients (daily visitors): 60-75**
  - C. SMHA: **Employees: 160**  
SMHA: **Daily visitors: 50-75**  
SMHA: **Patients: 15**
  - D. Nurses: **Employees: 30**
2. Questions regarding the supervisor's ability to act as a working supervisor. **A: Refer to the RFP Document, Description of Goods and Services, section 17 "Contractor's Employees – Supervisors".**

**Revisions:**

1. Exhibit G, Task and Frequency Schedule, SMHA – Including Brief Care has been deleted and replaced in its entirety with a NEW Exhibit G, Task and Frequency Schedule, SMHA – including Brief Care Weekend and Holidays.
2. Exhibit H, Task and Frequency Schedule, SMHA – Including Brief Care has been deleted and replaced in its entirety with a NEW Exhibit H, Task and Frequency Schedule, SMHA – including Brief Care Weekend and Holidays.
3. Exhibit I, Task and Frequency Schedule, Weekends and Holidays has been deleted and replaced in its entirety with a NEW Exhibit I, Task and Frequency Schedule, SMHA – including Brief Care Weekend and Holidays.
4. **REVISED** RFP Contract to update the Table of Contents (Using track changes).
5. **REVISED** RFP Document, sections 14 “Schedule and Days of Operation” and section 15 “Monthly Maintenance/Cleaning Calendar” had revisions (using track changes).

**Changes to the RFP Schedule:**

The RFP due date has been extended to April 10, 2019 at 2:00 PM Eastern Time.