

ADDENDUM #2

DATE: May 6, 2020
TO: All Prospective Bidders
FROM: Lisa Mieszkowicz, Senior Procurement Specialist
RE: **RFQ# LM110119 Set-Aside Janitorial Services for Regional Campuses**

All respondents are hereby advised of the following amendment to the Request for Proposal documents which are hereby made an integral part of the bid documents for the subject contract, prepared by the University of Connecticut Procurement Services Department.

Proposals submitted shall be deemed to include the following document information as shown in Addendum No. 2. Respondents shall be required to acknowledge receipt of this addendum in their proposal response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their proposal response.

BIDDER NOTE: This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the bid number, response date, and return address. This will be accepted as part of your proposal response, **PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN ITEM NUMBER ONE (1) OF THIS DOCUMENT.**

Refer to the following clarifications:

1. **The RFQ Due Date has been extended to 2:00 PM, June 30, 2020.**
2. **The RFI deadline has been extended to 2:00 PM, May 20, 2020.**
3. **The initial contract term has been revised to fifty-four (54) months beginning January 1, 2021.**
4. **Enclosed is the revised Pricing Workbook.**
5. **Attached is the RFI Log and the Avery Point Interior Window List**

Name of Bidder

Date

Address

Signature and Title

Set-Aside Janitorial Services for Regional Campuses

Request for Information Log

<u>RFI No.</u>	<u>Question</u>	<u>Response</u>
1	Are any of these sites Union?	Yes, the janitorial positions are union at the regional campuses.
2	It is our understanding that the walk through was mandatory to submit a proposal. Could we receive a list of the companies approved to submit a proposal?	This request needs to be submitted as a FOIA request. Please refer to the following website for instructions. https://publicrecords.uconn.edu/
3	Can you provide current pricing for all campus buildings	\$207,123.72/month for all regional campuses
4	Can provide a copy of current contract	This request needs to be submitted as a FOIA request. Please refer to the following website for instructions. https://publicrecords.uconn.edu/
5	Can provide the number of cleaners and their hours at each building	This is a performance based bid, contractors should propose staffing that will work based on their expertise
6	Can we have exact addresses of each building so we can request wages from the union	Avery Point: 1084 Shennecossett Rd. is for all of the campus except the Marines Sciences building which is 1080 Shennecossett Rd.both are Groton, CT 06340 Downtown Hartford Campus: 10 Prospect St, Hartford CT 06103 / 38 Prospect St, Hartford Ct 06103. School of Law: 39 Elizabeth, 35 Elizabeth, 45 Elizabeth, 55 Elizabeth, 65 Elizabeth Hartford , CT 06105. Stamford: Main Building: 1 University Place, Stamford CT, 06901, The Lillian: 87 Franklin St, Stamford CT, 06901, School of Business Classrooms: 900 Washington St, Stamford CT, 06901. Waterbury: Main Building: 99 East Main Street, Waterbury CT 06702 Rectory Building: 118 East Main Street, Waterbury CT 06702.
7	The vehicle requirement, does the vehicle have to stay on property or can a employee bring vehicle each day	Avery Point: The truck needs to remain at the site. Downtown Hartford Campus: Vehicle is assigned a swipe card through Travelers and is responsibility of Contractor if lost or stolen. Prefer vehicle to remain onsite. School of Law: Not Required. Stamford: The vehicle does not have to stay on the property overnight.
8	What is the weighted value for the RFP, i.e. what is percentage put on price, experience, references	There are two key elements. The first is a technical evaluation based on the firms qualifications and experience. The second is an analysis of the financial proposals which is assessed separately from the technical evaluation. The two elements will contribute to the determination of the firm that demonstrates the best value to the University. The percentages for the Technical Evaluation are as follows: Qualifications and Experience of Custodial Firm (30 pts max) Managerial Ability (35 pts max) Staffing Plan (35 pts max).
9	Can we have the breakout of what was added since the last contract	
10	Are all the potential bidders currently set aside companies?	The University has reserved the Regional campuses for participation by Certified Department of Administrative Services (DAS) Supplier Diversity (set-aside) – Small Business Enterprise (SBE), Minority Business Enterprise (MBE), women-owned (WBE) businesses, and businesses owned by persons with a disability certified as such by the State of Connecticut's DAS Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e. Firms must be S/MBE certified at time of RFQ submission. The University will review the submissions to verify that they are in compliance with the requirement.
11	Are all campuses union affiliates?	Yes 32BJ
12	At UConn Hartford it was said that 3m pads were used on floor and that UConn invested in them, does UConn supplement any of the cleaning machines or parts, cleaning products at any or all the locations.	Hartford only supplies these pads along with cleaning products that go onto equipment supplied by Contractor through contracted agreement.
13	What is the current clock in and out system which is used, is that paid for by vendor or something state requires at each campus	Contractor provides it's own time clock system.
14	Will there be allowance for a transition period if the incumbent does not retain the contract-where the new vendor is allowed to have access to buildings and allowed to bring in equipment	Yes, as long as you are ready to work on the start date of contract.
15	This bid has a lot of moving parts and answers to these questions may incur more questions can I request an extension on questions and clarifications.	RFI due date has been extended to May 20th. 2:00 PM
16	How many employees are now working at the Stamford campus?	This is a performance based bid, contractors should propose staffing that will work based on their expertise
17	Can we get a copy of the sign in sheets for each bid location.	Provided in Amendment #1

18	Who is the current contractor? How long have they been providing services under current contract? Are they also bidding?	Current contractor is BME. The term of the contract was 5 years.They were in attendance at the mandatory meetings.
19	Please provide current contract or can we get copy of link to that information (CONTRACT NUMBER WITH CURRENT PRICING INFORMATION)	This request needs to be submitted as a FOIA request. Please refer to the following website for instructions.
20	Is this Union ? (BASED ON HAVING TO KEEP CURRENT WORKERS)	Yes
21	Contract states we will need to keep the current workers please provide how many workers, the current wages , salaries, and benefits or contact to get that current information.	This is a performance based bid, contractors should propose staffing that will work based on their expertise
22	How many restrooms are in each building ? if can list each building by name and count	Downtown Hartford: 10 Prospect Restrooms Total=29 and 38 Prospect St Restrooms Total=8. School of Law: Hosmer 8 , Chase 4, Knight 2, Starr 8, Library 14 Stamford; 14 multi stall toilets rooms, 2 lockers rooms with showers, sinks & toilets and 4 single use toilet rooms Waterbury: Main Building: 24 Rectory Building: 6
23	How many inside windows at Avery Point Groton? (between the 14 buildings)	Refer to the Avery Point Interior Window list provided in Amendment #2
24	looking thru the RFP docs i didnt see a pricing grid to fill out for waterbury	The Waterbury Pricing book is provided with Amendment #2 Revised Pricing workbook folder

Avery Point Campus

Interior Window List

Date: March, 2020

	Location	Quantity
Facilities Shop		
(Bldg #6)	1st Fl	12
	Total	12
Facilities Office		
(Bldg #7)	1st Fl	21
	2nd Fl	6
	Total	27
Gymnasium		
(Bldg #57)		
	1st Fl	10
		1
		1
	Pool	33
	Total	45
Community/ Professional		
(Bldg 19)	1st Flr	40
	2nd Flr	30
	3rd Flr	27
	Total	97
Academic Building		
(Bldg 22)		
	Student Center	45
	1st Flr	66
	2nd Flr	71
	3rd Flr	71
	Total	253
Branford House		
(Bldg 26)		
	Great Room	44
	1st Fl	52
	2nd Fl	54
	3rd Fl	39
	Total	189
Library	Location	Quantity

(Bldg 25)	1st Fl	36
	2nd Fl	38
	Total	74
Project O		
(Bldg 62)	1st Fl	
	2nd Fl	
	Total	0
Police Station		
1st Fl		15
2nd Fl		13
	Total	28
Dive Locker		
	1st Fl	8
	Total	8
Rankin Lab		
	1st Fl	3
	Total	3
Central Utility Plant		
	1st Fl	3
	Total	3
Astrophysics Lab		
		6
	Total	6
Marine Science		
	Basement	74
	1st Fl	244
	2nd Fl	68
	3rd Fl	79
	Total	465
	Grand Total	1176