

## ADDENDUM #3

DATE: June 18, 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. 3. 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. Enclosed is the Updated RFI Log.
2. Note the following changes in the submission and evaluation process:
  - Part 1 - Firms are to submit all documentation for Technical Criteria - Qualifications and Experience with Qualification Statement and forms as stated in Section 4.13.3 by the stated due date June 30, 2020 by 2:00 PM
  - Part 2 – Define Scope / Provide Pricing Workbook will not be requested at this time. It will be requested from the shortlisted firms that will be notified after the Part I evaluation process.
  - Firms are to email their submissions to [cpca@uconn.edu](mailto:cpca@uconn.edu) no later than Thursday, June 30, 2020 @ 2:00 PM. The subject line of the email is to state RFQ LM110119 Set-Aside Janitorial Services for Regional Campuses and the Proposing firms name.
  - In order to maintain integrity of the solicitation process, any submission sent to other email addresses other than [cpca@ucon.edu](mailto:cpca@ucon.edu) may be disqualified. Any submission received after 2:00 PM will remain unopened and will be disqualified.

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Name of Bidder

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Date

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Address

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Signature and Title

## Set-Aside Janitorial Services for Regional Campuses

## UPDATED - 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. <a href="https://publicrecords.uconn.edu/">https://publicrecords.uconn.edu/</a>
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. <a href="https://publicrecords.uconn.edu/">https://publicrecords.uconn.edu/</a>
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	<b>Avery Point:</b> 1084 Shennecossett Rd. is for all of the campus except the Marines Sciences building which is 1080 Shennecossett Rd.both are Groton, CT 06340 <b>Downtown Hartford Campus:</b> 10 Prospect St, Hartford CT 06103 / 38 Prospect St, Hartford Ct 06103. <b>School of Law:</b> 39 Elizabeth, 35 Elizabeth, 45 Elizabeth, 55 Elizabeth, 65 Elizabeth Hartford , CT 06105. <b>Stamford:</b> 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. <b>Waterbury:</b> 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 an employee bring vehicle each day	<b>Avery Point:</b> The truck needs to remain at the site. <b>Downtown Hartford Campus:</b> Vehicle is assigned a swipe card through Travelers and is responsibility of Contractor if lost or stolen. Prefer vehicle to remain onsite. <b>School of Law:</b> Not Required. <b>Stamford:</b> 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: <b>Qualifications and Experience of Custodial Firm (30 pts max) Managerial Ability (35 pts max) Staffing Plan (35 pts max).</b>
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	<b>Downtown Hartford:</b> 10 Prospect Restrooms Total=29 and 38 Prospect St Restrooms Total=8. <b>School of Law:</b> Hosmer 8 , Chase 4, Knight 2, Starr 8, Library 14 <b>Stamford;</b> 14 multi stall toilets rooms, 2 lockers rooms with showers, sinks & toilets and 4 single use toilet rooms <b>Waterbury:</b> 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
25	Do you anticipate the needs changing at all due to the pandemic? Up of Down. Should we propose based on previous year's numbers of students/ If we are to adjust, the union employees would have to likely stay the same amount of hours correct?	Services are to be based on the previous years number of students for consistency.