

November 28, 2022

NOTICE TO BIDDERS

ADDENDUM No. 1

IFB No. RFQ 566785

The following changes and/or additions shall be made to the original Invitation for Bid (IFB) for Janitorial Services for Zone 3, RFQ 566785. **Please acknowledge receipt of this addendum by signing and returning this form with your bid documents.**

1. Section 4.0 (Bidder's Minimum Qualifications) shall be deleted and replaced in its entirety with the following section:

4.0 BIDDER'S MINIMUM QUALIFICATIONS

Bidders must demonstrate that they have the resources and capability to provide the materials and services as described herein. All bidders must submit the documentation indicated below with their bid. Failure to provide any of the required documentation shall be cause for bid to be deemed non-responsible and rejected.

The following criteria shall be met in order to be eligible for this Contract:

- 4.1 Bidders shall provide at least three (3) comparable references of current commercial janitorial services being performed at commercial or government organizations using Attachment #1 (References).

**References shall be for work performed on indoor recreational facilities, community centers, correctional and/or detention facilities, educational facilities, hospitality, or medical industry facilities of 75,000 square feet or larger, as well as comparable office facilities of 24,000 square feet or larger with comparable cleaning requirements. At least one of the references provided on Attachment #1 shall be for an indoor recreational facility, community center, correctional and/or detention facility, educational facility, hospitality or medical industry facility of 75,000 square feet or larger with similar cleaning requirements.**

References shall reflect that the bidder is the primary Contractor, no subcontracted work shall be considered as a reference for this IFB. The list shall include company name, person to contact, facility

address, telephone number, fax number, e-mail address, and the nature of the work performed.

Failure to include references shall be cause for rejection of bid as non-responsible. Bidder hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.

- 4.2 Bidders must demonstrate they have been in business providing similar janitorial services to commercial or government organizations for at least the last five (5) years. See Attachment #2 (Bidder Questionnaire) for details.
- 4.3 Bidder's must demonstrate that their pricing is sufficient to pay all applicable Federal and State withholdings, workmen's compensation, insurance and comply with at a minimum, the current [Virginia minimum wage](#) rate. All bidders shall provide with their bid a cost breakdown detailing how the bid price was determined, using Attachment #3 (Bid Price Breakdown). The breakdown shall include cost of labor, cost of supplies, project cleaning and all other elements of the Contract per location.

- 2. The first paragraph in Attachment #9 (Site Visit Schedule) shall be deleted and replaced with the following paragraph:

Each site or facility must be inspected during the times and dates specified in Attachment #9. **Bidder don't need to notify and confirm the date and time with the walkthrough coordinator at each location.**

- 3. Attached are the questions and answers received in response to the IFB.

Prepared By: /s/ Hassan Ouksaka Date: November 28, 2022

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## Questions and Answers

**Question 1:** For the site visits on December 2<sup>nd</sup> to Family Services, Juvenile and Domestic Courts, Health Department with WIC, and Health Department, will they all be happening at the same time at 2:30 pm or will they be broken up?

**Answer 1:** Family Services, the Juvenile and Domestic Courts, the Health Department with WIC, and the Health Department shall be visited on December 2<sup>nd</sup> from 2:30 p.m. to 3:00 p.m. or 3:00 p.m. to 3:30 p.m. These suites are adjacent, and all four locations can be viewed during the allotted thirty (30) minutes.

**Question 2:** When will Addendums be available? And to confirm, we can find it located at <https://www.loudoun.gov/124/Procurement>?

**Answer 2:** Any changes to the IFB resulting from clarification requests or questions will be communicated through a written addendum, which will be posted and made available for download on the Procurement home page at <https://www.loudoun.gov/124/Procurement>.

**Question 3:** Can you confirm which sites need onsite supervision?

**Answer 2:** Claude Moore Recreation and Community Center is the only one that would require a janitorial supervisor to be on site.

**Question 4:** Can you confirm the Attachment #9 site visit schedule as there are two columns with different times/dates? Is the second column for back-up dates? Also, can you confirm the start times for each site visit as there are two different times provided and some have the same times posted?

**Answer 4:** There are two date options for each site and two time slots for each date option. Site visits will start on time and will last up to thirty (30) minutes. If a bidder arrives late, they will either have to wait for the next time slot or the next date.