

December 16, 2022

NOTICE TO BIDDERS

ADDENDUM No. 2

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

Prepared By: /s/ Hassan Ouksaka Date: December 16, 2022

Acknowledged By: _____ Date: _____

Questions and Answers

1. May we have a copy of the original solicitation for the current contract?

A1: This is the original solicitation, which consolidated and updated the specifications and requirements for the services being provided at these locations. As a result, the scope of services and terms and conditions have changed as the County's needs have expanded, prompting the issuance of this new solicitation.

2. Could you clarify the current wage for the current contract?

A2: There is currently no contract for Zone 3. The County has consolidated the specifications and requirements of various contracts to form Zone 3 solicitation. This solicitation is different from those previously issued. The IFB for Zone 3 doesn't have a wage scale or other pay requirements. However, bidders shall comply with the Commonwealth of Virginia minimum wage laws. Refer to Section 4.3 for further information about the minimum wage.

3. Could you provide any current modifications, price schedules or scheduled deductions applicable?

A3: See answer 9.

4. Per this clause: It states that the County will not entertain Joint Venture/Teaming Relationships is that correct?

A4: That's correct

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).

These references shall be for work done on indoor recreational Facilities of 75,000 square feet or larger, as well as comparable office Facilities of 24,000 square feet or larger, with similar cleaning requirements. At least one of the references listed on Attachment #1 shall be for an indoor recreational 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.

5. May we have the current staffing for each property as listed (down below):

A5: The number of staff at each location, with the exception of the Sheriff's offices, is provided in Section 5.2 Description of Facilities. We do not provide an exact number of staff at the Sheriff's offices for security reasons.

#	Location Name	Location Address
1	Ashburn Library	43316 Hay Road, Ashburn, Virginia 20147
2	Ashburn Sheriff Station	20272 Savin Hill Drive, Ashburn, Virginia 20147
3	Ashburn Senior Center	20880 Marblehead Drive, Ashburn, Virginia 20147
4	Claude Moore Recreation and Community Center	46105 Loudoun Park Lane, Sterling, Virginia 20165
5	Eastern Loudoun Adult Day Care Center	45140 Bles Park Drive, Ashburn, Virginia 20147
6	Eastern Loudoun Sheriff Station	46620 East Frederick, Sterling, Virginia 20164
7	Family Services	45201 Research Place, Bldg. D, Suite 110, Ashburn, Virginia 20147
8	Juvenile and Domestic Courts	45201 Research Place, Bldg. D, Suite 100, Ashburn, Virginia 20147
9	Health Department with WIC	45201 Research Place, Bldg. D, Suite 120, Ashburn, Virginia 20147
10	Health Department	45201 Research Place, Bldg. D, Suite 130, Ashburn, Virginia 20147
11	Sheriff - Rapid Response Team	21730 Red Rum Drive, Suites 117-132, Ashburn, Virginia 20147

6. Who is/are the current vendor(s) providing services to the facilities in the IFB?

A6:

#	Location Name	Vendor Name
1	Ashburn Library	L & D Commercial Services LLC
2	Ashburn Sheriff Station	L & D Commercial Services LLC
3	Ashburn Senior Center	Associated Building Maintenance Co., Inc.
4	Claude Moore Recreation and Community Center	Associated Building Maintenance Co., Inc.
5	Eastern Loudoun Adult Day Care Center	Associated Building Maintenance Co., Inc.
6	Eastern Loudoun Sheriff Station	L & D Commercial Services LLC
7	Family Services	Associated Building Maintenance Co., Inc.
8	Juvenile and Domestic Courts	Associated Building Maintenance Co., Inc.
9	Health Department with WIC	Associated Building Maintenance Co., Inc.
10	Health Department	Associated Building Maintenance Co., Inc.
11	Sheriff - Rapid Response Team	L & D Commercial Services LLC

7. Since the goal is to award one service provider – is there a requirement for an Account Manager to be assigned to the portfolio?

A7: The County does not require explicitly that the contractor assign an Account Manager to oversee the portfolio. However, it does require that the Contractor assign a Quality Assurance Supervisor (QAS) for these Facilities. The QAS must visit and inspect the Facilities at least once every month, and as often as necessary. Additionally, the Contractor shall have a total quality control program (QCP) to ensure the requirements of the Contract are met. The QCP shall be a system for identifying and correcting deficiencies in the quality

of services before the level of performance becomes unacceptable and/or County Building Inspectors point out the deficiencies. For more details, please refer to Section 5.11 (page 41).

8. What is the current contract monthly price, per location?

A8:

#	Location Name	Location Address	Monthly Cost
1	Ashburn Library	43316 Hay Road, Ashburn, Virginia 20147	\$4,196.90
2	Ashburn Sheriff Station	20272 Savin Hill Drive, Ashburn, Virginia 20147	\$3,316.99
3	Ashburn Senior Center	20880 Marblehead Drive, Ashburn, Virginia 20147	\$3,693.85
4	Claude Moore Recreation and Community Center	46015 Loudoun Park Lane, Sterling, Virginia 20165	\$14,950.33
5	Eastern Loudoun Adult Day Care Center	45140 Bles Park Drive, Ashburn, Virginia 20147	\$564.12
6	Eastern Loudoun Sheriff Station	46620 East Fredrick, Sterling, Virginia 20164	\$2,627.14
7	Family Services	45201 Research Place, Bldg. D. Suite 110, Ashburn, Virginia 20147	\$611.06
8	Juvenile and Domestic Courts	45201 Research Place, Bldg. D. Suite 100, Ashburn, Virginia 20147	\$596.40
9	Health Department with WIC	45201 Research Place, Bldg. D. Suite 120, Ashburn, Virginia 20147	\$625.92
10	Health Department	45201 Research Place, Bldg. D. Suite 130, Ashburn, Virginia 20147	\$423.09
11	Sheriff - Rapid Response Team	21730 Red Rum Drive, Suites 117-132, Ashburn, VA 20147	\$689.85

9. Have there been any changes in scope from previous/current?

A9: Yes, as the department grows, additional space is needed which requires additional square feet. For example, weekend cleaning was added for the Ashburn and Eastern Sheriff's Substations.

10. What is the annual budget for services outlined in the IFB?

A10: See answer 8.

11. Section 4.3, are there any other pay requirements besides Virginia Minimum Wage?

A11: No, other than adhering to the Commonwealth of Virginia's minimum wage laws, there are no additional wage scale or other pay requirements.

12. Section 5.2. B – Ashburn Sheriff Station, is the vendor responsible for the cost to perform the additional background check? If so, what is the cost per employee?

A12: Loudoun County will only cover the cost of the CJIS background check. Refer to Section 5.4 (on page 37) for more information.

13. Section 5.2., item 12 Exterior cleaning – Grounds & Sidewalks, Parking areas. Is this requirement for all facilities or only for facilities where there is dedicated day porter/day cleaning staff?

A13: With the exception of the Eastern Loudoun Adult Daycare, only those facilities where there is a dedicated day porter. Eastern Loudoun Adult Daycare will require trash and litter pickup within 10 feet of the building.

14. Could you provide floor plans or emergency evacuation plans?

A14: This information is not currently available. This could be provided at the time of contract award. Each bidder, however, was given the opportunity to tour and inspect each facility.

15. What is the # of building perimeter windows per location that require exterior window cleaning (under 110 inches)?

A15: This number is not readily available. Each bidder, however, was given the opportunity to tour and inspect each facility.

16. Can you provide a cleanable square footage breakdown or % by floor type (VCT, Linoleum, Wood, Rubber, Laminate, Ceramic, Carpet) for all flooring surfaces, per location?

A16: This information is not readily available. Each bidder, however, was given the opportunity to tour and inspect each facility.

17. Can you provide the average monthly “supply usage” amounts for the locations where there is high traffic & events?

A17: This information is not available because the Contractors provide supplies. The County has no information on their supply costs as they are included in the overall contract total costs/prices.

18. Can you confirm that vendor is responsible for all supplies, including consumable supplies such as paper, soap, plastic?

A18: Yes, Refer to section 5.7 for more information.

19. Attachment 6, what is the average monthly amount of deficiency deductions that have been imposed under the current contract?

A19: None

20. This solicitation is listed as IFB/RFQ (not RFP):

- Is a “Technical Proposal” detailing contractors’ programs/methods and/or supplemental information required? or
- Should the submittal consist of completed required forms only?

A20: Since this is an invitation for bid (IFB), bidders only need to include the forms and information required with their bids.

21. Can you please clarify if this is a low bid? If not, can you please clarify the evaluation criteria you will be using.

A21: According to Section 7.21, the County will award the Contract to the lowest responsive and responsible bidder based on total cost.

22. Can you please clarify whether there is a minimum living wage requirement?

A22: See answer 11.

23. Is there a specific proposal response format we have to follow? Or are we to only upload our pricing along with the required forms starting on pg. 67 of the IFB?

A23: Since this is an invitation for bid (IFB), bidders only need to include the forms and information required with their bids.

24. Are we to include a technical proposal response with our submission or only submit the required forms?

A24: Since this is an invitation for bid (IFB), bidders only need to include the forms and information required with their bids. There is no requirement to provide technical or even management (or Business) responses.

25. What is the current budget?

A25: See answer 10.

26. Will Loudon County accept an annual bond during the initial 3-year contract period?

A26: Yes, the bond shall be in an amount equal to one hundred percent (100%) annual Contract amount. This bond shall be renewable annually during the Contract Term.

27. Can we receive copy of invoices from the last 6-months?

A27: See answer 8.

28. Are there any other bonding requirements besides the contract performance bond?

A28: No

29. Is the contractor to provide hand sanitizer in buildings with sanitizer dispensers?

A29: Yes

30. Is the contractor to provide gym wipes for locations with gyms?

A30: The contractor doesn't have to provide gym wipes for all locations with gyms. This is the responsibility of the County. The staff on site will be responsible for maintaining this.

31. Are there any locations that require outdoor/patio cleaning/maintenance?

A31: See answer 13.

32. Are we to include our firm's financial history with our response?

A32: No. However, pursuant to section 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, and all other elements of the Contract per location.

33. Are we to include any specific certification or licenses?

A33: Yes, please refer to Sections 6.6, 6.8, 6.32, and 6.33 for more information.

34. Do we have to provide any electronic copies with our submission (USB)?

A34: Optional

35. Please confirm that we only have to provide the 1 hard copy with our response?

A35: Yes. Each firm shall submit one (1) original copy of their bid to the County.

36. Do we have to provide a Certificate of Insurance with Loudon County as the certificate holder or is our vendor's name fine?

A36: Bidders shall include with their bid a copy of their current Certificate of Insurance that illustrates the current level of coverage the bidder carries. The Certificate can be a current file copy and does not need to include any "additional insured" language for the County.

37. What is the current contractor's name and price for all locations of the above referenced bid?

A37: See answers 7 and 8.

38. Section 5.2. F. Eastern Loudon Sheriff Station read as follows:

Item 3. The facility's business hours...Monday through Friday.

Item 4. ...Day Porter... Saturday and Sunday for two (2) working hours.

If the facility is only opened Monday through Friday what will the required day Porter service consist of on Saturday and Sunday?

A38: The facility is open to the public Monday through Friday. During the weekends, Deputies and other staff are on site. Please refer to Section 5.4 Description of Services (pages 18-33) and 5.5.D. Day Porter (page 35) for more information regarding the service requirements.

39. Could you provide square footage break down by floor type for the preschool attached to the Claude Moore Recreation Center?

A39: See answer 16.

40. I understand that Claude Moore Park observes one holiday – Christmas day. Can you please list the holidays that each of the other locations observes?

A40: All other locations will follow the County designated holiday schedule and observe on the date that they fall on in the calendar year:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Indigenous Peoples' Day (formerly Columbus Day)
Election Day (when it falls on an election year)
Veterans Day
Thanksgiving Day
Christmas Day

41. Could you provide the current contract Expiration Date?

A41: The services that are currently provided at these locations are set to end on February 28, 2023

42. Who are the current providers per site now?

A42: See answer 7.

43. Is there an approximate usage rate for paper products especially at heavily used facilities?

A43: See answer 17.

44. Are the hand sanitizer stations disinfectant to be provided by the janitorial company or is it provided by the county?

A44: The County provides the hand sanitizer stations.

45. What is the current contract cost per site.

A45: See answer 8.