

The purpose of this ADDENDUM NO. 1 is to distribute information in response to questions received from proposers as well as other revisions to the solicitation documents. ***All other specifications, terms and conditions of this solicitation not expressly amended by the responses in this ADDENDUM remain as originally stated. Please include the attached Addendum Acknowledgement Form in your firm's technical proposal.***

1. **Proposer Questions:**

1.1 Question: Who is the current contractor?

UMBC Response: ABM Janitorial Services.

1.2 Question: What is the currently monthly price?

UMBC Response: As the requirements for the contract are different from the current contract, this information will not be provided.

1.3 Question: Can you please specify which building that require Day Porters, numbers of day porters and the cleaning hours from what time to what time?

UMBC Response: Refer to section 1.7 Staffing and Shifts in the RFP document.

1.4 Question: Can you provide the number of Day Porter needed each day and their working hours?

UMBC Response: This contract is a performance based contract. As a result, the necessary number to meet the performance requirements will be determined by the selected firm.

1.5 Question: In regarding to subcontracting goal, If Prime contractor is MDOT certified, do we still need to sub out 30% to another MBE-MDOT contractor?

UMBC Response: Refer to page 33 in Section 4.20 Minority Business Enterprise Notice of the RFP, as well as the COMAR section that is provided.

1.6 Question: In regarding to subcontracting goal, do we have to comply with the sub goals of 8% African, 3% Asian, and 3% Hispanic?

UMBC Response: Yes.

1.7 Question: What is the current Baltimore Living Wage?

UMBC Response: The Maryland Commissioner of Labor and Industry is responsible for establishing the Living Wage. Refer to the Maryland Department of Labor for additional information.

1.8 Question: Does the contractor has to comply with the MD Sick Leave law?

UMBC Response: The selected firm is required to comply with all Federal, State, and local laws and regulations. The applicability of this particular law will need to be determined by the selected firm.

- 1.9 Question: The solicitation mentioned about bargaining unit / Union, was the Union trying to organize at the University or will they try in the future? Will the University allow for price adjustment if there's a CBA in place?

UMBC Response: The University is unaware of any current attempts to organize and is unable to predict any future activity.

- 1.10 Question: Is there an opportunity to ask questions relating to price during the process?

UMBC Response: Questions regarding the price phase may be asked after the price proposal form is provided to short listed firms.

- 1.11 Question: Why is the solicitation being issued at this time?

UMBC Response: The current contract term is ending.

- 1.12 Question: What does the transition look like?

UMBC Response: The University intends to notify the selected firm of the intent to recommend for award during the month of May. It is anticipated that the firm will begin, at their own risk, any necessary preparations during this time even though the award will not be finalized. There will be a gradual transition of activities that will be discussed and coordinated in great detail with the selected firm to ensure constant service to the University.

- 1.13 Question: Since the submission of the technical proposal is via email and the technical proposal might be of a large size. Is there a size limit on the email?

UMBC Response: UMBC Box site does not have a limit on the size of attachments.

- 1.14 Question: Do you anticipate extending the bid due date?

UMBC Response: UMBC does not anticipate extending the proposal due date.

2. **Pre-proposal Meeting**: The power point presentation and sign-in sheet have been provided as an attachment to this addendum.

3. **Acknowledgement of Addendum Form**: The attached Acknowledgement of Receipt of Addendum form is to be completed/signed and included with the Technical Proposal.

END OF ADDENDUM #1 DATED 2/26/2020

Attachment: Acknowledgement of Receipt of Addendum
Power point presentation
Pre-Proposal sign in sheet

This Addendum #1 on RFP #BC-21175- E and its attachment are posted on UMBC's ebid Board at <http://procurement.umbc.edu/bid-board/>

RFP NO.: BC-21175-E

RFP FOR: UMBC JANITORIAL SERVICES CONTRACT

TECHNICAL PROPOSAL DUE DATE: Wednesday, March 11, 2020 on or before 11:59 p.m.

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1	dated 2/26/20
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____

Signature _____

Printed Name _____

Title _____

Date _____

UMBC Janitorial Services

RFP-#BC-21175-E

PRE-PROPOSAL MEETING

25 February 2020

SOLICITATION SCHEDULE



SOLICITATION SCHEDULE

EVENT/ACTIVITY	DAY/DATE	COMMENTS
Deadlines for Questions	Monday, 3/2/20	Sent to espinoza@umbc.edu & emoss@umbc.edu
Technical Proposal	Wednesday, 3/11/20, on or before 11:59 p.m.	Submitted to the Issuing Office via UMBC Box. Ensure that automatic confirmation of upload is received.
Discussion/Interview Session <i>with shortlisted firms only</i>	Monday, 4/20/20	Proposers are advised to set this date aside to avoid any conflicts.
Price Proposal <i>(anticipated date/time)</i>	Monday, 4/27/20, on or before 11:59 p.m.	Price proposals to be submitted via UMBC Box

Instructions to Proposers



- Issuing Office is UMBC's Department of Procurement & Strategic Sourcing and is the sole point of contact.
- All questions are to be directed to Rafael Espinoza at espinoza@umbc.edu and Elizabeth Moss at emoss@umbc.edu
- Responses to questions will be provided via addendum and posted on UMBC ebid board: <https://procurement.umbc.edu/bid-board/>.

Instructions to Proposers



- Late proposals (technical and price) will not be accepted.
- Proposals must be delivered to UMBC's Procurement Office via Box. Proposers should receive an automatically generated verification from Box when the file has successfully uploaded.

Note: If a proposer does not receive this verification, contact the Issuing Office immediately.

- Payment and Performance Bonds are required for the award of the Janitorial Services Contract.

Instructions to Proposers



- Confidential/Proprietary Information – Proposers are to identify those portions of their proposal which they deem confidential, proprietary, or trade secrets.
- It is not sufficient to preface the entire proposal with a proprietary statement.

MBE Participation

- An overall MBE subcontractor participation goal of 30% of the total contract dollar amount has been established for this procurement.
- Additionally, the following subgoals apply: 8% for African-American MBEs, 3% for Asian-American MBEs, and 3% for Hispanic-American MBEs.
- MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule (must submit with Proposal).
- Only MDOT MBE certification is accepted.

TECHNICAL PROPOSAL SUBMITTAL



Technical Proposal Format

- **Technical Proposals:** Submitted to UMBC's Department of Procurement & Strategic Sourcing via Box site provided in the Solicitation Schedule.
- File names for the documents are to include the RFP number and the Proposer's name.
- Note: Only ***Technical Proposals*** are requested at this time.

Technical Proposal Submittal – Team Organization



Proposals shall be organized in the following format:

- Title Page
- Firm's qualifications and relevant experience
- Organizational plan
- Account manager
- Qualified personnel
- Employee training
- Work plan
- Materials and property
- Transition plan
- Unique qualifications
- References
- Required forms (affidavit, MBE forms, acknowledgement of addenda)

Technical Proposal Submittal – Profile of Proposer



Firm's Qualifications:

- Provide a firm overview, including size, revenue, services provided, and business outlook.
- Provide detailed information about the number of employees involved in providing janitorial services, the experience and background of personnel, and the corporate structure.
- Provide information about the length of time the firm has been providing janitorial services, as well as any other services that may be provided by the firm.
- Provide a list of client locations within a one hundred and fifty (150) mile radius of the University, including the name of the client, address, name of client administrator that oversees the services, and contact information, including telephone number and email address.

Technical Proposal Submittal – Team Organization



Key Personnel References:

- Include a minimum of three (3) references for which the firm has provided services for a minimum of (2) years.
- Reference information shall include: the name and address of the client, the contact person for the client, the title of the contact, telephone number, email address, and service dates. Firms will receive higher consideration for references from higher education institutions.

Note: All references will be held in the strictest of confidence and the University reserves the right to verify all information and check any other sources available.

Technical Proposal Submittal – References Notes



- All reference checking will be conducted as part of the second phase technical evaluation.
- However, all proposers must furnish this information in their technical proposals.
- Ensure that the reference can speak to the firm or key person's performance.

Technical Proposal Submittal



Other Documents to be included:

- Bid/Proposal Affidavit (completed and signed)
- Acknowledgement of Receipt of Addendum
- MBE Utilization and Fair Solicitation Affidavit

INTERVIEW SESSION



Interview Session-Purpose



- Allow the University to meet the firm's key personnel.
- Allow the Proposer to present and discuss background and expertise as it applies to this contract.
- Discuss other elements/categories of the Technical Proposal.
- Provide opportunity to discuss/clarify the Janitorial Services scope of services.
- Review the Price Proposal form.

Interview Session



- Contract Manager is required to attend.
- Other personnel are at the discretion of the proposing firm but must be participants in the session.
- Sessions will be 1-hour in duration and UMBC will confirm specifics of these sessions in writing.

Interview Session



- Sessions are anticipated to be scheduled for 4/20/20 so proposers are advised to set this date aside.
- Round table discussions with short listed Janitorial Services firms.
- The University is not interested in a marketing presentation.

Price Proposal Submittal

A red price tag icon with a white outline and a white dot at the top left corner, containing the text "PRICE??" in white, bold, uppercase letters.

- Anticipated that the price proposal format will be structured under a Firm Fixed Price (FFP) proposal.
- Price Proposal form will be issued to short listed firms at the appropriate time during the proposal process.

Janitorial Services Solicitation #BC-21175-E

EVALUATION PROCESS



Evaluation Process



- Conducted by a University Evaluation Committee.
- Initial technical evaluation will be based on the technical proposals.
- Based on the results of this initial evaluation, the University will develop a short list of proposers.
- All proposers will be advised of the outcome of this initial evaluation.

Evaluation Process



- Short listed proposers will be asked to attend the Interview Sessions.
- Following these sessions, a Second Phase Technical Evaluation will be conducted.
- All information provided by the Proposer in the technical proposal, received from references and provided at the interview session will be evaluated.
- A second short list of proposers will result from this Second Phase evaluation.

Evaluation Process



- Further information may be requested by UMBC during the technical evaluation process.
- UMBC may elect to conduct a Best & Final Technical phase.
- Proposers who remain short listed after the Second Phase Technical Evaluation will be asked to submit a Price Proposal.

Evaluation Process



- Price proposals will not be opened publicly.
- Price proposals will be evaluated based on the cost of the initial contract term.
- UMBC may elect to request a Best & Final Price Proposal.

Evaluation Process



- The final proposal rating will be based on the combined evaluation of the Technical evaluation, Interview Session, and the Price evaluation.
- The University will choose the proposal that will provide best value in accordance with USM procurement policies.

Contract Structure Overview

- Provide Performance Based Janitorial Services at the main campus and the Columbus Center, which is located in the Inner Harbor, Baltimore.
- Services are to be provided under a Firm Fixed Price (FFP) contract.
- Single award will be made from this solicitation.
- The current number of buildings included in this contract is 36
- Routine Cleanable Square Footage is 2,021,688.44 and Vacancy Cleanable Square Footage is 437,198.59

Contract Structure Overview

- UMBC anticipates awarding this contract at the Board of Regent's meeting in June.
- It is anticipated that the janitorial services contract will be executed by July 1, 2020.
- Transition of services will be expected to occur during the months of July and August, with full contract transition by September 1, 2020.
- Initial contract period is three (3) years with two (2) additional three-year renewal terms at UMBC's sole discretion.

Scope of Work

- Services shall be provided by a well-established janitorial services firm with extensive experience performing janitorial work in a higher education environment.
- Firm shall have a significant pool of employees on staff to ensure appropriate staffing of the contract, as well as the financial capability to support a large payroll.
- The selected Contractor shall provide all labor, materials, transportation, equipment, supervision, communication devices, and other necessary items to perform complete janitorial services.



UMBC Janitorial Services

RFP-#BC-21175-E

PRE-PROPOSAL MEETING

25 February 2020

PRE-PROPOSAL MEETING
 UMBC JANITORIAL SERVICES
 SOLICITATION NUMBER: # BC-21175-E
 DATE: Tuesday, February 25, 2020 at 10:00am

Firm Representative	Firm Name	Phone Number	Email Address
Stephen Dodds	Pritchard	701 400 6527	SDodds@Pritchardindustries.com
Tom MARTIN	"	973-418-1641	TMARTIN@Pritchardindustries.com
Bob Desaulniers	UG2	607 913 8877	bdesaulniers@ug2.com
Chuck Restivo	UG2	202.713.6595	crestivo@ug2.com
Dennis Tinney	CW Services	215 895 6087	dtinney@CWservices.com
MARK DeLuca	CW Services	610 310-4525	MARK.delucia@CWSERVICES.COM
Tyler Emery	Aramark	757-359-9315	emery-tyler@aramark.com
Andy Danboise	Aramark	727-947-2549	Danboise-Andy@aramark.com
GARY BRICE	WFP Facility Serv.	467-217-0149	gbrice@WFPservices.com
Alexandra Arthur	Motiv Services	202-306-4651	aarthur@Motivservices.com
Freddy's Holding Integrity Nat	Integrity Nat	(240) 310-6746	fmdina@Integrity-Corp.com

PRE-PROPOSAL MEETING
UMBC JANITORIAL SERVICES
SOLICITATION NUMBER: # BC-21175-E
DATE: Tuesday, February 25, 2020 at 10:00am

Firm Representative	Firm Name	Phone Number	Email Address
GOLDEN GATE SERVICE INC	Julio Ventura	703 425-6200	J-Ventura@goldengateservice.com
GOLDEN GATE SERVICE INC	JOSE RIVERA	703 425-6200	JRIVERA@goldengateservice.com
Associated Building Maintenance Co., Inc.	COURTNEY AUSSI	410-721-1818	bids@abmcoinc.com
OLYMPUS BUILDING SERVICES, INC	TRAVIS LAMBERT	480-930-1730	travis.lambert@olympusinc.com
ABM	Chad Johnson	443.252.5925	MICHAEL CHAD-JOHNSON@ABM.COM
CJ Maintenance Inc	Paul Penard	443-219-0750	pspenard@ejmaint.com
LT Services Pac	Michael Nguyen	(703)698-8838	steven.sh0918@gmail.com
WFK Facility Services			
ES Maintenance, Inc	Matthew Lee	410-720-7157	MLee@ejmaint.com
Trust Consulting Services	Johnny L. Smith	571-288-1350	JohnnyS@TCSservices.net

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UMBC JANITORIAL SERVICES
SOLICITATION NUMBER: # BC-21175-E
DATE: Tuesday, February 25, 2020 at 10:00am

Firm Representative	Firm Name	Phone Number	Email Address
Bill Romine	C & W SERVICES	571-237-0162	BILL.ROMINE@CWSERVICES.COM
Terrance ^{Transfer}	Metro Clean.	713 255 0100	transfer@metroclean.net
Jimmy Reyes	ABM	410-300-0789	Jimmy.reyes@abm.com
Elizabeth Ross	UMBC Procurement		
RAFAEL ESPINOZA	UMBC Procurement		
Barry Riley	UMBC FM		
Gene M. Mann	Premier Facility Solutions		

PRE-PROPOSAL MEETING
UMBC JANITORIAL SERVICES
 SOLICITATION NUMBER: # BC-21175-E
 DATE: Tuesday, February 25, 2020 at 10:00am

Firm Representative	Firm Name	Phone Number	Email Address
Janelle Tolson	Community Bridge	(756-400-8992	Jtolson@community-bridge.com
Phyllis Smith	CaP, LLC	240-350-2943	phyllis@ctpfservices.com