

The purpose of this ADDENDUM NO. 2 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: Please clarify the bonding requirement for the bid. We understand a performance bond is required, but is there also a bid bond requirement?

UMBC Response: A bid bond is not required.

- 1.2 Question: Does UMBC or the contractor own the vehicles used to support the custodial program?

UMBC Response: Vehicles used to support the custodial program are owned by the contractor. Refer to Page 7 in Section 1.5 for vehicle requirements.

- 1.3 Question: Regarding the 30% MBE participation- does the 30% INCLUDE the sub-goals of 8% African American, 3% Hispanic American and 3% Asian American partners? Or are the sub goals in addition to the 30% (making the overall MBE percentage 44%)?

UMBC Response: Subgoals are included as part of the 30% MBE participation goal.

- 1.4 Question: What is the current make/model of the key system in place at UMBC? Is it owned by the college?

UMBC Response: The predominant key system brand is Best and is owned by the University.

- 1.5 Question: In regard to emergency responses (pg21), what have been the scope/extent of the emergency/s that you are referring to?

UMBC Response: As part of the evaluation, the University would like to understand the capacity of the firm to respond to emergencies. The University is fortunate that past emergency situations have been limited to floods. However, firms should provide information as requested in section 2.9 to allow for evaluation of a firm's capability to respond to small, medium, and large emergencies of any kind that might exist on a University campus.

- 1.6 Question: Who is the current contractor?

UMBC Response: Refer to question 1.1 in Addendum 1.

1.7 Question: Can you provide the annual contract amount?

UMBC Response: Refer to question 1.2 in Addendum 1.

1.8 Question: Porter Requirements – are there specific portering requirements for high traffic buildings such as AOK Library, RAC, The Commons and University Center?

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.

1.9 Question: Parking Garages – what is the scope, expectation for cleaning in the garages?

UMBC Response: Refer to section 1.6 Performance Standards in the RFP document.

1.10 Question: Keys – is there a key security system currently on campus?

UMBC Response: Refer to section 1.12 Building Devices in the RFP document.

1.11 Question: Page 6 of the RFP has a chart identifying building type and sf, the chart shows a total routine cleanable SF of 2,021,688.44. The four sf numbers when added together equal 1,918,763.51, which is a variance of 102,924.93 sf. Attachment D of the RFP identifies parking structures as 102,924.93 sf, should the parking structures be included in the chart?

UMBC Response: The square footage for parking structures was inadvertently left out and should be included in chart for page 6. See RFP Revisions in section 2 of this addendum.

1.12 Question: Attachment D, shows a total sf of 1,981,773.51, when the column is totaled the correct number is 2,021,688.44, kindly verify that this number is correct.

UMBC Response: The number is incorrect. Square footage for Attachment D will be revised. See RFP Revisions in section 2 of this addendum.

1.13 Question: Attachment A Cleanable Space Profiles identifies 3 parking structures under the Administrative tab, that have a total of 323,450 SF, Attachment D identifies the parking structure sf to be 102,914.93, can you identify which portion of the parking structure encompasses the 102,914.93? Are we not responsible for all 3 parking structures?

ADMINISTRATION DRIVE GARAGE	87,265
COMMONS DRIVE GARAGE	119,606
WALKER AVENUE GARAGE	<u>116,579</u>
Total	323,450

UMBC Attachment A Cleanable Space Profile has a separate tab for each area: Academic, Resident Life, Athletic / Recreation, Administration. Each profile provides a very detailed breakdown of SF by area/room. I believe that column E represents the Gross SF and then Column F is multiplied by 88%, which is commonly used to calculate Cleanable Square Footage (CSF). When we added all of column F (CSF) per building, it did not tie out to the Cleanable Space Summary charts that were provided for each building. The variance between the Column F totals and the summary charts were significant and will cause large variations in the required Staffing. The question is, shouldn't the Cleanable Space Summary charts per building tie to Column F, the CSF? If not why is there a difference?

UMBC Response: The selected firm is responsible for all 3 parking structures. The correct square footage for the 3 parking structures is 323,450. See the revision for Attachment D in section 2 of this addendum.

The cleanable space summary per building will not match the numbers on each separate tab, as each tab has gross square footage which includes un-serviced areas and summary charts depict net cleanable square footage.

1.14 Question: Will an onsite office be provided? Will the following be provided:
a. A telephone line?
b. Internet access?
c. Electricity?
d. Hook-ups for washer/dryer?
e. Hardline Internet connection for timeclocks throughout campus?

UMBC Response: The University will provide the following to the selected firm: an onsite office; telephone line; internet access; electricity; and hook-ups for washer/dryer. A hardline internet connection will not be provided.

1.15 Question: How much is the contractor vehicle permit fees?

UMBC Response: Refer to 1.10 Employee Uniforms and Vehicles in the RFP document.

1.16 Question: How many parking spaces will be provided for the contractors vehicles?
How much is the contractor vehicle permit fees?

UMBC Response: Contractor's vehicles are allowed to park at the "service vehicles" spots throughout campus.

1.17 Question: What is the cost for a parking permit for the contractors employees? Also do the nighttime employees need a parking pass?

UMBC Response: Refer to 1.10 Employee Uniforms and Vehicles in the RFP document for the cost of parking permits. Night time employees do not need parking passes.

1.18 Question: Is the Scope of Work listed in this RFP the same or different that the current contract in place? If different please describe.

UMBC Response: The selected firm will be required to comply with the requirements provided in the scope of work. Although some requirements are the same as the current contract, other requirements have changed. The University declines to detail these differences as the only relevant requirements for the contract are contained in the scope of work included in the RFP.

1.19 Question: As employment laws continue to change, and it is probable that future minimum wage and benefit laws will change on a federal and/or state basis during the contract period, will the contractor be allowed to adjust the contract amount for any future changes in federal and state laws in regard to minimum wages, state mandated benefits and the Affordable Care Act that are currently not known which go into effect during the contract period? If yes, will this clause be included in the final contract? If no, please explain why it would not be allowed?

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

2. RFP Revisions:

2.1 Section 1.3 – Scope of Work, page 6, square footage chart: Delete “entire chart” and replace with “the below chart”.

Campus Building Type	Number of Buildings	Routine Cleanable Square Footage	Vacancy Cleanable Square Footage
<i>Academic</i>	15	1,355,278.34	n/a
<i>Administrative</i>	7	102,014.93	n/a
<i>Athletic/Recreation</i>	4	228,665.03	n/a
<i>Residential Life</i>	10	232,815.21	437,198.59
<i>Parking Structures</i>	3	323,450.00	n/a
Total	39	2,242,223.51	437,198.59

2.2 Attachment D - UMBC CAMPUS CLEANABLE SQUARE FOOTAGE BY BUILDING TYPE MATRIX: Delete “entire attachment” and replace with “the below attachment”.

BUILDING TYPE	ROUTINE	UPON VACANCY	TOTAL
ACADEMIC BUILDINGS	1,355,278.34		1,355,278.34
ADMINISTRATIVE BUILDINGS	102,014.93		102,014.93
ATHLETIC, RECREATION, ASSEMBLY	228,665.03		228,665.03
RESIDENT LIFE HOUSING	232,815.21	437,198.59	670,013.80
PARKING STRUCTURES	323,450.00		323,450.00
TOTAL CLEANABLE	2,242,223.51	437,198.59	2,679,422.10

END OF ADDENDUM #2 DATED 3/4/20

Attachment: Acknowledgement of Receipt of Addendum

This Addendum #2 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. 2	dated 3/4/20
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____

Signature _____

Printed Name _____

Title _____

Date _____