

 TRIDENT TECHNICAL COLLEGE Invitation for Bid Amendment #: 1	Solicitation Number	121316-910-39905-04/03/17
	Date Printed	03/30/17
	Date Issued	03/30/17
	Procurement Officer	Robert E Tyner, C.P.M.
	Phone	843-574-6279
	E-Mail Address	Robert.tyner@tridenttech.edu

DESCRIPTION: Janitorial Services for TTC Palmer Campus

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): **04/20/17 @ 2:00PM EDT** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **04/03/17 @ 5:00PM EDT.** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **1**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Trident Technical College
Procurement Office
PO Box 118067
Charleston, SC 29423

PHYSICAL ADDRESS:

Trident Technical College
Procurement Office
Building 940, Suite G, Room 110
2050 Mabeline Rd. N. Chas SC 29406

See "Submitting Your Offer" provision

ALL MAIL IS PICKED UP FROM THE US POSTAL SERVICE ONCE DAILY AT AROUND 8:00 A.M. (EXCLUDING WEEKENDS AND HOLIDAYS).

CONFERENCE TYPE: N/A DATE & TIME:	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 04/25/17 . The award, this solicitation, and any amendments will be posted at the following web address: http://www.tridenttech.edu/procurement.htm
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>		OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ <small>(See "Signing Your Offer" provision.)</small>
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		
TITLE <small>(Business title of person signing above)</small>		
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION <small>(If offeror is a corporation, identify the state of Incorporation.)</small>
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TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>
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PAGE TWO
(Return Page Two with Your Offer)

<p>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</p>	<p>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p> <p>Address: _____</p> <p>Area Code - Number - Extension Facsimile</p> <p>_____</p> <p>E-mail Address: _____</p>
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<p>PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)</p> <p>_____ Payment Address same as Home Office Address</p> <p>_____ Payment Address same as Notice Address (check only one)</p>	<p>ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p> <p>_____ Order Address same as Home Office Address</p> <p>_____ Order Address same as Notice Address (check only one)</p>
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ACKNOWLEDGMENT OF AMENDMENTS
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

<p>DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)</p>	<p>10 Calendar Days (%)</p>	<p>20 Calendar Days (%)</p>	<p>30 Calendar Days (%)</p>	<p>_____ Calendar Days (%)</p>
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.*** [11-35-1524(E)(4)&(6)].

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

Preferences may or may not apply to this award. See the South Carolina Consolidated Procurement Code, Section 11-35-1524(E)(3).

_____ In-State Office Address same as Home Office Address

_____ In-State Office Address same as Notice Address **(check only one)**

Bidders shall acknowledge receipt of this Amendment prior to date and time specified in the solicitation , or as amended, by one of the following methods: (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment. Failure of your acknowledgement to be received at the issuing office prior to date and time specified may result in rejection of your offer. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. **The college will not accept faxed amendments.**

Except as provided herein all terms and conditions of the document referenced as heretofore changed remain unchanged and in full force and effect.

Solicitation #: 121316-910-39905-04/03/17

Title: Janitorial Services for TTC Palmer Campus

Is hereby amended as follows:

This amendment is issued to answer questions received and make changes to the specifications. Specification changes will be made as follows: Removals are shown by striking through and insertions / additions are highlighted in yellow.

Part 1: Changes to specifications:

1. Section I, page 2 – preferences, is modified as follows;

Insert:

Preferences may or may not apply to this award. See the South Carolina Consolidated Procurement Code, § 11-35-1524(E)(3) and the preferences clauses in Section II-B on page 13.

2. Section III, Scope of work/specifications, General Service Requirements, page 14, item 1 is modified as follows;
 1. Special building notes: The amphitheater **with demonstration kitchen** and dining room are open to the public.
3. Section III, Scope of Work / Specifications, General Service Requirements, page 14, item 2, is modified as follows;
 2. **Storage Janitor's** Closets: Space for storage of equipment and supplies is limited to these closets where available. The janitorial closets may be used to store janitorial supplies including but not limited to cleaning agents, brooms, mop & bucket and vacuums.
4. Section III, Scope of Work / Specifications, General Service Requirements, page 14, is modified as follows;

~~7. Contractor shall respond to all calls for “emergency” services outside of contractual time periods and scope of work in a timely manner. For example, it would be expected that the Contractor service an area that needs to be cleaned over a weekend due to a plumbing problem. Calls for service and work~~

~~schedules will be made by the Contract Coordinator or other authorized College personnel. All work schedules will be coordinated with the Contract Coordinator and during emergency activities, the Public Safety office (PH: 843-574-6052). The College shall determine the validity of the "emergency" status of the situation.~~

5. Section III, Scope of work/specifications, General Service Requirements, page 15, item 11, Contractor's Representative is modified as follows;

11. Contractor's representative: The contractor shall, throughout the term of this contract, have a representative knowledgeable of the contract and in a position to hold discussions relating to the contact available to meet with TTC personnel to discuss schedules, special events, quality meetings, et al during the College's normal operating hours of 8:00AM to 5:00PM Monday – Friday (excluding holidays and scheduled college closings) to include but not limited to the following. The Contractor's representative may or may not be 100% dedicated to the College's contract.

- The Contractor's representative shall consult the TTC academic calendar each year and shall meet with College's contract representatives for the purpose of scheduling major annual and semi-annual services during the College's holiday periods, breaks, vacations. The College's calendar is available on TTC's web-site, www.tridenttech.edu. Contractor shall provide a written schedule of these services by building and room number to the Contract Coordinator and Procurement Office at least 8 weeks prior to the scheduled break periods. The College expects that the contractor will take full advantage of college breaks and holidays to schedule major annual, semi-annual, and quarterly cleaning as with no students and faculty, rooms and common areas are readily available. ~~The College would not expect Contractor's staffing to be reduced during these breaks.~~
- Monthly Meetings: The College will hold monthly meetings and random inspections with the Contractor's representative and the appropriate College staff for the purpose of reviewing contractor performance in accordance with the specifications, terms and conditions of the contract to identify and correct any issues of noncompliance. The College reserves the right to require the attendance of contractor's off-site management at the monthly meeting.

6. Section III, Scope of work/specifications, General Service Requirements, page 15, Security Requirements, item 1, is modified as follows;

1. The Contractor shall provide a copy of current SLED report and a picture on each employee prior to that employee working on the College campus. The copies are to be submitted to the Office of Public Safety on the TTC Main Campus. Contractor shall provide emergency information on employees to the Public Safety Office on the first day of employment. Contractor shall notify Public Safety Office in writing of termination of any employee on the day of that employee's termination. Contractor shall purge documentation provided to Public Safety Office weekly and keep information on file in that office current. Contractor shall furnish to Public Safety Office and keep up to date the list of employees approved to receive keys. Sled reports can be submitted electronically to the following address: Larry.savidge@tridenttech.edu. If the reports contain any Protected Personal Information (PPI) the documents must be encrypted.

7. Section III, Scope of work/specifications, General Service Requirements, Security Requirements, page 16, item 4, is modified as follows;

4. Contractor's employees shall not leave keys in doors or admit anyone who is not a designated employee of the contractor into any building or any office. Contractor shall not "blanket open" doors (open all doors at one time and leave open) in an area and leave the area unattended.

Contractor shall unlock an area, clean the area, and secure the area once it has been cleaned.. The contractor shall not ~~leave~~ **leave** an unlocked area unattended. All doors which were locked upon entry will be immediately re-locked upon exiting.

8. Section III, Scope of work/specifications, General Service Requirements, Security Requirements, page 15, item 4, is modified as follows:
 4. Employee Rules: Contractor shall ensure that all ~~his~~ employees abide by the following rules:
9. Section III, Scope of work/specifications, General Service Requirements, Employee Requirements, page 16, item 7, is modified as follows:
 7. Contractor's employees shall turn off lights and lock all areas after cleaning. They shall Contact Public Safety **on the Palmer Campus** when building cleaning has been completed so that Public Safety Office can set the security alarm.
10. Section III, Scope of work/specifications, Specific Service Requirements, Cleaning Frequencies for Palmer Campus unless otherwise specified, page 17, nightly; is modified as follows:
 - All restrooms, café's, teaching kitchens, **amphitheater with demonstration kitchen, mixology lab**, dining rooms, food vending areas, all hallways and common areas, conference rooms, water fountains in ~~all buildings~~ **the building**.
11. Section III, Scope of work/specifications, Specific Service Requirements, Nightly Cleaning Requirements, page 17; Item 1, is modified as follows:
 1. Sweep and spot mop all hard surface floors including but not limited to tile, vinyl, VCT, **Terrazzo**, and concrete floors. Remove items that have adhered to the floor surfaces like gum or tar. Remove scuff marks.
12. Section III, Scope of work/specifications, Specific Service Requirements, Nightly Cleaning Requirements, page 18, item 5; is modified as follows:
 5. Restrooms: Clean and disinfect all mirrors, sinks, faucets, counters, toilets, urinals, exposed plumbing, paper product dispensers, soap dispensers, partitions, doors and floors. ~~Empty and clean sanitary napkin receptacles and replace liner, Remove any graffiti. Empty, clean, and disinfect sanitary napkin receptacles and replace liner, Remove any graffiti.~~
13. Section III, Scope of work/specifications, Specific Service Requirements, Nightly Cleaning Requirements, page 18, item 10, is modified as follows:
 10. Clean conference room tables, counters, furnishings, sinks, vacuum or sweep and spot mop floors. ~~Clean marker boards with Expo and clean marker board trays.~~
14. Section III, Scope of work/specifications, Specific Service Requirements, Nightly Cleaning Requirements; page 18, is modified as follows;

Insert:

Item 11: CIC Kitchen cleaning: contractor shall scrub all floors with a hot water / degreaser cleaning solution. Contractor shall remove move excess water to the floor drains with squeegees. Contractor shall remove any leftover water with mops to remove all puddles and standing

water. Contractor shall wipe down walls where grease and food have splattered. Contractor shall clean all viewing glass and windows. Contractor shall clean and disinfect all hand sinks, exteriors of paper towel dispensers, hand soap dispensers, and hand sanitizer dispensers.

Item 12: Amphitheater cleaning: Vacuum all carpet, wipe off all seating and counters, sweep and mop demonstration kitchen floors, clean and disinfect counter-tops in seating area, all sinks, and surfaces in demonstration kitchen.

Item 13: Mixology lab cleaning: Sweep and spot mop floors. Wipe down and disinfect all desks, countertops, and sinks.

15. Section III, Scope of work/specifications, Specific Service Requirements, three times weekly cleaning in all classrooms, labs, kitchens, kitchenettes, break rooms, lounges, elevators, and stairwells , page 18, Item 2, is modified as follows;
 2. Sweep and spot mop all hard surfaces including but not limited to tile, vinyl, VCT, **Terrazzo**, and concrete floors. Remove items that have adhered to the floor surfaces like gum or tar. Remove scuff marks.
16. Section III, Scope of work/specifications, Additional Specifications, page 20, item 1, is modified as follows;
 1. All cleaning solutions must be certified “Green” by an accepted authority, such as “Green Seal ©” unless otherwise ~~indicated~~ **specified**. TTC reserves the right to determine if a “Green” certification is valid.
17. Section III, Scope of Work / Specifications, Specific Service Requirements, Additional Specifications, page 21, item 6, is modified as follows;
 6. Contractor shall provide Contract Coordinator with a written schedule of when all weekly, monthly, quarterly, semi-annual, and **annual** work is to be completed. Contractor shall notify the Contract Coordinator of any changes in the schedule.
18. Section III, Scope of work/specifications, Additional Specifications, page 20, item 4, is modified as follows;
 4. ~~Contractor shall not have supplies, materials, and equipment drop shipped or delivered to the College’s receiving department. These items must be delivered to contractor’s local location and transported by contractor to the College’s locations on an as-needed basis. or, contractor can provide a conex box to be placed at a College designated location for storage of cleaning supplies.~~ **The contractor may have supplies, materials, and equipment delivered to the campus as long as the contractor’s personnel are available on-site to accept the delivery and put the supplies away in their designated locations at the time of delivery.**
19. Section III, Scope of work/specifications, General Terms and Conditions, page 22, item 13, is modified as follows;
 13. In the event the Contractor has any complaint, such complaint shall be referred to the Contract Coordinator @ 843-574-6349. In the event that law enforcement is required, the ~~Contract~~ **Contractor** shall call the Public Safety Department @ 843-574-6053.

20. Section III, Scope of work/specifications, General Terms and Conditions, page 22, item 15, is modified as follows;

15. The College shall provide, without cost to the Contractor, light, heating and cooling, and hot and cold water to the extent reasonably required to permit the Contractor to efficiently provide contracted services. The College shall provide reasonable access to institutional facilities to permit janitorial services to be implemented and accomplished. HVAC systems turn off automatically at 10:00PM daily.

21. Section V, Page 23, Qualifications – Required Information (TTC2016), is modified as follows;

QUALIFICATIONS – REQUIRED INFORMATION (TTC2016): Submit the following information or documentation for you and for any subcontractor (at any tier level) that you identify pursuant to the clause titled Subcontractor – Identification with bid or within two (2) days of request. Err on the side of inclusion. You represent that the information provided is complete.

- a) Offeror shall provide a general history and experience of the business in providing janitorial services.
- b) Offeror shall provide List of failed projects, suspensions, debarments, and significant litigation.
- e) ~~Offeror shall complete attachment A – Vendor questionnaire.~~
- d) Offeror shall provide a minimum of five (5) references where similar services were provided during the past one (1) year.

22. Section V, Page 24, Qualifications – Required Information (TTC2016), is modified as follows;

Insert:

QUALIFICATIONS - SPECIAL STANDARDS OF RESPONSIBILITY (MAR 2015): (a) this section establishes special standards of responsibility. UNLESS YOU POSSESS THE FOLLOWING MANDATORY MINIMUM QUALIFICATIONS, DO NOT SUBMIT AN OFFER:

1. Offeror must currently be in the commercial janitorial services business. (Complete the certification on the bidding schedule.

(b) Provide a detailed, narrative statement with adequate information to establish that you meet all the requirements stated in subparagraph (a) above. Include all appropriate documentation. If you intend for us to consider the qualifications of your key personnel, predecessor business (es), or subcontractor(s), explain the relationship between you and such person or entity. [R. 19-445.2125(F)] [05-5010-2]

23. Section IX, Attachments, Pages 43-44, is modified as follows; delete Attachment A in its entirety.

Part B Questions:

Q-1: What is the old monthly price for the previous contract?

A-1: This solicitation is very different than the current contract and as such the current pricing has no bearing on the contractor's potential cost to provide services as specified.

Q-2: Who was the former vendor/contractor for the Palmer Campus? How long has the current contractor been in place?

A-2: The current contract is held by GCA Education Services. The current contract started in 2012.

Q-3: Who is responsible for furnishing the paper products and soap for the restrooms?

A-3: TTC will provide the paper products and soap.

Q-4: Does contractor supply soap?

A-4: No.

Q-5: Does contractor supply liners?

A-5: No.

Q-6: Does contractor supply paper?

A-6: No.

Q-7: Does contractor supply hand sanitizer?

A-7 No.

Q-8: Does contractor supply dispensers for paper or soap?

A-8: No.

Q-9: Does contractor supply any supplies or tools to be used by day porter staff?

A-9: No.

Q-10: Will contractor have secure space or will day porters have access to contractor's materials and equipment?

A-10: Yes. The janitor's closets have keyed locks. Keys will be provided to the contractors personnel. These keys are controlled and only authorized TTC personnel have access to the closets. The day porters will not access or use the contractor's equipment or supplies.

Q-11: What hours does the onsite supervisor have to work? Does this person need to be salaried?

A-11: This is up to the contractor. See Section III titled Scope of Work/Specifications, General Service Requirements, item 9, Staffing Requirements, page 14.

Q-12: Does onsite supervisor need to be available 24/7/365?

A-12: The contractor shall identify a person to serve as a point of contact for the contract coordinator to communicate daily performance issues that need to be remedied on the next service period. Also, see Part A, item 5 above.

Q-13: Does onsite supervisor work day shift of 8am to 5pm to be available as requested or from 4pm to 11pm only?

A-13: See answer to question 11 above.

Q-14: Does “available” mean on site or accessible by phone when referring to onsite supervisor?

A-14: See answer to question 11 above.

Q-15: Is onsite supervisor to be a non-working supervisor?

A-15: See answer to question 11 above.

Q-16: Is onsite supervisor to be counted as part of number of employees and number of hours?

A-16: See Part A, items 21 and 23 above.

Q-17: If contractor is required to respond to “emergencies” will contractor be able to bill extra for these.

A-17: See part A, item 4 above.

Q-18: Does contractor need any minimum requirements to bid Job? For example, other “like” contracts of similar size and scope?

A-18: See Part A, item 22 above.

Q-19: RFP states “The College would not expect contractor staffing to be reduced during breaks”. Does college expect full crews every day Monday through Friday?

A-19: See Part A, item 5 above and answer to question 11 above.

Q-20: Is the contractor required to work full hours daily, 260 days per year?

A-20: See answer to question 11 above. TTC does not expect coverage on the following days. News Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. See answer to question 11 above.

Q-21: Is the contractor required to work all employees 260 days per year?

A-21: See answer to question 11 above.

Q-22: How many days per year are contractor personnel required to work?

A-22: See answer to question 11 above.

Q-23: If contractor is working during the day, will full hours be required if contractor is working?

A-23: See answer to question 11 above.

Q-24: Does nightly and weekly scope of work have to be done when students are on break? If so, then all hours and employees must work 260 days?

A-24: The Palmer Campus is closed the last few weeks in December for the winter break. By October 31st of each year, the contractor must let the contract coordinator know the days and times they intend to have cleaning staff on campus to perform routine and periodic specified cleaning during the time that the college is closed. Public Safety can then plan for Public Safety staff to open and then close the campus. During this time, once an area has been cleaned the daily and weekly task do not have to be repeated and the focus can then be on performing monthly, quarterly and semi-annual cleaning tasks. The December break dates vary every year. The contract coordinator will let the contractor know as soon as possible what the December break dates will be for that year.

For all other student break periods, staff and faculty are still on campus and all nightly and weekly tasks must be completed. Once a classroom or lab has been cleaned, that area need not be cleaned again until classes resume unless that classroom or lab has been used during the break.

Q-25: What criteria will be used in viewing the SLED report to determine if employee is eligible to work for contractor at college?

A-25: Frequency and seriousness of criminal behavior along with time elapsed since last criminal-related incident / arrest. All are evaluated on a case-by-case basis.

Q-26: Please explain rules of energy policy contractor must follow?

A-26: The contractor shall ensure all inside and exterior doors are closed and all lights are turned off before they leave the building.

Q-27: If weekend classes or events are held is contractor responsible for cleaning? Will this be an extra charge?

A-27: This will be on an on-call as needed basis. See the revised bidding schedule that includes a place to capture rates to be used for on-call as needed cleaning.

Q-28: Are the General Service Requirements to be done on the designated night that the specific areas are to be cleaned? For example – classrooms M, W, and F?

A-28: Yes.

Q-29: Please classify each room area as to when it should be cleaned. There are many rooms that have multiple designations of classroom, lab, common area, office, café', etc. For example, is main office a common area or office?

A-29: Contractors have been provided with the approximate square footages of spaces and floor coverings along with building floor-plans which should be sufficient to determine specified cleaning costs.

Q-30: Will contractor be responsible for emptying trash in any area at any time?

A-30: No.

Q-31: Will contractor be responsible for any tasks on the exterior of the buildings such as trash pick-up or walkways?

A-31: With the exception of entry door glass and walk-off mats, no. See answer to question # 55 below.

Q-32: If contractor is called to do weekend work, will trash removal be part of this requested work? And if so, who provides the liners and paper?

A-32: If requested. TTC will provide all liners, paper goods, and soap as needed.

Q-33: Please define which areas are common areas that require monthly recoat with 2 coats of wax?

A-33: See answer to question 29.

Q-34: Is contractor ever required to strip floors as part of this base contract?

A-34: No.

Q-35: Are the “nightly cleaning requirements” to be performed only when servicing the space on its designated night?

A-35: Yes.

Q-36: What is adequate justification for procurement to grant a CPI to the contract?

A-36: Adequate information would be any documentation that the contractor can supply to support the increase requested.

Q-37: How often can a CPI increase be requested?

A-37: See PRICE ADJUSTMENT - LIMITED -- AFTER INITIAL TERM ONLY (JAN 2006) clause on page 31.

Q-38: Please quantify how many hours an employee must work to be considered an employee for staffing purposes.

A-38: See answer to question 11.

Q-39: On attachment A, for number of employees, is this an 8 hour employee?

A-39: See Part A, items 21 and 23 above.

Q-40: When asking for number of hours per week, what week should contractor reference?

A-40: See Part A, items 21 and 23 above.

Q-41: When asking for number of hours per week, will contractor be expected to work those hours 52 weeks per year?

A-41: See Part A, items 21 and 23 above.

Q-42: Are there any weeks that contractor can work less than full hours and full employees listed in staffing?

A-42: See Part A, items 21 and 23 above.

Q-43: If contractor has completed all monthly, quarterly, and semi-annual tasks, does contractor have to have employees working and on site? If so, how many employees or hours are required?

A-43: Yes. There are nightly and weekly tasks to complete. See answer to question 11.

Q-44: If an employee does tasks of floors and general cleaning or has two or more jobs, how is that employee to be counted toward staffing? Are they to be listed as a separate employee for all tasks they perform?

A-44: See Part A, items 21 and 23 above.

Q-45: If employee does multiple task of cleaning, floors, and supervision, are there hours per week to be counted once for any task in which they perform?

A-45: See Part A, items 21 and 23 above.

Q-46: Does the equipment contractor has to perform "lot" have to be kept on site at all times?

A-46: Not necessarily, but the college expects all tasks to be completed at the specified periods.

Q-47: Who is the current contractor?

A-47: See answer to question 2 above.

Q-48: How long has the current contractor been in place?

A-48: The current contract started in 2012.

Q-49: What was the price of the last contract?

A-49: See answer to question 1 above.

Q-50: Is the contractor responsible for stocking restrooms even though you are providing supplies?

A-50: No.

Q-51: Can our supplier make deliveries to your facility?

A-51: Yes, as long as the contractor's personnel are available on-site to accept the delivery and put the supplies away in their designated locations at the time of delivery.

Q-52: How does the contractor get paid when emergency services are needed? Should that be priced into the contract or on an as needed base?

A-52: See answer to question 17 above.

Q-53: Are we pricing in window cleaning? Inside and outside? High cleaning windows inside and outside?

A-53: See page 18, Nightly Cleaning Requirements, item 7, and page 19, Weekly Cleaning Requirements, item 2.

Q-54: How many restrooms are in the facility?

A-54: 17.

Q-55: Do we clean a certain perimeter around entrance ways outside?

A-55: No. The contractor shall clean the doors (glass) inside and out and sweep, clean, or vacuum the walk-off mats only. See page 18, Nightly Cleaning Requirements, items 3 and 7.

Q-56: Do we service exterior trash cans and ashtrays? If so, how many are there?

A-56: No.

Q-57: Are we responsible for recycling?

A-57: No.

Q-58: Is the contractor responsible for cleaning outside eating and sitting areas?

A-58: TTC day porters will clean the outside eating areas. The contractor shall clean the indoor eating areas.

Q-59: Is the contractor responsible for cleaning behind the serving line in café?

A-59: No.

Q-60: Can we install a chemical dispenser in janitor closet? (All Green Cleaning products)

A-60: Yes.

Q-61: How many janitor closets will we have access to?

A-61: At a minimum, 2.

Q-62: What type of cleaning is expected on the Asbestos flooring? Will the contractor apply a top scrub only, or strip and wax? Do you have your own protocol?

A-62: The asbestos containing floors shall be swept and damp mopped only. No stripping or waxing.

Q-63: Will the Contractor be responsible for cleaning the Restaurant in the Culinary Arts building?

A-63: Yes.

Q-64: How frequently are the Kitchen Labs floors to be cleaned? Is this nightly to be completely mopped or are we just sweeping and spot mopping?

A-64: Contractor shall mop kitchen floors with hot water with a degreasing solution. Mopping shall be wall –to- wall and corner –to- corner nightly.

Q-65: How frequently are we cleaning the amphitheater? Is this nightly as well? Are we responsible for cleaning any area of the kitchen section of the amphitheater?

A-65: Contractor shall clean the amphitheater and kitchen in its entirety nightly.

Q-66: Are we responsible for cleaning the loading docks or just machine scrubbing the flooring semi-annually?

A-66: Contractor shall machine scrub the loading dock floors as specified. .

Q-67: How often are we cleaning the library? What is the scope of work for this area?

A-67: Contractor shall clean the library three times per week. Contractor shall vacuum and clean tables and desks.

Q-68: In the dermatology lab, are we responsible for moving all of the tables in there to complete the flooring?

A-68: The contractor shall move what furniture can be moved to facilitate cleaning.

Q-69: Is it ok to send a bid for the scope of work that you are requesting and a second alternative bid with a scope of work that I think would work best for this facility?

A-69: No.

Q-70: Your specification calls for weekly machine scrubbing of all restroom floors, can this be changed to monthly?

A-70: No.

Q-71: Your specification calls for monthly scrubbing and recoating of all waxed flooring in common areas and hallways, could this be changed to quarterly?

A-71: No.

Q-72: Your specification calls for weekly buffing of all waxed flooring in common areas and hallways, could this be changed to monthly?

A-72: No.

Q-73: In regards to the aforementioned RFPs for janitorial services at both the Palmer and Berkeley campuses, what is the engineer's estimate/budget for both projects?

A-73: TTC does not have an engineer's estimated budget for the Palmer Campus.

Q-74: How does after hour services and cleaning work?

A-74: See answer to question 27 above.

IFB #: 121316-910-39905-04/03/17

Quotation Schedule

Unit price shall be shown.

Part A

			Lot 1		
Item #	Qty	UOM	Description	Monthly rate	Annual rate
1	12	Mo.	Janitorial Services as specified. Resident Contractor Pref: _____ Resident Sub-Contractor Pref (2%): _____ Number of subcontractors claimed: _____ Resident Sub-Contractor Pref (4%): _____ Number of subcontractors claimed: _____	\$ _____	\$ _____
				Part A Total	\$ _____

For informational Purposes - Not used in evaluation:

Labor rates for on-call as needed cleaning:

Labor rate for janitorial staff for other than normal scheduled working hours \$ _____ / hr.

Labor rate for supervisor for other than normal scheduled working hours \$ _____ / hr.

Continued on next page

Part B: Complete the following schedule.

For agency information – not used in evaluation:

Bidder to provide pricing to add or delete square footage to on the yearly maintenance contract (as requested): The addition / deletion shall be calculated by TTC using the cost provided below. (I.E., 7000 ft² carpet x rate = cost to add or amount to reduce the monthly rate).

Service Area	Monthly unit price / Ft ² With carpet	Monthly Unit price / Ft ² with tile (no wax)	Monthly Unit price / Ft ² with VCT (wax)	Monthly Unit price / Ft ² with concrete
Classroom	\$ _____	\$ _____	\$ _____	\$ _____
Lab	\$ _____	\$ _____	\$ _____	\$ _____
Office	\$ _____	\$ _____	\$ _____	\$ _____
Restroom	N/A	\$ _____	N/A	\$ _____

Bidder to provide pricing for one-time cleaning service (as requested). The one time cleaning shall be calculated by TTC using the cost provided below. (I.E., 7000 ft² carpet x rate = cost to add or amount to reduce the monthly rate).

Service Area	Unit price / Ft ² With carpet	Unit price / Ft ² with tile (no wax)	Unit price / Ft ² with VCT (wax)	Unit price / Ft ² with concrete
Classroom	\$ _____	\$ _____	\$ _____	\$ _____
Lab	\$ _____	\$ _____	\$ _____	\$ _____
Office	\$ _____	\$ _____	\$ _____	\$ _____
Restroom	N/A	\$ _____	N/A	\$ _____

Continued on next page

Please check appropriate line:

I certify that I: _____ **AM currently in the commercial janitorial services business.**

_____ **AM NOT currently in the commercial janitorial services business.**

Signature

Printed Name

SC Certified Minority Vendor: Y N S.C. Cert. #. _____

The opening date of this solicitation is extended to Thursday, April 20, 2017 @ 2:00PM EDT.

The deadline for questions is extended to Monday, April 3, 2017 @ 3:00PM EDT.