



Your Water • Your Environment • Our Mission

Procurement Department

4 County Complex Court, Woodbridge, Virginia 22195-2266 Fax (703) 335-7954

December 27, 2024

RFP SA 2508 – Custodial and Janitorial Services

### Addendum #1

THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

1. The Proposal Submission Due Date has been extended to **January 14, 2025, at 10:00 A.M. (EST)**
2. Reference Section 5.13, Paragraph F. Award: The entire clause has been replaced with the following:  
**AWARD:** Two or more Offerors will be selected for the negotiations, deemed to be fully qualified and best suited among those submitting Proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offerors so selected. Prince William Water reserves the right to make multiple awards as a result of this solicitation. Prince William Water may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular Proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should Prince William Water determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
3. The attached responses to questions have been added for clarification.
4. The remaining questions from potential Offerors will be addressed in Addendum #2.

All other solicitation terms, conditions and provisions remain unchanged and in full force and effect.

**Acknowledgement:** Bidders/Offerors submitting a bid response for the above named solicitation shall take note of the following changes, additions, deletions, clarification, etc., in the Contract Documents, which shall become a part of and have precedence over anything shown or described in the Contract Documents, and as such shall be taken into consideration and be included in the Bidder/Offeror's response. All other terms and conditions of the Invitation for Bid (or Request for Proposals) shall remain unchanged.

Bidders/Offerors must acknowledge receipt of this amendment by signing and returning this addendum with the bid/proposal response prior to the bid/proposal deadline.

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**Authorized Signature**

**Date**

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**Name Printed**

**Title**

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**Company Name**

Direct all inquiries to [SAprocurement@pwwater.org](mailto:SAprocurement@pwwater.org)

## **Questions and Responses**

1. **Question:** RFP stated, "SUBMIT 1 ORIGINAL, 7 COPIES & 1 USB OF YOUR PROPOSAL". I just wanted to confirm whether to send all of these proposal forms and whether we need to send the physical copies beforehand.

**Response:** All required copies of the proposal must be submitted by the deadline specified in the RFP.

2. **Question:** Please provide the current contract name.

**Response:** The current Contract name is Custodial and Janitorial Services.

3. **Question:** Please provide the current monthly price for each building.

**Response:** The monthly current Contract prices are as follows:

Spittle Admin Building \$8,104.04

Spittle Aux Building \$3,616.54

Wellington Operations Center \$1,161.28

Neabsco Operations Center \$1,161.28

Grubs Admin Bldg. \$4,237.26

Control & Process Bldgs. \$1,059.32

Engineering Bldgs. \$1,059.32

Day Porter Services \$20.15 per hour

4. **Question:** On Page 1, the RFP Cover page states the due date is 10 am, but on the website, the due date states 10:35 am. Please clarify.

**Response:** The error regarding the closing date on the Prince William Water site has been corrected.

5. **Question:** What is the current contract monthly/annual cost per location?

**Response:** Refer to the Response in Question #3.

6. **Question:** Why is the contract out for bid?

**Response:** The current Contract is set to expire in a few months, so Prince William Water needs to secure a new Contract before then.

7. **Question:** While reviewing the RFP and associated documents, I noticed that no walkthrough was performed for the Eastern and Western Operations Centers. Additionally,

**Response:** Please reference Section 5.4 for site visit information.

I did not see a section in the pricing schedule for submitting pricing specific to these two buildings. Could you please confirm if services for the Eastern and Western Operations Centers are excluded from this RFP or if a pricing section for these buildings will be added?

If they are included, it would be helpful to understand where pricing should be submitted and whether additional information on these locations will be provided.

**Response: Eastern Operation Building is also called Neabsco Operation Center and Western Operation Building is also called Wellington Operations Center. Please reference Attachment B Pricing.**

- 8. Question: Payment Terms:** What are the payment terms for this contract? Will invoices be paid on a net-30 basis, or is a different schedule used?

**Response: Refer Section 4.18 of the Contract Agreement.**

- 9. Question: Contract Extensions:** If the contract is extended for additional years, can pricing be adjusted for inflation or other cost increases?

**Response: Refer to Section 3.2 of the Contract Agreement.**

- 10. Question:** Who is/are the current vendor(s)?

**Response: Associated Building Maintenance Co.**

- 11. Question:** Can you provide floor plans or emergency evacuation plans?

**Response: Prince William Water will provide the floor plans upon request.**