



Your Water • Your Environment • Our Mission

Procurement Department
4 County Complex Court, Woodbridge, Virginia 22195-2266

December 31, 2024

RFP SA 2508 – Custodial and Janitorial Services

Addendum #2

THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

1. Reference Page 60, Attachment B Pricing, Part I, Item 2, has been revised as follows:

ITEM 2: HARD FLOORING					
No.	Description	Unit of Measure	Estimated Quantity	Unit Rate	Extended Price
1	Spittle Administration Building, (clean/power scrub bathroom tile floors and wax all the included hallway and lobby)	Quarterly	4	\$	\$
2	Auxiliary Building, (clean/power scrub bathroom tile floors and wax all the included hallway and lobby)	Quarterly	4	\$	\$
3	Neabsco Operations, (clean/power scrub bathroom tile floors and wax all the included hallway and lobby)	Quarterly	4	\$	\$
4	Wellington Operations, (clean/power scrub bathroom tile floors and wax all the included hallway and lobby)	Quarterly	4	\$	\$
TOTAL EXTENDED AMOUNT ITEM 2: HARD FLOORING					\$

2. Flooring Square Footage Chart:

Building	Carpet	Ceramic Tile	Ruberized Floor Tile (Gym)	Terrazzo	VCT	Total
Spittle Administration	34,788	8,274	621	0	586	44,269
Spittle Auxiliary	797	1,012	0	0	4,350	5,148
Grubbs	9,400	2,000	0	10,550	2,000	23,950
C&P	0	6,150	510	0	0	6,660
Neabsco (Eastern)	0	297	0	0	1,953	2,250
Wellington (Western)	0	224	0	0	1,754	1,978

All numbers are in square footage

3. The attached responses to questions have been added for clarification.

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

Acknowledgement: Offerors submitting a 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 Offeror's response. All other terms and conditions of Request for Proposals shall remain unchanged.

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

Authorized Signature

Date

Name Printed

Title

Company Name

Direct all inquiries to SAprocurement@pwwater.org

Questions and Responses

- 1. Question:** Under Exhibits 3 to 8, Janitorial Tasks & Frequencies, we notice no “Carpet Shampooing.” If there is carpet and carpet shampooing is required, please provide the frequency (semi-annually or annually).
Response: Semi-annual carpet cleaning shall be included, with an option to shampoo as needed and is to be billed separately, upon performance of additional service.
- 2. Question:** Solicitation page 55, section XII. Staffing Requirement: “Minimum of 4 crew members are highly recommended for Spittle Campus and H.L. Mooney Water Plant Location”. Is this routine/evening cleaning between 5 pm.
Response: To clean the Spittle/Auxiliary/HL Mooney Water Plant locations according to the Scope of Work, 4 people would be required for 4 hours (5 p.m. – 9 p.m.), Monday through Friday.
- 3. Question:** Solicitation page 8: Location 3: Eastern Operations Building: Since contractors do not clean all 4,975 SF due to garage and shop bays, please provide the actual cleanable square feet for which the contractor is responsible
Response: Refer to the attached Flooring Square Footage chart on the first page of this addendum.
- 4. Question:** Solicitation page 8: Location 4: Western Operations Building: Since contractors do not clean all 4,975 SF due to garage and shop bays, please provide the actual cleanable square feet for which the contractor is responsible.
Response: Refer to the attached Flooring Square Footage chart on the first page of this addendum.
- 5. Question:** Solicitation page 60 - Attachment B Pricing: Item 2: Hard Flooring for Spittle Administration Building. Although this complex has four buildings, only one (the Spittle Administration Building) needs separate pricing for floor periodic work. Please kindly clarify.
Response: Refer to the revised Pricing Schedule on the first page of this addendum.
- 6. Question:** solicitation page 60 - Attachment B Pricing: Item 2: Hard Flooring for Spittle Administration Building. The fifth column is listed as “Hourly Rate”; shouldn’t it be “Unit Rate” instead, as it asks for each quarter's price?
Response: Yes, Unit Rate
- 7. Question:** Solicitation page 60 - Attachment B Pricing: Item 2: Hard Flooring for Spittle Administration Building. Please provide the breakdown SF of each floor type in each building.
Response: Refer to the attached Flooring Square Footage chart on the first page of this addendum.
- 8. Question:** Solicitation page 62 - Attachment B Pricing: Item 2: Hard Flooring: Please provide the breakdown in SF of each floor type in each building.
Response: Refer to the attached Flooring Square Footage chart on the first page of this addendum.
- 9. Question** Solicitation page 60 - Attachment B Pricing: Please clarify “Item 2: Hard Flooring”. Does it mean that periodic work Hard Flooring cleaning (quarterly, semi-annually, annually) is

not included in the monthly price of Item 1 (Routine Cleaning)? Periodic work on the hard floor will be billed separately when the task is performed.

Response: The periodic work is to be billed separately, upon performance of service.

- 10. Question** Solicitation page 50: Contractor shall respond to the emergency within three (3) hours of verbal confirmation. On page 52, the Contractor shall return any call within one (1) hour of notification. Please clarify.

Response: A three (3)-hour response time is recommended as being reasonable and realistic.

- 11. Question** Solicitation page 58: One (1) day porter, four (4) hours per day, to Spittle Admin and Auxiliary Building. However, Exhibit 10 shows Spittle Admin and Auxiliary Building M-F (10 am - 4 pm). Please confirm whether it is four hours or six hours/day.

Response: The requested day porter schedule is from 10 a.m. to 2 p.m., Monday through Friday for a total of four (4) hours per day.

- 12. Question** Solicitation page 58: two (2) hours at DDM (Division of Data Management Building). However, Exhibit 9, Engineering and Control & Process Buildings M-F (11 am – 1 pm). Please confirm that these two hours are for both DDM and the Control & Process Building.

Response: These are separate facilities. There should be two (2) hours dedicated to DDM building, and another four (4) hours dedicated to the Grubbs Administration Building and the Control & Process Building.

- 13. Question:** Is the current contract scope and/or frequencies same as this RFP or different? If different, what has changed?

Response: Refer to Attachment A and Exhibits for Scope of work & task and frequencies.

- 14. Question:** Section VIII, Inconvenience Fees: what is the average amount of inconvenience fees that have been imposed on current contract, if any?

Response: Inconvenience Fees will be levied per Section VIII for work omitted or improperly performed.

- 15. Question:** Please provide floor type description, square footage or % breakdown by floor type at each location? i.e. VCT, ceramic, cement, wood, LVT, laminate, vinyl

Response: Refer to the attached Flooring Square Footage chart on the first page of this addendum.

- 16. Question:** Section XII- Does the recommended 4 crew members mentioned in the staffing requirements including a working supervisor?

Response: Refer to Section XII.C “Supervisory Staff.”

- 17. Question:** Section XIV.B -Can you confirm that the day porter assigned to H.L. Mooney AWRP is to be on site from 10am -4pm as this contradicts Exhibit 9 which states services are to occur from 11am-3pm?

Response: One day porter is to provide services at the Grubbs Administration Building for four (4) hours (11a.m. – 3p.m.), while a second day porter is to provide services at the Control and Process Building for two (2) hours (11a.m. to 1p.m.).

- 18. Question:** Section XIV.B- Can you confirm that the day porter assigned to Spittle Admin/Aux is to be on-site for 4 hours between the time frame of 10am- 4pm?

Response: The day porter works for four (4) hours, typically from 10:00 a.m. to 2:00 p.m.

- 19. Question:** Exhibit 5- is the monthly cost of scrubbing tile floors and strip/waxing of VCT is to be included in the monthly cost?

Response: Include costs as noted on Attachment B, Part 1, Item 2 description which is shown as quarterly for the Spittle Administration Building; all costs should be included per location as shown in “Attachment A Exhibits for Scope of work & task and frequencies”

- 20. Question:** Attachment B Pricing. Item 3- Are we to combine the cost for cleaning of interior/exterior windows for the Eastern/Western Ops buildings or are these to be separate line items?

Response: Yes. Combined.

- 21. Question:** Attachment B Pricing P2. Item 2 No.2- Stripping and waxing of Terrazzo Lobby floors is not listed on Exhibit 6 SOW. Can you please clarify?

Response: Include costs as noted on attachment B, Part 2, Item 2 description.

- 22. Question:** Attachment B Pricing P2. Item 2 No.1- Are we also to include the cost of scrubbing tile floors in this line item?

Response: Include costs as noted on attachment B, Part 2, Item 1 description.

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

Response: Refer 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.

- 24. Question: Window Washing Frequency:** The RFP specifies window washing twice per year. Should we assume these services are to be scheduled at fixed intervals (e.g., spring and fall), or is scheduling flexible based on Prince William Water’s needs?

Response: These services shall be scheduled at fixed intervals. Prince William Water will schedule in advance.

- 25. Question: Flooring Services Pricing (Page 94):** The RFP asks for an hourly rate for flooring services. Should we include costs for any specific treatments (e.g., stripping, waxing) or submit only a flat hourly rate for basic floor cleaning?

Response: Include costs as noted on attachment B, Item 2 description.

- 26. Question: Accessible Windows:** For internal windows, can you confirm that all items will be removed from windowsills by the client before cleaning begins, as noted in the RFP?

Response: Prince William Water will send notification to all employees to clear windowsills prior to the scheduled window cleaning activity.

- 27. Question: Window Washing Frequency:** The RFP specifies window washing twice per year. Should we assume these services are to be scheduled at fixed intervals (e.g., spring and fall), or is scheduling flexible based on Prince William Water's needs?

Response: Refer to the response to question 24.

- 28. Question: Flooring Services Pricing (Page 94):** The RFP asks for an hourly rate for flooring services. Should we include costs for any specific treatments (e.g., stripping, waxing) or submit only a flat hourly rate for basic floor cleaning?

Response: Refer to the response to question 25.

- 29. Question: Accessible Windows:** For internal windows, can you confirm that all items will be removed from windowsills by the client before cleaning begins, as noted in the RFP?

Response: Refer to the response to question 26.

- 30. Question: Waste Disposal Requirements:** Are there any specific waste disposal requirements for trash or recycling from facilities like the Auxiliary Building or garage bays?

Response: Trash and recycling must be separated – Prince William Water will provide a separate recycling dumpster.

- 31. Question: Hazardous Materials:** Are there any hazardous material cleaning requirements we should account for in specialized spaces (e.g., labs, fleet maintenance areas)?

Response: For Spittle/Auxiliary, there are no Hazardous Materials cleaning requirement; contract does not include vehicle bays. For ESWR, nothing specific other than standard PPE and what is documented in the Scope of Work in the solicitation.