ADDENDUM 001
REQUEST FOR PROPOSALS
Janitorial Services
RFP NUMBER: 6-051104

Offerors shall acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original proposal. The due date for receipt of proposals remains unchanged by this Addendum. Accordingly, the following changes, questions and answers are believed to be of general interest to all potential Offerors. The original solicitation is hereby changed to the extent stated in the department's response to each question on the attached pages of this amendment 001. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Erin Moritz General Services Specialist
Contractor/Offeror Signature _____ (Signature of person authorized to sign)	Department of Transportation _____ (Authorizing Signature)
Date Signed:	Date Signed:

Building Tours and Pre-Proposal Conference
Wednesday, October 12, 2005

BUIDLING TOURS & PRE-PROPOSAL CONFERENCE ATTENDEES:
Vendors:
Amy McClay, Roedel Cleaning
Sam Roedel, Roedel Cleaning
Matt, Modern Maintenance
Cheryl Raines, ABBCO Service Corp
Andy Love, BG Services Solutions
Gus Craig, BG Service Solutions
John, Tom Atkins Maint. Mgt.
Roy, Tom Atkins Maint. Mgt.
K. Asamoah-Boahu, Sam's Janitorial Service

MoDOT and Other State Agency Representatives:
Tim Taylor, Senior General Services Specialist, MoDOT
Erin Moritz, General Services Specialist, MoDOT
Angela Sutton, Senior General Services Technician, MoDOT
Andrew Goeller, Building Operations Supervisor, MoDOT
Corey Duemmel, Senior General Services Specialist, MoDOT

ADDITIONS, REMOVALS, CHANGES & CLARIFICATIONS:

Building Tours
Wednesday, October 12, 2005

GS Complex

Question: Does the conference room above the garage get cleaned?
Response: Yes, once a week every Wednesday.

Question: Does the garage get cleaned?
Response: No.

Question: Does the warehouse floor get cleaned?
Response: No, unless the cleaning is requested by an authorized personnel listed in the original proposal.

Old Archives

Question: When is remodeling expected for the Old Archives?
Response: Nothing is scheduled right away, but there will be several employees located in this building by the end of this year (2005). Remodeling will be an on going process after the first of the year, little by little. Office areas may be covered by carpet during the remodel.

Bridge Maintenance

Question: What gets cleaned at bridge maintenance?
Response: Bride Maintenance shall be cleaned per the daily and bi-weekly specifications stated herein the original proposal. This indicates the building shall be free of dirt, dust and trash.

District 5 – Survey Bldg.

Question: What specifications should be followed when cleaning the clay tile?
Response: The clay tile should be wet moped and kept clean of streaks. No wax should be used on this surface.

Question: What is the square footage of the Survey Building?
Response: 1700 Square feet.

District 5 – Main Office

Question: Is the Contractor responsible for cleaning the second floor break room?
Response: No, only when door is left open. Square feet is included in D5 building.

Central Lab

Question: What is the square footage of the Central Lab?
Response: 45,086 Daily Cleaning, 12,697 Monthly Cleaning (First Wednesday of every month)

Question: Does the basement get cleaned? If so, how often does the basement get cleaned and what is required when cleaning the basement?
Response: The basement of the Central Lab shall get cleaned once a month on the first Wednesday of every month. The Central Lab's basement is 4,968 and is part of the above 12,697 figure. The basement shall be cleaned per the daily and bi-weekly specifications stated herein the original proposal. This indicates the basement shall be free of dirt, dust and trash. No lab equipment shall be cleaned.

Question: Are exterior windows supposed to be cleaned by the Contractor?
Response: No, the exterior windows are MoDOT's responsibility.

Question: Does MoDOT have day porters?
Response: No, MoDOT does not have any day porters available.

Pre-Proposal Conference
Wednesday, October 12, 2005

GENERAL QUESTIONS

Question: Who is responsible for supplying the paper products for MoDOT?
Response: MoDOT will supply all of the paper products used in the MoDOT facilities and will require the Contractor to obtain these products from MoDOT's warehouse located at 830 MoDOT Drive, and/or from specified pick up location from District 5. After the contract is awarded, MoDOT and the Contractor(s) will determine the best method for the Contractor(s) to acquire the paper products. In addition, MoDOT will supply the trash bags and liquid hand soap to fill the dispensers located in MoDOT facilities.

Question: How strict are the requirements set forth in this proposal? Are they closely monitored?
Response: The requirements are set in place to be completed and they will be closely followed by the Contractor(s). MoDOT has very high expectations and desires clean, spot free buildings at all times during the course of the contract period. With all the employees working at MoDOT, we have many people looking for exceptional cleaning in all the buildings.

Question: Is the Contractor(s) allowed to use MoDOT telephones for time tracking?
Response: No, the Contractor(s) is never allowed to use the MoDOT telephones for any reason, including time tracking. This is not flexible and is a security issue. Time tracking must be done in a way in which MoDOT telephones are not used.

Question: At 601 West Main, the computer room has a special type of flooring that is very expensive to clean. This room has a unique raised floor and there must be minimum moisture. Due to the above facts, how is this room suppose to be cleaned? Please explain in more detail.
Response: The computer room must always be kept free of dust and dirt. At the time in which special or additional cleaning is needed, MoDOT will consider the cleaning of this floor a supplemental service.

Question: On the small 1" tiles, how should these areas be cleaned?
Response: The small tiles shall be maintained per specifications in the requirements stated in the original proposal. There shall be no buildup or debris on the floor or grout areas.

Question: Who is responsible for purchasing the sand in the smoke poles?
Response: The Contractor(s) is responsible for purchasing the sand for all the smoke poles located at all MoDOT facilities. Kitty litter may also be substituted for sand. There is no specific sand or kitty litter for the smoke poles. MoDOT simply requires sand, or similar product, pre-approved by MoDOT, in the base of the smoke poles/trays in order to extinguish the cigarette butts, etc. placed in the poles.

Question: On page 6, Section B, From what I 'm understanding is that you are wanting a list of all the equipment and chemicals that are going to be used in the facility. Now, does this mean the brands and names or am I not reading this correctly?
Response: In regards to submitting a proposal, we do not require a list of any sort for products and equipment, however, once the contract is awarded, MoDOT fully expects the Contractor(s) to keep the Material Data Sheet up-to-date.

<u>Page 4, Section (1) (C) & (D) – Fiscal Year and Contract Period</u>
Question: Since the contract is in the middle of two different fiscal years, does the Purchase Order cover both fiscal periods?
Response: Yes, the contract follows the contracting period, so the purchase order covers both fiscal years.

<u>Page 6, Section (2), (B) II – Daily Requirements - b</u>
Question: What kind of environmentally preferred products are to be used? Please explain in more detail.
Response: Environmentally preferred products are to be post consumer recyclable materials. For more information, please refer to the Missouri State Statutes.

<u>Page 7, Section (2) (B) I– Equipment and Supplies – e</u>
Question: In the proposal, it states there is limited space for janitorial supplies. Does this mean there is no space for janitorial stuff?
Response: This statement simply means there is some space, but it is limited on what the Contractor will be able to fit in the cleaning closets. Usually one week of paper products will fit in the closets and possibly some of the smaller cleaning equipment, however, the large cleaning equipment, such as buffers and sweepers, will not fit in the closets.

<u>Page 7, Section (2), (B) II – Daily Requirements - a</u>
Question: In the proposal, it states night time cleaning can begin at 3:00 p.m., is this correct?
Response: No, this is incorrect. The night time cleaning will not begin until 4:00 p.m.

Page 9, Section (2), (B) III – Bi-Weekly Requirements - 2

Question: Please give more details regarding the recycle bins. When and how often do they need to be emptied? Where are the pick up locations?

Response: For each MoDOT facility, there are different needs regarding the recycling bins. The large recycling tubs will be emptied on an as needed basis by each building. Some buildings may need the large recycled containers emptied weekly, others may be bi-weekly. Each box at employees' desks which is marked recycling, must be emptied when the building is cleaned. For pick up locations, this information will be discussed and shown after the contract is awarded.

Page 10, Section (2), VI – Semi-Annual Requirements - a

Question: In the proposal, it states the floors should be stripped and waxed every six (6) months, is this excessive? If there is a good maintenance program taking place, the floors should not need to be stripped and waxed every six (6) months. Once a year or every other year should be just as good to help build up a good layer of wax and appear shiny. Please clarify.

Response: Instead of semi-annual requirements to strip and wax the floor, the applicable floors to be waxed should only be stripped and waxed once a year and must be done within the first six (6) months of the contract. If the buildings are taken well care of, then once a year for waxing and stripping should be plenty to keep the shine. Additionally, some areas might need extra attention as they are high traffic areas.

Page 11, Section (2), VIII – Restroom Requirements – a8

Question: How often should box soap be filled?

Response: This should be done when the box is empty or close to empty. If the box if half full, please wait until there is less in the box. This may also be done on an as needed basis requested by authorized MoDOT personnel.

Page 14, Section (2) X – Security Requirements - c

Question: In the proposal, it states the Contractor is not allowed to share the security keys with anyone. Please clarify.

Response: MoDOT wants to put responsibility back on the Contractor(s), therefore, who ever is issued the security key, is the one responsible for the key. So, ultimately, the Contractor is solely responsible for knowing exactly which individuals have security keys.

Page 17, Section (2), XIII – Payment and Invoicing Requirements – b. 1)

Question: For approval of certain items or questions, can there be someone else listed in addition to Andy Goeller and Corey Duemmel?

Response: Yes, Andy Goeller and Corey Duemmel will assign designees to them or additional contacts. Additional contacts will be provided to the awarded Contractor(s).

Page 25, Section (4), (B) 3 – Cost, Fees & Expenses (a)

Question: What is the compared price?

Response: MoDOT will find the lowest price and that Offeror will receive the full amount of points for the pricing section of the proposal. Then this price becomes the Lowest Responsive Price. After this price is established, then all other proposal prices become the compared price. This simply gives us the points for each proposal regarding the price evaluation factor.

Page 30, Exhibit B – Professional and Administrative Staff

Question: Clarify the professional and administrative staff members on Exhibit B.

Response: Exhibit B should be completed for supervisors which will be directly related to the cleaning service of MoDOT. Owners and administrative staff members directly related to MoDOT's cleaning contract shall also be included on Exhibit B.

COMMENTS

1. No doors should be propped open during cleaning hours for security reasons.
2. The breakdown of flooring regarding carpet versus hard surface floors is approximately seventy-five percent (75%) carpet to twenty-five percent (25%) hard surface.

ADDITIONS

1. Page 7, Section (2) (B) II a – Daily Requirements
   Please add the day time cleaning hours should be from 8:00 a.m. until 4:00 p.m.

2. Page 22, Section (4) (B) 1 b – Required Elements of Proposal
   Please add three (3) references must be given for each company wanting to submit a proposal.

3. Page 28, Section (5) Pricing Page (A) Janitorial Services
   Please add the following to the pricing page and attach it to your proposal.

In the event that MHTC exercises its options to renew the contract for four (4) additional one-year periods pursuant to the applicable provisions outlined in this document, the Offeror shall provide below the maximum percentage of increase or minimum percentages of decrease for each renewal period. The Offeror is cautioned that the percentages shall be computed against the ORIGINAL contract prices during renewal periods. Furthermore, the Offeror is advised that the MHTC does not automatically grant increases at the time of renewing the contract and that if an increase is requested, documentation of need must be provided at the time of renewal.

First Renewal Period **_____% of maximum increase and/or**
_____% of maximum decrease

Second Renewal Period **_____% of Maximum increase and/or**
_____% of maximum decrease

Third Renewal Period **_____% of Maximum increase and/or**
_____% of maximum decrease

Forth Renewal Period **_____% of Maximum increase and/or**
_____% of maximum decrease

_____

(Signature/Title) (Date)

4. Page 33 – Appendix B – Cleaning Requirements for Secured Areas
   District 5 – Credit Union should be added to the list of cleaning for Secured Areas, however, it will be cleaned during the evening hours.

REMOVALS

1. Page 25, Section (4), (B) 3 – Cost, Fees & Expenses
   Please remove the following: Cyclical replacement of fluorescent lamps for 10 hours; and. This will not be part of the janitorial services contract.

2. Page 28, Section (5) Pricing Page (B) Supplemental Services, Item #012
   Please remove Item #012 from the list to propose a price. No cyclical fluorescent lamp changes will be necessary under this janitorial services contract.

3. Please remove Appendix A, page 32.

CHANGES

1. Page 1 - Table of Contents
   Section (1) (F) – Mandatory Tour of Buildings
   Please change to Non-Mandatory Tour of Buildings
   Section (1) (G) – Mandatory Pre-Proposal Conference
   Please change to Non-Mandatory Pre-Proposal Conference

2. Page 4, Section (1), (F) – Mandatory Tour of Buildings & (G) – Mandatory Pre-Proposal Conference
   Please change Mandatory to Non-Mandatory Tour of Buildings and Non-Mandatory Pre-Proposal Conference.

3. Page 5, Section (1) (H) – Schedule of Events
   Please change Mandatory Building Tours and Mandatory Pre-Proposal Conference to Non-Mandatory Building Tours and Non-Mandatory Pre-Proposal Conference.

4. Page 16, Section(2) (B) XI f – Supplemental Service Requirements
   Instead of the dock cleaning only being done on an as needed basis, please clean the dock when the rest of the building gets cleaned. So, if the building gets cleaned daily, the dock shall be cleaned daily, but if the building gets cleaned bi-weekly, the dock shall be cleaned bi-weekly. Additionally, include the mail machine at the Creek Trail Dock must be completely dust free.

5. Page 22, Section (4) (A) 1 – Pricing and Signature
   Please change Ms. Heather Turner to Ms. Erin Moritz.

6. Page 32, Appendix A
   Please remove Appendix A attached to the original proposal and replace it with Appendix A attached to this Addendum.

7. Page 34 - 36, Appendix C
   Please remove Appendix C attached to the original proposal and replace it with Appendix C attached to this Addendum.

APPENDIX A

Locations and Approximate Square Footage

Location	Square Footage-Evening Cleaning	Square Footage-Day-time Cleaning
	MoDOT Contact Person(s): Andy Goeller (573) 522-9770; Dave Simmons (573) 522-8731	
Annex & Garage - 601 W. Main	36,078	0
Annex Training Center - 601 W. Main	16,052	0
Central Office Building - 105 W. Capital Ave.	102,310	0
St. Mary's East - 2211 St. Mary's Blvd	21,000	0
St. Mary's West - 2217 St. Mary's Blvd	22,000	0

	MoDOT Contact Person(s): Andy Goeller (573) 522-9770; Dave Simmons (573) 522-8731 District 5 – Corey Duemmel (573) 526-6956 Jerry Kliethermes (573) 751-7686; Coleen Welter (573) 751-3660	
GS Complex - 830 MoDOT Drive	9,891	3,236
Sign Shop - 754 MoDOT Drive **	0	2,392
Bridge Maint. - 910 MoDOT Drive *	0	1,784
Central Lab - 1617 Missouri Blvd	57,783 (incl. Mo. Cleaning)	0
1320 Creek Trail Drive	36,000	0
Old Archives – 930 MoDOT Drive **	0	1,168
New Archives – 728 F Heisinger **	0	1,250
DISTRIC 5 BUILDINGS		
District 5 Administration Offices – 1511 Missouri Blvd	34,539	0
Survey Building – 1507 Missouri Blvd	1,700	0
Jefferson City Project Office – 5616 Red Eagle Dr. **	3,700	0
Signal & Striping Building – 740 MoDOT Dr. **	0	1,550
Total of Daytime & Evening Square Footage	**341,053** **352,433**	**11,380**

* Friday Only Cleaning ** Tuesday & Friday Only Cleaning

MoDOT's Janitorial Services Log

APPENDIX C

Building Name:

_____

Building Location:

_____

Daily Requirements Log

Date of Services Performed

Description of Services Performed:										
Vacuum all carpet										
Clean kitchens & break rooms										
Sweep hard surface floors (incl. stairwells)										
Wipe horizontal surfaces										
Clean & disinfect microwaves										
Wet mop hard surface floors										
Clean all doors & frames (incl. elevator doors & walls)										
Empty wastebaskets & recycled paper										
Spot clean carpet (rugs & mats) & scuffs from hard floor surfaces (baseboards & floors)										
Clean & disinfect drinking fountains										
Clean stairwells										
Remove trash & sweep sidewalks										
Wash all tables										
Clean janitorial closets										

Restroom Daily Requirements										
Clean all surfaces in restrooms										
Clean & disinfect toilets, seat, countertops & walls										
Clean all mirrors										
Wet mop floors with disinfectant & clean mop head										
Clean stall partitions, doors, push plates & doorframes										
Dust/wipe all horizontal surfaces										
Empty & clean trash containers, change liners										
Restock dispensers to normal limits										
Remove spots, stains, scuff marks, finger & handprints										

MoDOT's Janitorial Services Log

APPENDIX C

Building Name:

_____

Building Location:

_____

Bi-Weekly Requirements Log

Date of Services Performed

Description of Services Performed:										
Spray & buff hard surface floors to remove scuffs & black marks from floor & baseboards										
Remove cobwebs from all buildings										
Clean fronts & sides of vending machines and ice makers										
Spot clean wall & partition surfaces										
Brush & spot clean fabric furniture										
Clean/dust Venetian/miniblinds										

Monthly Requirements Log

Date of Services Performed

Description of Services Performed:										
Clean all baseboards										
Dust vertical surfaces of office furniture, equipment & interior doors & frames										
Dust all coat racks										
Vacuum all cloth partitions, clean bases & dust tops										
Clean & vacuum ceiling, door & wall vents										
Perform Monthly clean for specified areas in Central Lab										

Restroom Monthly Requirements										
Clean & disinfect all walls & machine scrub floors										
Clean the air diffusers and all exposed pipes										

MoDOT's Janitorial Services Log

APPENDIX C

Building Name:

_____

Building Location:

_____

Semi-Annual Requirements Log

	Date of Services Performed									
Description of Services Performed:										
Deep clean all carpet										
Clean both sides of interior windows										
Clean glass surfaces other than windows										
Wash, clean & disinfect all wastebaskets										
Clean tops of wall-mounted cabinets										

Annual Requirements Log

	Date of Services Performed									
Description of Services Performed:										
Clean all wall surfaces										
Strip and wax hard surface flooring										