



CITY OF ROCKVILLE
ROCKVILLE, MARYLAND

Addendum #4
Invitation for Bid (IFB) # 17-23
JANITORIAL SERVICES
March 22, 2023

ATTENTION ALL BIDDERS:

The following addendum is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all Bidders who respond to this IFB. Specific parts of the IFB have been amended. Bidders are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your bid to disqualification. No provided answer to a question may in and of itself change any requirement of the IFB. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (ex: **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~).

The following is provided for additional clarity to the IFB process:

1. Q: The solicitation (Pg. 22) requires that “Vendor must currently have at least five (5) references and bidder must be primary contractor (no subcontracting). However, on the Attachment C – Reference Form, indicates listing of three recent projects completed by the firm that can substantiate past work performance and experience in the type of work required for this contract.
 - a) Please confirm how many references needed for this contract? Do all the contracts have to be current contract? A: **5 references are required. Not all have to be current, completed contracts will be considered.**
 - a) Are all the references have to be primary contract? **Yes, bidder must be primary contractor for each reference (no subcontracted work considered)**
 - b) Are there any exception for subcontracting work? **No**
2. Q: Any location will need a day porter or all locations will be an once a day cleaning (schedule basis)
A: **Currently the City utilizes full time porter services at one facility.**
3. Q: Can you please provide the last contract price itemized by location?
A: **see ATTACHMENT A – MONTHLY COSTS BY LOCATION**

4. Q: Can you provide a SF or % breakdown by floor type for each location? Carpet, tile, vct, etc.
A: see [LOCATIONS AND REQUIREMENTS](#) section – page 34 – 55
5. Q: Who is the current contractor?
A: [J&H Maintenance Services Corporation](#)
6. Q: What is the current contract amount?
A: \$475,000 annually
7. Q: Is there a bond requirement?
A: No.
8. Q: Will the contractor's employees be required to pass a background check?
A: Yes, page 23, Section 4.9 EMPLOYEES, states: *Contractor shall obtain and maintain criminal background checks on all employees assigned to this contract prior to the start of the contract or upon employment during the contract period. Contractor shall inform the City of Rockville of any criminal convictions of any type, for any contract employee, prior to the start of the contract. Contractor shall provide copies of the background checks to the Contract Administrator ten (10) days prior to the start of the contract or if a new employee, ten (10) days prior to beginning work at any City location.*
9. Q: Square Footage for each location?
A: see [LOCATIONS AND REQUIREMENTS](#) section – page 34 – 55.
10. Q: Is there a difference in this scope of work vs the current contract?
A: Scope of work remains the same. Two locations were added to this IFB – 6 Taft Court and Thomas Farm Community Center.
11. Q: Will the contractor's employees be required to wear a uniform/badge?
A: Yes, page 23, Section 4.9 EMPLOYEES, states: *Employees of the Contractor shall be in uniform and display a neat and clean appearance. All employees shall be pleasant and courteous to the public and City staff during all work.*

Contractor's employees must wear uniforms at all times while on City property identifying the Contractor's business name and the employees name. Photo identification cards must be worn at all times.
12. Q: Bldg. #3-Monroe St. elevator:
 - a) should our bid be based on a functional unit and the surrounding requirements? Yes
 - b) can you provide finish plans for elevator or future picture of new look? Non available will be very similar if not identical to what is existing.
13. Q: Bldg. #11 - 6 Taft Ct.:
 - a) can you describe the future use (i.e., office, etc.) 1st floor field operations and fitness room – 2nd floor offices – 3rd floor offices.
 - b) can you provide floor plans and emergency evac. plans? Finish schedule? Non available
14. Q: Can you provide floor plans or emergency evac. plans for ALL buildings?
A: None available.

15. Q: What is the name of the current janitorial service provider/incumbent?
A: J&H Maintenance Services Corporation.
16. Q: What is the current monthly cost per location?
A: see ATTACHMENT A – MONTHLY COSTS BY LOCATION
17. Q: What is the current contract annual cost?
A: \$475,000 annually
18. Q: Are the scope and/or frequencies under this RFP same or different than the current contract?
Scope of work remains the same.
a) If different, what has changed? Two locations were added to this IFB – 6 Taft Court and Thomas Farm Community Center
19. Q: Is this contract subject to minimum wage laws passed by the state of Maryland?
A: The City of Rockville would comply with Montgomery County minimum wage requirements.
20. Q: Section 4.18 can you provide the average monthly amount of penalty deductions imposed on current contract, if any?
A: None for the current contract.
21. Q: Please provide the current contractor name?
A: J&H Maintenance Services Corporation
22. Q: Please provide the current monthly price for each building?
A: see ATTACHMENT A – MONTHLY COSTS BY LOCATION
23. Q: There are four different mandatory wage rates: MD Minimum Wage, Montgomery Minimum Wage, MD Living Wage, Montgomery Living Wage. Which wage rate does this contract require contractor to comply?
A: The City of Rockville would comply with Montgomery County minimum wage requirements.
24. Q: Solicitation page 16, section D: regarding to renewal based on CPI-U; if this contract also have required wage rate, will the City allow contractor to also request for increase when the mandatory wage rate increases?
A: Yes.
25. Q: There is mandatory Maryland Sick leave Law and Montgomery Sick leave Law. Which law (Maryland or Montgomery) that this contract requires contractor to comply?
A: The City of Rockville would comply with Montgomery County minimum wage requirements.
26. Q: Is this contract unionized? If yes, please provide the Union name and a copy of the CBA?
A: No, the contract is not unionized.
27. Q: Has the Union try to organize this contract?
A: Not that the City of Rockville is aware of.
28. Q: Does the City has hand sanitizer dispensers throughout the building? IF yes, then are they electric or manual? Please provide quantities for each building.
A: The contractor is not responsible for refilling hand sanitizer dispenser nor disinfectant wipe dispensers.

29. Q: Does contractor responsible to provide hand sanitizer refilled to all dispensers throughout the building?
A: No
30. Q: If there's electronic hand sanitizer dispenser, who will be responsible to replace the battery?
A: This contract does not include any hand sanitizer responsibilities.
31. Q: Solicitation Page 49, Rockville Police Annex - does the contractor needs to provide cleaning Mon-Fri five (5) days or Mon-Sun seven (7) days?
A: Page 47 states: *Daily cleaning six (6) days a week with a two (2) person crew working each two (2) hours per day is recommended for this location. Contractor's crew will work Sunday through Friday evenings. Cleaning shall take place between the hours of 10PM and 6AM.*
32. Q: Solicitation Page 54, Thomas Farm Community Center - does the contractor needs to provide cleaning Mon-Fri five (5) days or Sat and Sun two (2) days in a week? Please clarify the days. Also is it two (2) hours of cleaning or four (4) hours per day cleaning?
A: Page 54 states: *Daily cleaning five (2) days a week with a one (1) person crew working each two (4) hours per day is recommended for this location. Contractor's crew will work Monday through Friday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day. Cleaning shall take place between the hours of 5AM – 9AM Saturday and Sunday.*
33. Section V: Bid Pricing Form (pages 56, 57, 58) is to be completed and submitted.
The online portal has a section titled: My Pricing: A: Leave "My Pricing" blank, simply upload your response, with the required documents, including the Bid Pricing Form.
a) Does any pricing need to be electronically entered online into the portal, in addition to the form which will be part of the pdf response submittal? A: No.
34. Q: Can you provide a rough count of exterior window for each of the buildings requiring exterior window cleaning?
A: The contractor is responsible for pricing window cleaning based on their own assessment.
35. Q: Is incumbent's information available? Any chance getting their #'s. It is difficult to estimate quantities of consumables when many buildings are open to the public.
A: see ATTACHMENT A – MONTHLY COSTS BY LOCATION
36. Q: Is there a estimated qty for the extras in the RFP?
A: What is meant by extra? Please reference page or section.
37. Q: Is there a wage scale?
A: No.
38. Q: In the IFB document, Section 4.4 (Page 21 of 67), states that There shall be NO subcontracting or assignment of work delegation. However, point no. 41 (Page 12 of 67) states "When allowed bidders who intend to subcontract any portion of the work including delivery, installation or maintenance will submit to the City prior to the start of work: 1) a description of the items to be subcontracted, 2) all subcontractor names, addresses, and telephone numbers, and 3) the nature and extent of the work utilized during the life of the contract". Please provide clarification on the Subcontracting part of this procurement.
A: There will be no subcontracting allowed. Page 12 language is the City's standard terms and conditions.

39. Q: IFB document Section 4.6 REFERENCES - "Bidder shall provide five (5) current commercial business references". Please provide clarification on the term "Commercial"
A: Commercial buildings include office buildings, retail space, warehouses, multi-family buildings like apartment buildings and more.
40. Q: Please provide the floor-types for each facility i.e. Carpet, Tile, Terrazzo?
A: see LOCATIONS AND REQUIREMENTS section – page 34 – 55
41. Q: Please provide the total number of Exterior Trashcans for the Park?
A: Information available on Addendum 3 IFB 17-23 Janitorial Services Virtual WalkThrough FINAL.
42. Q: Please clarify if there are public restrooms in the Park? If yes, please provide the fixture totals and pictures of the dispensary?
A: No public restrooms in the Park.
43. Q: Please provide the total number of Exterior Trashcans for the Bridge?
A: Information available on Addendum 3 IFB 17-23 Janitorial Services Virtual WalkThrough FINAL.
44. Q: Please clarify if we (contractor) are responsible for the clearance of ice/snow on the bridge walkway during winter season?
A: Snow removal not required.
45. Q: Please provide pictures of all the restrooms for all the properties. This will provide us details of the conditions and details of Sink, toilets & urinals, etc.?
A: Information available on Addendum 3 IFB 17-23 Janitorial Services Virtual WalkThrough FINAL.
46. Q: Please clarify the average monthly change orders and/or modifications (new buildings, etc.) in 2022?
A: NONE
47. Q: it was stated that the City was planning to coordinate "virtual site tours" due to large volume of interest. When will the virtual tours be scheduled?
A: Information available on Addendum 3 IFB 17-23 Janitorial Services Virtual WalkThrough FINAL.
48. Where can we download a copy of the existing Janitorial Contract for this portfolio?
A: Current contract not available, scope of services remain the same, two locations have been added (6 Taft Court and Thomas Farm Community Center) and pricing information is available on ATTACHMENT A – MONTHLY COSTS BY LOCATION.
49. Q: Who is the current janitorial service provider for this portfolio of buildings?
A: J&H Maintenance Services Corporation.
50. Q: How long has the current janitorial service provider been providing janitorial services to the buildings listed within this IFB?
A: 5 years

51. Q: Are floor plans available for any of the sites?
A: [Information available on Addendum 3 IFB 17-23 Janitorial Services Virtual WalkThrough FINAL.](#)
52. Q: Can the City provide Bidders with a list of dispenser types at each site? For example, the type of TP dispenser (i.e. Tork Big Roll), PT dispenser (i.e. KC Roll or Multi-Fold), soap dispenser types, etc...
A: [see ATTACHMENT C – DISPENSER COUNT AND DESCRIPTION.](#)
53. Q: Can the City of Rockville provide Bidders with estimated population counts for any or all of the sites? For example, for sites that are heavily populated by Visitors (i.e. Community Centers, Fitness Centers, Pools, etc...), can you provide the estimates on the annual # of visitors/people? This data would be needed in order to accurately estimate the Consumables usage at the sites (restroom products, trash liners, etc...).
A: [Information available on Addendum 3 IFB 17-23 Janitorial Services Virtual WalkThrough FINAL.](#)
54. Q: In conjunction with Item #6 above, can the City of Rockville provide Bidders with estimated annual usage totals for Consumable products (paper, soap, liners, hand sanitizer, dog waste bags, etc...). For example: "12 cases of single roll TP used during CY2022".
A: [Information not available.](#)
55. Q: For stripping and waxing services, how many coats of wax does the City of Rockville require in their SOW?
A: [Minimum of two coats of wax, but it is the responsibly of the contractor to adhere to industry best practices.](#)
56. Q: Is there a central location within City of Rockville property where the Janitorial Service Provider could keep a vehicle on-site for performance of SOW (i.e. work truck, work van, etc...)?
A: [No.](#)
57. Q: Are utility vehicles (golf cart type) allowed to be used on City of Rockville sites?
A: [No.](#)
58. Q: Does each site house a secured utility sink area/storage area where the janitorial service provider can store chemicals, supplies, consumables, trash barrels, etc..? Also, can we install our chemical dispensing system at each site (*would need to be connected to utility sink/"slop sink")?
A: [Each building will have janitors closet, however not all sites are equipped with a slop sink.](#)
59. Q: Can the City provide Bidders with a Price Sheet in Excel format versus PDF? If no, can bidders submit one as a "supplement" to the PDF bid sheet?
A: [No.](#)
60. Q: Will the due date be extended since site visits have not been announced?
A: [IFB due date extended to Thursday, March 30, 2023 – Addendum #2 posted March 13, 2023.](#)
61. Q: When will the notes (and list of attendees) of the Bid Meeting be uploaded and available?
A: [see ATTACHMENT D – PRE-BID NOTES. List of attendees is posted online.](#)
62. Q: Are there porter services required for any of the job sites?
A: [Currently the City utilizes full time porter services at one facility.](#)

63. Q: Are subcontractors allowed for window washing?
A: There will be no subcontracting allowed.
64. Q: Can you please provide the flooring schedule for THOMAS FARM COMMUNITY CENTER?
A: VCT tile, Wood Floors, Rubber Flooring. The City is responsible for all floor refinishing for this site.
65. Q: What is the last contract price?
A: see ATTACHMENT A – MONTHLY COSTS BY LOCATION.
66. Q: Not sure how we need to fill up the "My Pricing" area of the city collaboration portal (attached picture)
A: Leave "My Pricing" blank, simply upload your response, with the appropriate documents, including the Bid Pricing Sheet.
67. Q: Will the detail consumable products be listed (i.e. paper towel type - roll size or multifold, hand soap - foam or liquid and current brand, trash liner sizes currently, jumbo toilet tissue size or normal 2-Ply)
A: see ATTACHMENT C – DISPENSER COUNT AND DESCRIPTION.
68. Q: Will the Contractor have to provide Hand sanitation stations and/or refills?
A: No
69. Q: Not including the janitorial supply closets, will there be office space for the contractor staff? And where?
A: No
70. Q: Will periodic services such as Strip and wax, Carpet, High dusting over 72", Window & Blinds cleaning and bathroom deep scrubbing be a service for which a quote will be requested?
A: Services above and beyond the base bid items may be requested.
71. Q: Should periodic services such as Strip and wax, Carpet, High dusting over 72", Window & Blinds cleaning and bathroom deep scrubbing be included in the submitted pricing?
A: Each site has weekly, monthly, bimonthly, other requirements that are part of the base bid. Please review each site since tasks may vary per site.
72. Q: What is the living wage for this IFB and does the SCA Federal wage determination for H & W apply?
A: Living Wage does not apply and there is no SCA Federal Wage Determination.
73. Q: How many bathroom fixtures are there to be serviced?
A: see ATTACHMENT B – FIXTURE LIST.
74. Q: What is the total bathroom count men/women?
A: see ATTACHMENT B – FIXTURE LIST.
75. Q: What are the daily building traffic totals?
A: Information available on Addendum 3 IFB 17-23 Janitorial Services Virtual Walk Through FINAL.

76. Q: Are the staffing requirements and hours the minimum a contractor can provide?
A: The contractor must provide a staffing plan as part of their bid.
77. Q: Can a vendor bid on this as a registered foreign entity doing business in MD?
A: Bidders must be in compliance with Section I, Item 1.9 and 1.11 of the solicitation.
78. Q: Can you please tell us how many bathrooms has the Taft building.
A: Information available on Addendum 3 IFB 17-23 Janitorial Services Virtual WalkThrough FINAL.
79. Q: Is there any way we can get a list of the model of the dispensers placed at each building for consumables?
A: see ATTACHMENT C – DISPENSER COUNT AND DESCRIPTION.
80. Q: I would like to know if this bid is similar to the last bid? or if is any changes
A: Scope of work remains the same. Two locations were added to this IFB – 6 Taft Court and Thomas Farm Community Center

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE INVITATION FOR BID (IFB).

Additionally, please be sure to submit all required forms with your bid per this addendum and the solicitation instructions.

ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 4 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR BID OR ACKNOWLEDGING IN YOUR BID.

ISSUED BY: PAT RYAN, PRINCIPAL BUYER, 03/22/2023

NAME OF BIDDER: _____

**BID DUE DATE: (CHANGED as per Addendum #2) 2:00PM (ET),
THURSDAY, MARCH 30, 2023**

Attachments A, B, C and D follow.



Attachment A and Attachment B – Addendum #4

**INVITATION FOR BIDS #17-23
 JANITORIAL SERVICES**

ATTACHMENT A – MONTHLY COSTS BY LOCATION

City Hall	\$ 4,338.57
Swim Center	\$ 8,242.13
Monroe Street Elevator	\$ 488.70
Water Treatment Plant	\$ 543.00
Lincoln Park Community Center	\$ 2,913.74
Montrose Community Center	\$ 977.40
Police Station	\$ 2,136.44
Police Annex	\$ 2,654.56
Unity Bridge	\$ 1,072.57
Courthouse Square Park	\$ 304.08

ATTACHMENT B – FIXTURE LIST

Location	QTY Toilets	QTY Urinals	QTY Showers
City Hall	19	5	1
Rockville Swim and Fitness Center	17	5	42*
Water Treatment Plant	2	1	1
Lincoln Park Community Center	15	3	2
Montrose Community Center	4	1	0
Police Station	4	0	0
Police Station Annex	11	2	5
6 Taft Court **	17	0	11
Thomas Farm Community Center	12	2	2

* Total shower heads.

** Final count subject to change

ATTACHMENT C – DISPENSER COUNT AND DESCRIPTION

Location	Dispenser Count and description		
	Soap	Toilet Paper	Paper Towel
City Hall	14	19	20
	Gojo Automatic Dispenser (12) Liquid Filled (2)	Jumbo Roll 12" (16) Single Roll (3)	Multifold (6) Pacific Blue 25491 Roll (14)
Rockville Swim and Fitness Center	54	17	3
	Gojo 800ml liquid "bag in box" dispenser	American Specialties "jumbo roll" in locker rooms and single user spaces (14). Georgia Pacific "coreless" in fitness room bathrooms (3).	8" Roll Dispenser
Water Treatment Plant	2	2	2
	Unknown at this time		
Lincoln Park Community Center	15	15	14
	Gojo Automatic Dispenser (15)	Jumbo Roll 12" (15)	Pacific Blue 25491 (14) Multifold (9)
Montrose Community Center	3	6	6
	Gojo Automatic Dispenser (3)	Single Roll (8)	Pacific Blue 25491 (3) Multifold (5)
Police Station	4	4	8
	Gojo Automatic (4) Liquid Filled (4)	Jumbo Roll 12" (4)	Multifold (5) Pacific Blue 25491 Roll (4)
Police Station Annex	8	10	10
	Gojo Automatic (7) Liquid Filled (11)	Jumbor Roll 12" (9)	Pacific Blue 25491 Roll (8) Multifold (9)
6 Taft Court *	0	17	17
	Georgia Pacific Ultra Model #53590	Bobrick Washroom equipment Model B-2890	Georgia Pacific Ultramodel #59590
Thomas Farm Community Center	Materials Provided by the City of Rockville		

* Final count subject to change

ATTACHMENT D – PRE-BID NOTES

- Welcome / Introduction – Noel Gonzalez, Jason Beale, procurement
- Procurement review
- Schedule Review:
 - Prebid Meeting 2/28/23 – Reminder to please sign in
 - Questions due by Thursday, March 9, 2023 by 5PM – all questions to be sent to procurement office.
 - IFB closing date Thursday March 23, 2023 at 2PM
- Bid highlights review:
 - **Page 15 3.2** – Please review bidder minimum qualifications
 - **Page 60** attachment #4 has a list of equipment that the contactor must own prior to the bid. City has the right to inspect.
 - **Page 15 3.3** – Contract term- 1 year with 4 option years.
 - **Page 18 3.11.3** – No sub-contracting is allowed
 - **Page 20 4.1** – List of all locations – Highlight a few facilities
 - #3 50 Monroe ST elevator will be in under construction through the end of the year however trash cans and general area will need to be cleaned up per the schedule.
 - #4 water treatment plant – 24/7 facility – Fridays only
 - #6 Montrose community center – Day Care center
 - #7 & #8 – Police station and annex 24/7 facility
 - #11 – 6 Taft Court – currently unoccupied. Expected to be under construction until 3/24. Contract admin to give contractor 30 days’ notice prior to start of services.
 - #12 – Thomas Community Center – Weekends only
 - **Page 22** – 4.9 Employees – Please review this section since there are background check requirements for all employees who will be onsite.
 - **Page 25** – 4.13 – Contractor is responsible for performing quarterly quality inspection reports and to submit to the contract administrator.
 - **Page 26** – 4.16 – Contractor is responsible for providing emergency service. Please make sure your company has the capability of responding. (Examples – Police station cell and car cleanup)
 - **Pages 34 -55** – List of locations and requirements broken down by:
 - Address
 - Size of the facility
 - Workdays, hours, and suggested crew size.
 - Task broken down by daily, weekly, monthly, and Other.
 - Each facility is different please take time to review each facility and requirement.
 - **Page 56** pricing sheet
 - **Page 58** Staffing plan
 - **Questions**
 - **Review walkthrough**