



Request for Proposals 2023-056

Janitorial Services

ADDENDUM No. 3

ISSUE DATE: July 13, 2023

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

Delete/Add/Replace Section

1. Delete: (Throughout the document)

Simpson Event Center Address:
1505 Summerline Dairy Rd
Wingate, NC 28174

Replace with: (Throughout the document)

Simpson Event Center Address:
397 Cultivation Circle
Monroe, NC 28112

2. Section 4.3 Facilities and Schedules

Add: The County will notify the Contractor in writing, of its intent to add and/or remove facilities from service. Notification of such changes to the Contract will be issued via an Amendment and accepted by both the Contractor and the County. The current list of facilities is below.

3. Appendix C – List of Union County Facilities.

Add: Attached Chart II. ESTIMATED QUANTITY OF CLEANABLE ROOMS & RESTROOMS

Question/Answer Section

1. Question: I had a question in regards to page 56 and the column Day Porter Services and Standard Janitorial Services. For example is the expectation for Day Porter Services "Yes or No" or a dollar figure. Also if the expectation is a "dollar figure" for that column is that per hour or total for Day Porter Services for the year. I understand the column "Annual Total". These questions are in regards to the column Day Porter services and Standard Janitorial Services.

Answer: It is the expectation that a cost would be included in the columns under Day Porter Services and also under Standard Janitorial Services for the buildings that require them. Adding each of these columns would equal the Annual Total.

2. Question: What is the sq ft of the carpet and tile of the following facilities:

- Progress Building
- Public Works Operation Center
- Union West Library
- Sheriff's Office Administration Building
- Emergency Service Complex

Answer: Unknow

3. **Question:** Are there dumpsters on site for each building?

Answer: Yes, all sites have an on-site designated dumpster. However, the Government Center and Judicial Center share the same dumpster which is behind the Government Center. Also, the Board of Elections and Main library share the same dumpster since they are the same shared building location.

4. **Question:** What company last was in charge of this bid

Answer: LGC Global Energy FM, LLC

5. **Question:** Is the 14' box truck with lift mandatory, or will a pickup with a trailer suffice?

Answer: An enclosed box truck over 14' is required.

Question: Does the Firing range share the Emergency Services multi -site porter? It didn't say and if so, what frequency?

Answer: Both the Firing Range and Emergency Services are to be provided day porter services. Due to the proximity of Health and Human Services and Emergency Services sharing the same parking lot, it is likely the porter would share these sites, and not likely the Firing Range since it is much further away. Appendix A, Section II has for task schedule.

6. **Question:** What is the breakdown of carpet to Tile to LVP to VCT to polished concrete to hard floor?

Answer: Unknown

7. **Question:** Can you provide the current usage for the paper products, soaps and trash bags?

Answer: This is handled by the current vendor and is unknown to us.

Question: What is the current wage range for the janitorial staff?

Answer: Please enter a Public Records Request. The link to the Union County Public Communications web page is listed below.

[Union County Public Communications - Public Records Request](#)

8. **Question:** How much in penalties, if any, has been assessed over the last two years?

Answer: Staffing shortages have resulted in adjustments to monthly billing

Question: Can we request for the right to terminate agreement for convenience with a 90 days written notice?

Answer: Please refer to Section 4.7.3 for termination information.

9. **Question:** Note in the RFP, that graffiti shall be removed as it appears. Does that include outside of buildings?

Answer: Graffiti is likely to be regularly located in interior places such as bathroom walls and stalls, however some may be on exterior trash cans or windows, etc. Such Graffiti that requires painting (interior or exterior) will be a responsibility of Union County Maintenance staff.

10. Question: Do you have an estimate on the events and avg size? Possibly a guide line so we are prepared.

Answer: Event types and frequencies fluctuate ranging from 50-600 people in size. Some of these are events during standard business hours 8am to 5pm, Monday through Friday. Other events are reserved for evenings or weekends, at which an additional day porter may be requested. Usage is tracked in event hours and attendance head count. There are pictures of regular types of events on the Agricultural and Event Complex page on Union County’s website for examples. Reflected below are figures for both locations hosted for the past year:

FY22-23 Ag Center Revenue	Headcount	Total Hours
July 2022	3950	462
August 2022	2695	433
September 2022	4055	499
October 2022	3406	326
November 2022	2752	395
December 2022	6397	311
January 2023	4818	368
February 2023	1762	323
March 2023	8139	704
April 2023	4093	220
May 2023	4307	383
June 2023	3548	413
	49922	4,837

11. Question: Are special service calls billable?

Answer: No. Any service calls would be submitted through the Work Request system and those requests are considered part of regular service assignments per the scope in section 4 of the RFP.

12. Question: What company last was in charge of this bid.

Answer: LGC Global Energy FM, LLC

13. Question: What was the price break down they charged for each site?

Answer: Please enter a Public Records Request. The link to the Union County Public Communications web page is listed below.

[Union County Public Communications - Public Records Request](#)

14. Question: How many rooms and bathrooms are in each site?

Answer: Refer to Delete/Add/Replace Section, Item #3

15. Question: My question is; there's any way my Company can bid for the half of the bid? for example, can we bid just for the buildings listed on the 15th only? the reason for that my company is small , I want the opportunity but since the government always paid net 30 , it will be tough for me to bid on all of the projects. please let me know if it's possible, have a blessed evening.

Answer: Union County will award to one vendor only for this RFP

Question: This bid proposal is huge and I was wondering in order to submit a bid do I need to attend all these sites listed in the proposal? Or attend only the ones I would like to bid on?

Answer: The site visits are non-mandatory

16. Question: In the solicitation, on page number 5, it is mentioned that "Electronic proposals will be received by the Union County's Procurement Department at the Union County Government Center, 500 North Main Street, Monroe, NC 28112 until 10:00 AM EST on July 6, 202". Additionally, on page number 6, it is specified that "The proposal must be submitted electronically using the following link:

<https://portal.unioncountync.gov/Forms/procurementsubmit.>"

Answer: Proposals for RFP 2023-056 Janitorial Services must be submitted electronically using the link provided on page #6, section 2.2 Proposal Submission Requirements.

Attachments: II. ESTIMATED QUANTITY OF CLEANABLE ROOMS & RESTROOMS

End of Addendum No. 3

II. ESTIMATED QUANTITY OF CLEANABLE ROOMS & RESTROOMS

RFP 2023-056 UNION COUNTY JANITORIAL SERVICES

Estimated Facility Cleanable Rooms & Restrooms

The number of rooms and restrooms listed below are estimates and may increase or decrease during the contract period

FACILITY	ROOMS (estimated)	RESTROOMS (estimated)
12 MILE WRF	8	2
ADULT PROBATION	40	8
AGRICULTURE CENTER	45	7
ANIMAL SHELTER	21	4
CROOKED CREEK	6	2
EMERGENCY SERVICES COMPLEX	52	6
FARMERS MARKET	12	2
FIRING RANGE	5	2
GOVERNMENT CENTER	196	35
HISTORIC COURTHOUSE	34	7
HISTORIC POST OFFICE	50	6
HUMAN SERVICES	200	24
JUDICIAL CENTER	136	29
JUVENILE PROBATION	15	2
MAIN LIBRARY/BOARD OF ELECTIONS	50	13
MARSHVILLE LIBRARY (LOIS MORGAN)	13	3
PATTON AVE COMPLEX	18	4
PROGRESS BUILDING	32	5
PUBLIC WORKS OPERATIONS CENTER	25	6
SHERIFF'S OFFICE ADMIN BLDG	146	13
SHERIFF'S OFFICE OLD	41	7
SIMPSON EVENT CENTER	8	5

UCPS ADMINISTRATION	95	5
UNION WEST LIBRARY	8	4
WAXHAW LIBRARY	4	2