

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

March 7, 2013

BID NUMBER: S3Z58400
TITLE: Custodial Services for Various City Agencies
DEPARTMENT: Various
DATE TO OPEN: March 13, 2013 at 10:30 AM

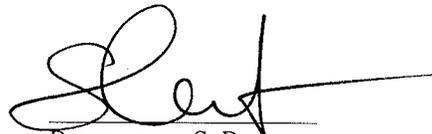
ADDENDUM # 1

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

The scheduled Bid submittal date for Bid S3Z58400, "Custodial Services for Various City Agencies" has been postponed until further notice. Responses to those questions resulting from the Mandatory Pre-Bid Meeting date of February 26, 2013 shall be forthcoming.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.



Buyer, S. Brown

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

SB/mv

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

March 12, 2013

BID NUMBER: S3Z58400

TITLE: Custodial Services for Various City Agencies

DEPARTMENT: Various

DATE TO OPEN: March 13, 2013 at 10:30 AM/Postponed to further notice

ADDENDUM # 2

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

The Submittal Date for Invitation and Bid #S3Z58400, "Custodial Services for Various City Agencies", is hereby revised to the following date: Monday, March 25, 2013 at 10:30 A.M.

The City reserves the right not to entertain any additional questions at this time.

Please refer to attached:

- 1) Pre-Bid Meeting Questions and Answers
- 2) Bid Revision to Invitation and Bid Document
- 3) Exhibit I
- 4) OEO Best and Good Faith Efforts Form

Invitation & Bid Number S3Z5840-0
Custodial Services for Various City Agencies
Questions and Answers from Mandatory Pre-Bid of February 26, 2013

Question #1

Could the City publish the list of current incumbents for each location?

Answer:

Bidders can obtain previous bid results by contacting the City of Philadelphia Procurement Department Public Information Unit, located at 1401 JFK Boulevard, Room 170B, Philadelphia, Pa. 19102 at (215) 686-4720.

Question #2

Could the City publish the current contracts?

Answer:

Bidders can obtain previous bid results by contacting the City of Philadelphia Procurement Department Public Information Unit, located at 1401 JFK Boulevard, Room 170B, Philadelphia, Pa. 19102 at (215) 686-4720.

Question #3

Could the City list the vendors participating in this bid (who participated in both the site visits and the meeting)?

Answer:

Reference is made to Exhibit "I" attached with this Addendum. . Site Inspection and Qualified bidder lists are presently not available.

Question #4

Can the City publish usage history for trash can liners? (Section 2.11)

Answer:

This information is presently not available.

Question #5

How do I get my LBE certification # and MBEC #?

Answer:

*Bidders can view the LBE Certification process on line by going to;
www.phila.gov/bids*

Go to: [Local Business Entity Certification \(LBE\) Link](#)

*LBE Application
LBE Regulations*

LBE Continuing Eligibility Affidavit

Bidders can view the MBEC Certification process on line by going to;

www.phila.gov/bids

Go to: Office of Economic Opportunity (OEO) – Registration and Information Link

Question #6

Is there a \$ 200.00 bid submitting fee?

Answer:

Reference is made to Paragraph 1.9.6 of the Invitation and Bid. Bidders shall also refer to the Bid Security Requirements listed in Paragraphs 1.7 through 1.7.3 of the bid document in which they will be required to meet the Bid Security requirements of this Invitation and Bid.

Question #7

In section 5.1.1 Various City Agencies; snow removal is line itemed for agency sites; a); c); h); i); j); k); and l); At some of these sites, there are parking lot areas. Can the city clarify exactly what is to be snow removed at each site, i.e.; just sidewalks; parking lot areas?

Answer:

Sidewalks, parking areas, plazas, steps.

Question #8

Where snow removal is itemized, does that include calcium or salt for de-icing shoveled areas only?

Answer:

Yes, price should include salt/calcium.

Question #9

When work requests are made by a City site manager to the awarded vendors employee as a task assignment, what prevails, the site manager's request and/or the bid specifications at 5.1.2 a) and b)

Answer:

The Bid specifications shall prevail. If there are any conflicts or questions the awarded vendor must contact Dept of Public Property, Facilities Services Manager.

Question #10

At item # 5.1.4 Snow Removal, there were no line items in the work specifications calling for snow removal for sites b; d; e; f; and g.

Answer:

Snow Removal will be required as needed. The City will expect snow removal service at all locations listed in Section 5.1.4 of the bid.

Question #11

When exactly is the bid due?

Answer:

Bidders shall refer to the Revised Bid Submittal Date on the cover sheet of this Addendum.

Question #12

How do you qualify for the master bid security program?

Answer:

Reference is made to Paragraph 1.7.2 of the Invitation and Bid.

Question #13

Can the City identify who the current provider in all buildings within these buildings:

Narcotics Unit -
Frankford Arsenal -
Abandon Car Unit -
Accident Investigation Division -
Dungan Road (Both locations) -
Mini City Hall (Both locations) -
Thomas Easkins House -
Radio Shop -
CLIP -
3033 S 63rd St. -
7th & Lehigh -
MEU -
Northeast Services Building -

Answer:

Bidders can obtain previous bid results by contacting the City of Philadelphia Procurement Department Public Information Unit, located at 1401 JFK Boulevard, Room 170B, Philadelphia, Pa. 19102 at (215) 686-4720.

Question #14

Currently, there is a Collective Bargaining Agreement with the current Vendor(s) with SEIU 32BJ, Mid-Atlantic District however this agreement will expire on April 1, 2013. Based on this information, the current Vendor(s) has an unwarranted advantage over other potential bidders. It maybe assumed that there are some ongoing negotiations with Union and the current Vendors(s) that is not privy to current bidders.

The question here is will the City amend any current price increase if the wages and benefits are modified after the submission of the bids?

Answer:

The Prevailing wages are listed in the Bid document.

Question #15

Since the City is requiring the Protection of Displaced Contract Workers – Does the city have a list of names and hire date of these workers that are servicing these city buildings? Can the City make this list of names available to us? I believe this should be made available to confer that each bidder has the correct information, since this is an Executive Order by the City.

Answer:

That list will be provided by the incumbent contractor.

Question #16

Is there a bid submission fee with this Bid, and if so what is the amount?

Answer:

Reference is made to the response provided in Question #6 of this Addendum.

Question #17

In Section 1.15.3.6 it refers to performance bond; If a vendor is part of the City Master Bid Program, a performance bond will not be needed if the bid price is under \$500k, and the name of the Surety Company will not be applicable, is this correct? However, if over \$500k a performance bond will be needed, this will be required once award is made. So the submission of the Performance Bond will be needed once the determination is made. Part of the reason for clarification here is that City reserves the right to make an award to I vendor or multiple vendors, which then will determine what the amount of the bond that will be needed or if it will fall within the Master Performance Security Program.

Answer:

Bidders are required to provide the requested information for each of the Paragraphs outlined Section 1.15, Bidder Qualification Package (Paragraphs 1.15 through 1.15.8). Failure to provide the requested information may result in Bidder disqualification in accordance with Paragraph 3.1.1.5.6 (A.) of the Invitation and Bid.

Question #18

What are the City payment terms?

Answer:

Bidders shall refer to the “Instructions For Getting Paid By The City Of Philadelphia” information sheet attached with the Invitation and Bid Document.

Question #19

In Section 2.3 Custodial Crew pages 27-28 in the bid – How accurate are the mandated staffing hours and time of service?

Answer:

The staffing levels are accurate with the following exceptions:

For Mini City Hall the number of hours per week is changed to 8 hours per week.

For CLIP the shifts are Tuesdays, 9:00am to 1:00pm and Fridays, 9:00am to 1:00pm.

Question #20

In Section 2.6.3 Product Specifications – It states that the successful bidder will provide 2 four-station automatic dispensing systems that will accurately dispense cleaning solutions - Throughout the walk through I never saw any of these systems, was this a require requirement in the current contract?

Answer:

Yes.

Question #21

How many copies of the bid proposal does the City want? I did not see this in the specifications.

Answer:

Bidders shall refer to Paragraphs 1.12 through 1.12.5, "Bidder Qualification and Bid Submission", of the Invitation and Bid.

Question #22

In accordance with Sections 1.10 Mandatory Site Inspections and 1.11 Mandatory Pre-bid Meeting please lists the companies that attended both mandatory meetings that are qualified to bid.

Answer:

Reference is made to Exhibit "I" attached with this Addendum. . Site Inspection and Qualified bidder lists are presently not available.

Question #23

Does a bidder have to bid on all buildings within the specification, even though they have visited all buildings within the solicitation?

Answer:

Yes. This Invitation and Bid shall be awarded as a whole and Bidders must bid on all items.

Question #24

If a Prime contractor selects a WBE and MBE contractor to work with, does the City award the contract to the Prime, and the Subs separate or to the Prime, and the Prime then pay the Subs?

Answer:

*According to the City's Antidiscrimination Policy Instructions, Section C2 (given within City bids):
"The Successful Bidder shall, within five (5) business days after receipt of a payment from the City for work performed under the contract, deliver to its M/W/DSBE subcontractors the proportionate share of such payment for work performed (including the supply of materials) by its M/W/DSBE subcontractors."
In addition, Section C3: "No privity of contract exists between the City and any M/W/DSBE subcontractor identified in any contract resulting from this Bid. The City does not intend to give or confer upon any such M/W/DSBE subcontractor(s) any legal rights or remedies in connection with the subcontracted services under Executive Orders 2-05 and 14-08 or by reason of any contract resulting from the Bid except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party."*

To summarize; the prime contractor is responsible for payment to subs. The contractual agreement between prime and sub is the responsibility of both parties as long as it does not conflict with City terms.

Question #25

Please list the companies that attended both mandatory site inspections and mandatory Pre-bid meetings and are thus qualified to bid

Answer:

Reference is made to Exhibit "I" attached with this Addendum. . Site Inspection and Qualified bidder lists are presently not available.

Question #26

Are the staffing levels listed on pages 27 and 28 the same as the current contract(s) for each site?

Answer:

Reference is made to the response provided in Question #19 of this Addendum.

Question #27

Are contractors required to use union labor at these sites or is non-union labor being used?

Answer:

The awarded vendor is required by the City to fully comply with section 17-107 of The Philadelphia Code which requires, among other things, payment of prevailing wages.

Question #28

Page 27: Are the hours in the proposal flexible? For example are we permitted with the City's permission to change schedule for better coverage?

Answer:

Bidders shall submit pricing in accordance with Section 5 of the Invitation and Bid, no alternative pricing shall be submitted. If during the contract period, it has been determined that a better coverage schedule can be provided, it must be reviewed and subject to approval by the Department Public Property before implementation of revised shift changes could occur.

Question #29

Page 27: Mini City Hall, NE Service Center, lists staffing at one part-time custodian Tues & Friday from 8:00 a.m. to 12:00 p.m. However the number of weekly hours listed are 16 hours per week / 2 days. Are the weekly hours at Mini City Hall 8 or 16? If 16, is the schedule 8:00 AM to 4:30 PM?

Answer:

Eight (8) hours per week.

Question #30

Page 28: For CLIP, there are no specific service times given. May contractor set its own times for service or is this an omission? If contractor can set its own service times, what are the hours of availability for this agency?

Answer:

The hours should be 9:00am to 1:00pm for both days.

Question #31

On page 27, "Required Staffing Levels," it is stated that "MINIMALS MUST BE MAINTAINED AT ALL TIMES; NO EXCEPTIONS." Is the current contract a "required hours" contract, i.e., are hours tracked? Are deductions made if hours are not met?

Answer:

Hours are tracked and deductions made if hours are not met.

Question #32

During walk-throughs, it was noted that there was equipment (vacuums and burnishers) stored in the Public Property Warehouse (7th and Lehigh). There were also burnishers at the Radio Shop (11th & Reed Streets). Is this equipment available to the successful bidder?

Answer:

No.

Question #33

Is equipment that is currently being used at the various sites fully depreciated and if so, does it belong to the City? If the equipment belongs to the City, will successful bidder have access to this equipment?

Answer:

No.

Question #34

Are bidders required to provide new equipment or may it be used?

Answer:

Reference is made to Paragraph 2.8 iii of the Invitation and Bid.

Question #35

Are all contractors, including the incumbent, required to purchase new and/or used equipment for this bid?

Answer:

Yes. Reference is made to Paragraph 2.8 iii of the Invitation and Bid.

Question #36

If the incumbent is not required to purchase new or used equipment for use on this bid, how will the bids be equitably evaluated given that non-incumbent bidders will be including new/used equipment prices in their bids?

Answer:

Reference is made to the response provided in Question #35 of this Addendum.

Question #37

Are chemicals/cleaning supplies currently stored at the various agencies property of the incumbent or of the City? If property of the City, will successful bidder have access to these chemicals/supplies?

Answer:

Chemicals / cleaning supplies are to be stored at the awarded vendors' facility.

PAGE 103 BID REVISION:

City of Philadelphia Prevailing Wage Rate Schedule for Custodial Services for City Hall

Is hereby revised to:

City of Philadelphia Prevailing Wage Rate Schedule for Custodial Services for Various City Agencies

EXHIBIT I

SIGN-IN SHEET

**CUSTODIAL SERVICES FOR VARIOUS CITY
AGENCIES**

SIGN-IN SHEET
PROCUREMENT DEPARTMENT
MANDATORY PRE-BID MEETING
Tuesday, February 26, 2013 AT 12:00 PM
S3-Z5840-0
CUSTODIAL SERVICES FOR VARIOUS CITY AGENCIES

NAME	COMPANY NAME OR DEPARTMENT/Unit	Phone/Email
1. <u>Chris Wertz</u>	<u>T.U.C.S. Services</u>	<u>215-413-3510</u>
2. <u>Robert Abbott</u>	<u>Team-Clean</u>	<u>215-669-6313</u>
3. <u>PRAN Cam</u>	<u>MODERN FACILITIES</u>	<u>973-813 417 9921</u>
4. <u>Rebecca Bradley</u>	<u>Modern Facilities</u>	<u>973-599-9393</u>
5. <u>Shaunice Brown</u>	<u>Procurement</u>	<u>6-4705</u>
6. <u>ALAN Smith</u>	<u>My House Myself</u>	<u>(215) 478-5169 215-796-9747</u>
7. <u>Bob Watts</u>	<u>Watts Window Cleaning</u>	
8. <u>Kenn Owens</u>	<u>Procurement</u>	<u>6-4730</u>
9. <u>Rich Kennedy</u>	<u>A/Ses</u>	<u>610-476-4470</u>
10. <u>Stephen Brown</u>	<u>Brown/Blidley LLC</u>	<u>215-987 0917</u>

SIGN-IN SHEET
PROCUREMENT DEPARTMENT
MANDATORY PRE-BID MEETING
Tuesday, February 26, 2013 AT 12:00 PM
S3-Z5840-0
CUSTODIAL SERVICES FOR VARIOUS CITY AGENCIES

	NAME	COMPANY NAME OR DEPARTMENT/Unit	Phone/Email
1.	<i>Sidney Johnson</i>	<i>Seprone</i>	<i>610-644-6020 Seprone To Go Inc. CA</i>
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

OFFICE OF ECONOMIC OPPORTUNITY

BEST AND GOOD FAITH EFFORTS FORM

DOCUMENTATION OF BEST AND GOOD FAITH EFFORTS FORM

Minority (MBE), Women (WBE), and Disabled (DSBE) Business Enterprises RFP TITLE -	DEPARTMENT OF COMMERCE OFFICE OF ECONOMIC OPPORTUNITY (OEO) RFP SUBMISSION DATE -	
NAME OF PROPOSER -		
Workforce Diversity		

Do you operate or provide funding to any on-the-job training programs? If so please describe and provide the number of trainees and breakout of minority, female and/or disabled participants:

Provide your list of minority, female, and/or disabled recruitment agencies or other community based organizations that your firm uses for employment placement.

Describe any specific outreach activities taken to advise minority, women, and/or disabled person of employment opportunities with your company:

Identify the unions with which you have a collective bargaining agreement. Describe any hiring practices, Commonwealth approved apprenticeship programs that specifically encourage the training and employment of minority, women and/or disabled persons:

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.



Buyer, S. Brown

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

SB/mv