

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

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

February 20, 2013

**BID NUMBER:** S3Z58420  
**TITLE:** Police Dept: Custodial Services  
**DEPARTMENT:** Various  
**DATE TO OPEN:** February 22, 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 opening date for Bid S3Z58420, "Custodial Services for City of Philadelphia Police Districts" has been postponed until further notice. Responses to those questions resulting from the Mandatory Pre-Bid Meeting date of February 7, 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/bws

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February 22, 2013

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**DEPARTMENT:** Various  
**DATE TO OPEN:** February 22, 2013 at 10:30 AM

## 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 #S3Z58420, "Custodial Services for City of Philadelphia Police Department Districts", is hereby revised to the following date: Wednesday, March 6, 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

**Custodial Services for City of Philadelphia Police Department Districts  
Questions and Answers from Mandatory Pre-Bid of February 7, 2013**

**Question #1**

Is there a Project Labor Agreement currently for this job?

**Answer:**

*No, there is no Project Labor Agreement for this bid.*

**Question #2**

Is there a Collective Bargaining Agreement (CBA) with any Local Union and the incumbent vendor?

**Answer:**

*Yes and that CBA is between Union Local 32 BJ and the incumbent vendor not the City.*

**Question #3**

If so, which union, and will the City force the awarded vendor to honor that CBA?

**Answer:**

*In addition to the response provided in Question #2 above, 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 #4**

Could you please review the specifications for Periodic Cleaning for the following as stated in the Bid? Doing the tour, I thought they stated that these services were not part of the contract. They are Optional with an additional charge. Would you please give me the correct answer on the four questions below?

4 (a) Is shampooing all carpeted areas Quarterly?

4 (b) Is Top Scrub and refinish all VCT Quarterly?

4 (c) Is Strip and refinish all VCT Monthly as stated in the Bid?

4 (d) If these are part of the contract, when can we perform this services, at night or weekend?

**Answer:**

*Shampooing carpet, top scrub and refinish VCT and Stripping and refinishing VCT will be completed as requested by Public Property. These services are usually performed at night or on weekends and should be priced in accordance with Section 5 of this Bid.*

**Question #5**

The specifications stated that we should clean the windows but I do not see any schedule for window cleaning. Is window cleaning optional with an additional charge. If window cleaning is part of contract, please give us a schedule when the service is performed.

**Answer:**

*Window cleaning will be done 1x per year as requested by Public Property.*

**Question #6**

Can we get the amount of tile and carpet in each Police District building for Carpet and Tile cleaning if they are part of the contract and not additional services?

**Answer:**

*This information is presently not available.*

**Question #7**

Who will supply the Paper Towel, toilet tissue and Hand Soap? I can not find the answer in bid.

**Answer:**

*The City will provide paper towels, toilet tissue and hand soap for this bid.*

**Question #8**

If the contract is to supply towel, tissue and hand soap, can we get the population in each Police District.

**Answer:**

*Reference is made to the response provide in Question #8 of this Addendum..*

**Question #9**

We would like to know the time table for Public Property to fix the elevator at 401 N. 21<sup>st</sup> Street Police Station? We have a disabled worker that we were considering for that location and the broken elevator would hinder our employee for that site.

**Answer:**

*The elevator at location (401 N. 21<sup>st</sup> Street) is operational.*

**Question #10**

May we get a list of attendees from the Mandatory Pre-Bid Meeting? We may want to subcontract with one or more of the attendees.

**Answer:**

*Reference is made to Exhibit "I" attached with this Addendum.*

**Question #11**

Page 70 of 83, paragraph 4.2.11.e states:

“All contractors and subcontractors performing city-work shall automatically file with the MDO, Labor Standards Unit, a certified statement setting forth the name, address, occupational classification, wages and other benefits paid or provided and number of hours worked with respect to each employee performing city-work. Such statement shall be made weekly for each preceding weekly period.” If a contractor operates on a bi-weekly pay schedule for all its operations, will this be acceptable, or must the contractor on this contract pay employees on a weekly basis so as to be able to meet the specified weekly reporting requirements? Please clarify.

**Answer:**

*Subject to the Director of Labor Standards' approval a vendor, paying its workers on a bi-weekly schedule, may be permitted to file certified payroll records on a bi-weekly basis to correlate with the pay schedule.*

**Question #12**

Page 29 of 83, paragraph 2.4.4,

Completely Vacuuming Carpets shows approximately 34,000 square feet. During the site visit we only saw a small area of carpet in District 8 in a locker room, nowhere near the 34,000 square feet mentioned in the solicitation. Did we miss seeing some carpeted areas and, if so, where are they located? Please clarify.

**Answer:**

*The square footage is the approximate total for all sites.*

**Question #13**

Page 61 of 83, paragraph 3.2.6 states:

“The Successor\Contractor must comply with the “Protection of Displaced Contract Workers” Law, Section 9-2300 of the Philadelphia Code requiring the Successor Contractor, among other things, to retain certain Non-Management Employees for a Ninety Day Period. Since the successful contractor must retain certain non-management employees for a 90-day period, will the City provide the actual rates currently being paid to each employee at each site so contractors can correctly price the wages that will be required for these retained employees? Please clarify.

**Answer:**

*The City will provide the Prevailing Wage Rates for all appropriate job classifications; these are minimum rates and are not intended as a ceiling.*

**Question #14**

If a company bidding as prime contractor is 100% Minority, Woman Business Enterprise (MWBE), does that count towards required participation percentages?

**Answer:**

*According to the Antidiscrimination Policy Instructions, Section A4 and 5:*

***“An MBE/WBE/DSBE submitting as the prime bidder is required, like all other bidders, to submit a bid that is responsive to the Policy and will only receive credit toward the relevant participation ranges (e.g., MBE range or WBE range or DSBE range) for the amount of its own work or supply effort on this Bid. In listing participation commitments on the Solicitation for Participation and Commitment Form, bidders are required to list a detailed description of the work or supply effort, the dollar amount of the quotation, and percentage of the contract the participation represents.”*** As stated, all minority/women business certified primes are to complete the Solicitation for Participation and Commitment (S&C) form, filling in all required information pertaining to themselves as well as any of their subcontractors.

**Question #15**

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 the response provided to Question #10 of this Addendum. Site Inspection and Qualified bidder lists are presently not available.*

**Question #16**

Section 2.2.2

“Contractors Project Manager”, states that the “successful bidder shall provide one (1) full time Project Manager, dedicated to this contract, five (5) days per week, from 1:00 PM too 9:30 PM...” It is noted that per “Required Minimum Staffing Levels” sheet on Page 25 of the Invitation and Bid, staff begins work as early as 6:30 AM and goes no later then 4:30 PM. Is the Project manager required from 1:00 PM to 9:30 PM or should the hours coincide with the times that staff will be working?

**Answer:**

*Correct. The Project Manager shift should coincide with the staff’s shift.*

**Question #17**

Section 2.2.3

“Contractors Supervisors”, states that “the successful bidder shall provide supervisors, dedicated to this contract...” However, the chart on Page 25 of 83 entitled “Required Minimum Staffing Levels, Police Districts” does not indicate any required supervisors.

16 (a) Are supervisors required for this contract?

16 (b) If supervisors are required for this contract, how many are required and at which locations and what times?

**Answer:**

*No. The Project Manager will supervise staff.*

**Question #18**

Are the required staffing levels listed on Pages 25 and 26 in chart entitled "Required Minimum Staffing Levels, Police Districts") the same staffing requirements as the current contracts for each site?

**Answer:**

*Yes.*

**Question #19**

The Union Seniority list (directly from Local 32BJ) shows 6 Full Time employees at the Police Districts. The Invitation and Bid calls for a minimum of 15 full Time employees. The previous Invitation and Bid called for 15 Full Time employees. How many Full Time employees (FTEs) are on staff currently?

**Answer:**

*There are currently 15 Full Time Employees on staff.*

**Question #20**

Are contractors required to use Union labor at these sites or is Non-Union labor permitted?

**Answer:**

*The city does not require the use of "Union Labor." The City requires that the successful contractor pay, at a minimum , Prevailing Wages.*

**Question #21**

Is Non-Union labor being used as these sites?

**Answer:**

*Reference is made to the response provided in Question # 2 for identification of the CBA(s) the City is aware of.*

**Question #22**

Since it is not possible to determine the amount and times of snow, is it possible to submit pricing by square foot as opposed to units?

**Answer:**

*No. Bidders shall submit pricing in accordance with Section 5 of the Invitation and Bid.*

**Question #23**

Will the City take into consideration a discount program for prompt payments? (For example, contractor would discount invoice by certain percentage if City pays it within 15 days.)

**Answer:**

*A discount program will not be considered as part of the award process.*

**Question #24**

Are the hours in the proposal flexible? For example is contractor permitted to change listed 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 #25**

Are Custodial Services required on holidays (Christmas, New Year's, Thanksgiving, and other holidays)?

**Answer:**

*Reference is made to Paragraph 2.1.2 of the Invitation and Bid.*

**Question #26**

If Services are required on holidays, is it full service? Example: Most of the districts list two custodial workers. On holidays, would two workers be required?

**Answer:**

*Service is not required on holidays listed in Paragraph 2.1.2 of the Invitation and Bid.*

**Question #27**

Are the paper goods/liners furnished by the city?

**Answer:**

*The City will provide paper towels, toilet tissue and hand soap for this bid. Trash Liners shall be provided by the awarded vendor.*

**Question #28**

In case of a snow storm, if no one is on site, how is that handled?

**Answer:**

*The Police Department Districts are open on a 24 / 7 basis.*

**PAGE 72, 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 Police Department Districts

**EXHIBIT I**

**SIGN-IN SHEET**

**CUSTODIAL SERVICES FOR CITY OF PHILADELPHIA POLICE DISTRICTS**

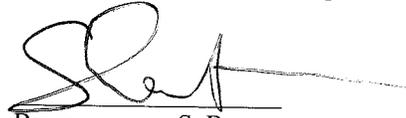
**SIGN-IN SHEET**  
**PROCUREMENT DEPARTMENT**  
**MANDATORY PRE-BID MEETING**  
**Thursday, February 7, 2013 AT 12:00 PM**  
**S3-Z5842-0**  
**CUSTODIAL SERVICES FOR CITY OF PHILADELPHIA**  
**POLICE DEPARTMENT DISTRICTS**

	NAME	COMPANY NAME OR DEPARTMENT/Unit	Phone/Email
1.	DAVID OLM	TUCS	973-673-0700
2.	Aqil Saboun	Team Clean	267 514-8326
3.	CHARLES COY	267-815-5181 CLEAN CLEAN	ASABOUN@Team-Clean.com
4.	Robert Abbott	Team Clean	215-669-6313 rabbott@team-clean.com
5.	Jerry Merrigan	DPP.	686-4564
6.	Monique Brunson	D.P.D	686-4525
7.	Rich Kennedy	ABM.	215-717-5165 rkennedy@abm.com
8.	Kevin Smith	Goldman	267-266-4426
9.	Wette Watts	Watts	505-7969147
10.	PERRITI RIVERA	PCSU	215-686-2132

**SIGN-IN SHEET**  
**PROCUREMENT DEPARTMENT**  
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**POLICE DEPARTMENT DISTRICTS**

NAME	COMPANY NAME OR DEPARTMENT/Unit	Phone/Email
1. <u>Matthew Lee</u>	<u>P.S Maintenance</u>	<u>410) 720 - 5157 MLee@CSMgmt.com</u>
2. <u>Tom VanKovitch</u>	<u>ACORN Food Serv</u>	<u>610-664-1661 Rick.vero@ACORNFOD.COM</u>
3. <u>Hartford Jones</u>	<u>Industrial Commercial cleaning group</u>	<u>856 541 7241 Jordan B Industrial Commercial cleaning group.com</u>
4. <u>Julie Simmons</u>	<u>ORO</u>	<u>215-683-2083</u>
5. <u>KEVIA OWENS</u>	<u>Procurement</u>	<u>6-4730</u>
6. <u>Shawnae Brown</u>	<u>Procurement</u>	<u>6-4705</u>
7. <u>Beatrice Isaac</u>	<u>Procurement</u>	<u>6-4777</u>
8.		
9.		
10.		

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AUTHORIZED SIGNATURE

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FIRM NAME (PRINT)

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DATE

SB/mv