



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

**REQUEST FOR PROPOSALS # 40100-27920
AMENDMENT # 3
FOR TDOT REGION 1 JANITORIAL SERVICES**

DATE: 12/4/2020

RFP # 40100-27920 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		November 5, 2020
2. Disability Accommodation Request Deadline	2:00 p.m.	November 10, 2020
3. Respondent's representative attend the mandatory Pre-response Conference and walk through.		Pre-Response Conference: Nov 12, 2020 10:00 am Facility Tours: November 6 - 30, 2020 <i>Individual facility tours will be scheduled to allow for social distancing.</i>
4. Notice of Intent to Respond Deadline	2:00 p.m.	November 13, 2020
5. Written "Questions & Comments" Deadline	2:00 p.m.	November 18, 2020
6. State Response to Written "Questions & Comments"		December 4, 2020
7. Response Deadline	2:00 p.m.	December 15, 2020
8. State Completion of Technical Response Evaluations		December 22, 2020
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	December 28, 2020
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	January 6, 2021
11. End of Open File Period		January 13, 2021
12. State sends contract to Contractor for signature		January 15, 2021

13. Contractor Signature Deadline	2:00 p.m.	January 22, 2021
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2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		1. Is there a contract already in place? If so, what is the value of that contract?	No, this is a new agency term contract. TDOT Region 1 previously utilized a State Wide Contract with Community Rehabilitation Agencies of Tennessee (CMRA) valued at \$60,311.88 annually. Please note that this annual estimate did not include the TMC building in previous services and has been added to the new agency term contract along with additional services to improve the quality of janitorial scope of services.
		2. This will be our first contract in the state of TN but we have done many similar projects in CA, will you accept this as past experience?	Yes, the experience is based on volume within a state agency not necessarily the state.
		3. What issues (if any) have you faced with past contracts? This will better prepare us to not make the same mistake.	Not abiding by the contract stipulations, lack of communication, poor service all around.
		4. Do you have an anticipated start date of the contract?	No, the contract start date is intended to begin 30 days after newly awarded contract is signed by both parties.
		5. Could you also clarify the glass/window cleaning requirements.	The Contractor shall use a cleaning agent applied by sponge and removed with a squeegee to prevent smears and streaks on glass (e.g., tri-sodium chloride solution). In addition, all tape and other gummed articles shall be removed from glass surface by means of a razor blade, or similar instrument prior to cleaning. The Contractor shall remove all items from the windows, utilize a drop cloth to prevent water marks, and

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
			upon completion of the cleaning, replace items. All blinds and drapes will be removed by the Contractor to permit easy access to the window for cleaning and to prevent damage by water or unnecessary handling. Blinds and drapes to be replaced and secured in their original position.
		6. It was not clear as to the insurance amount needed. For example: 1M, 5M or something else.	<p>The State is requiring three (3) types of insurance coverages with specific amounts of coverage. These coverages and amounts are:</p> <p>Commercial General Liability Insurance with coverage for not less than \$1,000,000 per occurrence and not less than twice the occurrence limit in the aggregate [D.32(a)]; Workers' Compensation and Employers' Liability Insurance with coverage for not less than \$1,000,000 for employer liability, not less than \$1,000,000 for accident for bodily injury; not less than \$1,000,000 for policy limit by disease; and not less than \$1,000,000 for bodily injury by disease [D.32(b)]; and Automobile Liability Insurance with coverage for not less than \$1,000,000 per claim and single limit [D.32(c)].</p> <p>These coverages and amounts are found in the FA template attached to the RFP template.</p>
		7. Is this a new contract or a contract up for renewal?	This is a new agency term contract.
		8. If this is a contract up for renewal, what was the invoiced total dollar amount for last year?	Please refer to State response to question #1 and #7.
		9. Can you provide floor plans for each of the 9 buildings to be serviced?	No floor plans will be provided. A walk-through of Region 1 facility was a mandatory requirement in

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
			order to respond to this RFP. The facility tour of Region 1 TDOT included a walkthrough of all 9 buildings as individual floor plans will not be provided. If a respondent did not attend, their bid will be considered invalid.
		10. What is the square footage of carpet in each of the buildings that needs to be cleaned every six months?	Building A and TMC building are the only buildings with carpet. Approx. 50,000 sq. ft.
		11. What is the square footage of tile in each of the buildings that needs to be stripped and waxed every four months?	Building A- 2,000 / Building B- 1,226 / Building C-15,303 / Building D-1,650 / Building E- 2995 / Building F-1,650 / Building G- 1,552 / Building H-4,063
		12. Section A.9 on page 4 of the Scope of Work states "The Contractor shall ensure that regular, daily cleaning of all buildings involves six (6) hours of labor. The Contractor shall ensure that daily cleaning crews consists no less than eight (8) designated crew members.". Is this for all buildings combined? Is six (6) hours of labor a minimum per building each day? Is six (6) hours the total labor hours or is this how long we need to be in the building? Example; 2 technicians working 3 hours each = six hours. Does that suffice?	Section A.9 is for all buildings combined. Six (6) hours per evening/night with no less than a crew of eight (8) staff members to clean all nine (9) buildings.
		13. Section A.10 on page 4 of the Scope of Work states "The Contractor shall fully supply, manage and the restock all paper products, including toilet paper, paper towels and toilet seat covers and expendable supplies,	This expenditure data does not exist as the previous vendor included in with the monthly total amount.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		including hand towels, plastic trashcan liners, and toilet seat covers that are specific to the existing dispensers.". What was total usage or dollar amount spent on these items last year? Any guidance would be helpful.	
		14. Section A.14 on page 5 of the Scope of Work states "Windows should be cleaned quarterly.". Does this include exterior or just interior? How many windows are there in each building that require this service? Are any of these windows above two stories high?	Interior only. All windows should be no higher than two stories high. I can provide an estimated amount of windows, Building A- 50-75, Building B-15-20, Building C- 35-40, Building D- 10-15, Building E- 8-10, Building F- 10-12, Building G- 3-5, Building H- 10-15, TMC- 50-75.
		15. Under section A.4.(a), the scope states that contractor shall "disinfect reachable hard surfaces and major touch points." What type of disinfection method is required for this service? Does the client want electrostatic disinfection performed?	Yes. We want all high traffic areas disinfected with the most up to date EPA/CDC standards to prevent the spread of COVID-19.
		16. Under section A.4.(g), the scope states that contractor shall "ensure that loading docks are swept clean." Can the client specify which building(s) this applies to? Based on my memory of the site, I know there is a loading dock in building "B", but I am unaware of other specified loading dock areas.	Building E, Building B, and Building F.
		17. Under section A.8: Stripping & Waxing of Tile, when performing stripping and waxing of surfaces, can the client specify what types of	No, Contractor should communicate and schedule times for these special services to give employees time to remove items from the floor area. We are not

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		furniture and objects are to be moved by contractor? For example, if there is an area being used for storage that has a significant amount of equipment and boxes stacked up, is the contractor expected to move all of these items and return them back after floor services are performed?	asking for supply closets to get this treatment.
		18. What is the start date of the contract? I see that the selected contractor has until January 5, 2021 to sign, but how long after that would services begin?	The contract start date is intended to begin 30 days after newly awarded contract is signed by both parties.

3. Delete RFP section Attachment 2 of the Pro Forma Contract in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

Building Specifications

Building	Name	Square Footage	Features		Required Carpet Cleaning (as detailed in A.7)
A Building 7345 Region Lane, Knoxville 37914	Administration	44,700	2 Breakrooms Auditorium Conference Spaces	5 Bathrooms	Steam (water), extraction method.
B Building 7365 Region Lane, Knoxville 37914	M&T	1,226	1 Breakroom	2 Restrooms	
	Loading Dock	550	N/A	N/A	
C Building 7366 Region Lane,	Field Offices	15,303	4 Crew/Conference Rooms	2 Restrooms	

Knoxville 37914					
D Building 1075 Maintenance Lane, Knoxville 37914	Floating Offices	1,650	1 Crew Room	2 Restrooms	
E Building 1035 Maintenance Lane, Knoxville 37914	Garage Office 1	1,920	1 Conference Room	2 Restrooms	
	Garage Restrooms	1,072	N/A	2 Large Restroom/Shr.	
	Loading Dock	550	N/A	N/A	
	Stockroom Office	<i>Not included for cleaning</i>			
F Building 1065 Maintenance Lane, Knoxville 37914	Highway Marking	1,650	1 Breakroom	2 Restrooms	
	Loading Dock	550	N/A	N/A	
G Building 7315 Region Lane, Knoxville 37914	Lube Center Office	1,552	N/A	2 Restrooms	
H Building 1045 Maintenance Lane, Knoxville 37914	District 18 Maintenance Office	4,063	1 Conference	4 Restrooms	
TMC Building 7238 Region Lane, Knoxville 37914	Transportation Management Center (TMC)	13,000	2- Conference Rooms 2- Breakrooms	5 Restrooms	Shampoo wet/dry method. TMC camera room only. Remaining carpet areas in the building

					shall be Steam method.
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- RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.