

Request for Bid Q00886
Temporary Contractual Staffing Services (Custodians-Groundskeepers)
Addendum #1
May 9, 2017

All changes to the Request for Bid are valid only if they are issued by written addendum. Each respondent should acknowledge receipt of any addenda in their bid submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the quote therein. Failure to acknowledge receipt of any addenda may be cause for rejection. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following clarifications based on questions received at the pre-bid meeting:

1. This not a lump sum contract. Factor in all of your costs per head, including any increases in minimum wage rates when filling out "Hourly Charge(s)" on page 21.
2. Delete page 23, "Proposal", of the bid documents. Bids will be awarded based on the hourly rates provided on page 21 of the document.
3. In the past the College has required a minimum of 20 custodial staff and an additional 10 groundskeepers in the spring.
4. While you may be required to provide temporary staff for any of three shifts, the majority of the custodial employees will be required to work the 3rd shift. Groundskeepers primarily work first shift.
5. The requirement for a 10% bid deposit has been waived.

This addendum consists of the following clarifications based on responses to questions received to date:

1. Please provide me with the copy of the current contract for janitorial services provided at Harper College at 1200 W. Algonquin Rd, Palatine, IL 60067 or current contract amount for same.
Response: The previous bid tabulation has been enclosed from Q00761. A copy of the most recent PO(s) has been enclosed from the following departments that utilize this service. Those departments are Custodial, Road & Grounds & Utilities.
2. Do the Custodians and Grounds keepers have to be Union employees?
Response: No.
3. What is the total square footage of the cleanable area to be covered in this bid?
Response: 941,220 cleanable square feet estimated.
4. Will the contracted "Groundskeeping" include snow removal? I did not see snow mentioned in the detailed specifications.
Response: On the page 16 of the document removing snow and salting the entrances is listed as a requirement for the custodial staff and is not listed as a requirement for the Groundskeepers.

5. Is there a Microsoft Word version of the bid forms so that we can prepare a typed response without a typewriter?
Response: A copy of the document is not available in Microsoft Word format.

6. Is it OK to use the school name, photos/images, and logo in our response to the bid package? (Section 1.5 of the RFB package states that "The bidder is specifically denied the right of using any form or medium the name of the College for public advertisement unless the College has granted permission to the bidder to do so.")
Response: Yes, it is okay to print the forms included in the bid documents in order to submit them with your bid response.

7. Please clarify who provides the equipment, supplies and consumable items (toilet paper, hand towels, etc.) for the Custodians and Groundskeepers. We need to know whether to include cost of supplies and equipment in the total bid price.
Response: The College will provide the consumable items needed for the Custodians and Groundkeepers. The awarded vendor is responsible for supplying their employees with a uniform that states the contractor's name, Personal Protective Equipment (PPE) when necessary, and time keeping clock/system.

8. Please confirm that no Shift Supervisors are required since the Custodians and Groundskeepers will be under the direct Supervision of the Operations Services Supervisors and/or Grounds and Maintenance Foreman.
Response: The awarded contractor is not required to provide shift supervisors.

9. Is there a scheduled walk through so that all bidders tour the campus together? Or, should each bidder independently tour the campus to better understand the scope, magnitude and nuances of the assignment?
Response: No, there is no scheduled walk-through on the campus. Each bidder can walk the campus to better understand the scope, magnitude, and nuances of the assignment as the College is open to the public.

Aaron Thompson
Purchasing Specialist
Purchasing@harpercollege.edu

BID TABULATION SHEET

Bid Number: Q00761

Date: April 23, 2014

Description: Temp Staffing

Company	Base Bid	2nd Year 07/01/15-06/30/16	3rd Year 07/01/16-06/30/17	
All Cleaners Inc., Willow Brook, IL	\$ 13.37	\$ 13.37	\$ 13.37	
AM Staffing Group, Elgin, IL	\$ 16.00	\$ 16.25	\$ 16.50	
EBM Inc., Elk Grove Village, IL	\$ 14.30	\$ 15.58	\$ 16.29	
Eco Clean Maint Inc., Schaumburg, IL	\$ 10.70	\$ 10.70	\$ 10.70	
Jag Professional Resource, Dayton, OH	\$ 12.50	\$ 12.88	\$ 13.27	
The Millard Group, Lincolnwood, IL	\$ 13.70	\$ 15.02	\$ 15.70	
New Wave People Inc., Millstone Township, NJ	\$ 25.06	\$ 25.06	\$ 25.06	
RJB Properties, Chicago, IL	\$ 11.11	\$ 11.39	\$ 11.67	
Midway Building Services, Chicago, IL	\$ 10.95	\$ 11.20	\$ 11.45	
Smith Maintaince Company, Chicago, IL	\$ 10.55	\$ 10.55	\$ 10.60	
Sure Staff Inc., Hanover Park, IL	\$ 14.50	\$ 14.50	\$ 14.50	



1200 West Algonquin Road
Palatine, Illinois 60067-7398

Purchasing Dept 847.925.6607
Account Payable 847.925.6998

Date of PO: 12-JUL-2016

Purchase Order Number: 535699-3

The above order number must appear in all invoices, packages, shipping papers and correspondence.

To:
Smith Maintenance Company
205 W Randolph St Ste 925
Chicago, IL 60606-1892

Ship To:
Harper College
1200 W. Algonquin Road
Receiving, Bldg. B
Palatine, IL 60067

Bill To:
Harper College
Accounts Payable Department
1200 W. Algonquin Road
Palatine, IL 60067-7398

Date Wanted: 11-JUL-2016

Special Notice : Prepay freight; Add to invoice where applicable

Invoice In Duplicate

Terms: Immediate	FOB: Prepay and Add
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Please enter our order as follows subject to the terms and conditions shown on reverse side.

Line No	Quantity	UOM	Vendor Item#	Description	Unit Price	Extension
<p>This Blanket Order runs from July 1, 2016 through June 30, 2017. A Blanket Order is a Not to Exceed amount. This amount will not exceed the stated amount without prior approval from the Purchasing Department. The amount stated is based on estimated need. The College reserves the right to increase or decrease the amounts based on actual need. Harper College will be responsible to pay for the amount requested by the College and satisfactorily completed. The College further reserves the right to terminate this contract at any time should it be determined that these services are no longer required or if sufficient funds are not available to cover the estimated requirement.</p>						
1	225000	EA	BLANKET	Provide Temporary custodial staff for the campus. Contract ends 6/30/2016	1	225,000.00
2	0	EA		Provide LCS2046R Marker Board for HPC 122	275.18	0.00
3	100000	EA		Increase PO #535699 by \$100,000 for remainder of current fiscal year	1	100,000.00
4	108000	EA		Increase PO 535699 by \$108,000 for Temp agency services for the remainder of the fiscal year	1	108,000.00

Buyer: Jewell Jackson	Total	433,000.00
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1200 West Algonquin Road
 Palatine, Illinois 60067-7398

Purchasing Dept 847.925.6607
 Account Payable 847.925.6998

Date of PO: 27-JUL-2016

Purchase Order Number: 535989-0

The above order number must appear in all invoices, packages, shipping papers and correspondence.

To:
 Smith Maintenance Company
 205 W Randolph St Ste 925
 Chicago, IL 60606-1892

Ship To:
 Harper College
 1200 W. Algonquin Road
 Receiving, Bldg. B
 Palatine, IL 60067

Bill To:
 Harper College
 Accounts Payable Department
 1200 W. Algonquin Road
 Palatine, IL 60067-7398

Date Wanted: 24-JUL-2016

Special Notice : Prepay freight; Add to invoice where applicable

Invoice In Duplicate

Terms: Immediate	FOB: Prepay and Add
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Please enter our order as follows subject to the terms and conditions shown on reverse side.

Line No	Quantity	UOM	Vendor Item#	Description	Unit Price	Extension
<p>This Blanket Order runs from July 1, 2016 through June 30, 2017. A Blanket Order is a Not to Exceed amount. This amount will not exceed the stated amount without prior approval from the Purchasing Department. The amount stated is based on estimated need. The College reserves the right to increase or decrease the amounts based on actual need. Harper College will be responsible to pay for the amount requested by the College and satisfactorily completed. The College further reserves the right to terminate this contract at any time should it be determined that these services are no longer required or if sufficient funds are not available to cover the estimated requirement.</p>						
1	15000	EA		For Temporary Labor. Utilities Section	1	15,000.00

Buyer: Michele Ottenfeld	Total	15,000.00
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1200 West Algonquin Road
 Palatine, Illinois 60067-7398

Purchasing Dept 847.925.6607
 Account Payable 847.925.6998

Date of PO: 27-JUL-2016

Purchase Order Number: 535969-4

The above order number must appear in all invoices, packages, shipping papers and correspondence.

To:
 Smith Maintenance Company
 205 W Randolph St Ste 925
 Chicago, IL 60606-1892

Ship To:
 Harper College
 1200 W. Algonquin Road
 Receiving, Bldg. B
 Palatine, IL 60067

Bill To:
 Harper College
 Accounts Payable Department
 1200 W. Algonquin Road
 Palatine, IL 60067-7398

Date Wanted: 16-JUL-2016

Special Notice : Prepay freight; Add to invoice where applicable

Invoice In Duplicate

Terms: Immediate	FOB: Prepay and Add
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Please enter our order as follows subject to the terms and conditions shown on reverse side.

Line No	Quantity	UOM	Vendor Item#	Description	Unit Price	Extension
<p>This Blanket Order runs from July 1, 2016 through June 30, 2017. A Blanket Order is a Not to Exceed amount. This amount will not exceed the stated amount without prior approval from the Purchasing Department. The amount stated is based on estimated need. The College reserves the right to increase or decrease the amounts based on actual need. Harper College will be responsible to pay for the amount requested by the College and satisfactorily completed. The College further reserves the right to terminate this contract at any time should it be determined that these services are no longer required or if sufficient funds are not available to cover the estimated requirement.</p>						
1	10000	EA	BLANKET	PART TIME & SEASONAL HELP	1	10,000.00
2	8000	EA	BLANKET	INCREASE OF FUNDS FOR SMITH MAINTENANCE - 535969	1	8,000.00
3	5000	EA	BLANKET	INCREASE OF FUNDS FOR SMITH BLANKET 535969	1	5,000.00
4	2500	EA	BLANKET	INCREASE OF FUNDS FOR SMITH BLANKET 535969	1	2,500.00
5	5614.8	EA	BLANKET	INCREASE OF FUNDS FOR SMITH BLANKET 535969	1	5,614.80

Buyer: Jewell Jackson	Total	31,114.80
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