

**Request for Bid Q00920  
Janitorial Services Building M  
Addendum #1  
May 16, 2018**

All changes to the Request for Bid (RFB) are valid only if they are issued by written addendum. Each respondent must 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 bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. 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 and additional information:**

1. The bid deadline has been extended to May 23, 2018 at 11:00 a.m. local time. All other requirements of the bid submission remain the same.
2. Revised Bid Form Attached
3. Equipment List Attached
4. Listing of Floor Surfaces Attached
5. Floor Plans Attached

**This addendum consists of the following responses to questions received:**

1. We would like you to consider snow removal as a separate line item. We feel the college could do this task at a savings compared to the janitorial vendor. Janitorial workers comp, general and excess liability insurance will not cover snow removal. The bid amounts for this one line item will be excessive compared to whatever costs the college snow removal team would experience.  
***Response: A revised bid form is attached to the addendum. Please utilize the attached revised form when submitting your bid response. A separate line item will be provided for snow removal. Provide all costs associated with snow removal. The College will evaluate the results and make a determination.***
2. Confirm that Harper will purchase any large or specialized equipment needed beyond such items as a vacuum.  
***Response: Please find attached a spreadsheet listing custodial supplies and equipment and who is responsible for providing.***
3. Clarify how increases in the contract from year to year will be handled. Will it be adjusted to any index such as the CPI or to increases in minimum wage? Or is there no rate adjustment beyond our base monthly bid amount?  
***Response: Increases to the monthly fee can be requested at annual contract renewal and must be approved by the College. Increases should not exceed the % increase in CPI – U (Use June, 2018 to calculate the % change) or 2 % in any given year, whichever is less.***
4. Please provide floor plans in as much detail as possible. Please show different flooring surfaces and square footage. In particular where and how much VCT is there?  
***Response: Blueprints and a listing of floor surfaces is attached,***
5. Will you need addition insurance coverage for slip and falls?  
***Response: Should the College award a contract that includes snow shoveling in the scope of work, the selected vendor will be expected to provide coverage for slip and falls. This expense should be factored into the total monthly fee for snow shoveling and indicated on the line item provided on the bid form.***

6. Will this be a zero tolerance snow removal proposal?  
*Response: Yes*
7. Will snow removal equipment (other than shovels) be provided by Harper College?  
*Response: Salt, shovels, and snow blowers will be provided by the College.*
8. How many interior windows are to be cleaned 8'?  
*Response: Refer to attached blueprints.*
9. What is the square footage of the carpeted area?  
*Response: Refer to attached blueprints.*
10. Did you make any changes or decisions regarding snow removal?  
*Response: Refer to Question 1 above.*
11. What is the time frame for a return of the deposit check if bid is not accepted?  
*Response: Deposits checks will be returned in June, after the contract has been awarded.*
12. Provide the Final Holiday Schedule/Building Closing dates for Building M.  
*Response: FY Holiday Hours*  
*Labor Day: Closed*  
*Thanksgiving Day: Closed*  
*Christmas Eve: Reduced Hours*  
*Christmas Day: Closed*  
*New Year's Eve: Reduced Hours*  
*New Year's Day: Closed*  
*MLK & President's Day: Regular Hours*  
*Easter: Closed*  
*Spring Break: Regular Hours*  
*Memorial Day: Closed*  
*Independence Day: Closed*
13. Clarify consumables and equipment and who is responsible for supplying.  
*Response: Please review the attached spreadsheet.*
14. Clarify Laundry responsibilities and who supplies laundry soap.  
*Response: Laundry soap & dispenser will be supplied by College. Bid should include washing, drying and transporting small/large towels; College student staff will fold.*
15. Provide types and square feet of flooring surfaces.  
*Response: See attached blueprints.*

16. Clarify transitional staffing as defined in the bid documents also clarify required staffing levels and quality standards.  
*Response: Per Exhibit B - Overnight Crew/Transition Coverage 10pm - 6am. The College requires two day porters throughout the day. Although the College has provided estimated staffing required to clean the building and perform all tasks outlined in the scope of work, based on SF and tasks outlined in RFB, contractor must supply adequate staff to complete all tasks/perform the scope of work as outlined in the RFB.*

Jewell Jackson  
Manager of Purchasing  
Purchasing@harpercollege.edu

**PROPOSAL**

Q00920 Janitorial Services Building M

Provide the itemized cost as broken out in the table below

SERVICES	MONTHLY COST
<p><b>A July 1, 2018 – July 30, 2018 preopening start date</b></p> <ul style="list-style-type: none"> <li>• House system training provided by Mortenson (either live or taped)</li> <li>• Custodial in-house personnel training</li> <li>• Minimal/zone cleaning required only – first shift only</li> <li>• Partial fee for July based on above items</li> </ul>	<p>\$ _____/July Reduced Scope</p>
<p><b>B August 1, 2018 - August 31, 2018</b></p> <ul style="list-style-type: none"> <li>• Athletic practices start in building</li> <li>• House system training continues as needed</li> <li>• Custodial in-house personnel training continues as needed</li> <li>• Zone cleaning required – first &amp; second shifts thru August 20 and 3 shifts operating August 20<sup>th</sup> &amp; after</li> <li>• Prep building for August 20th opening</li> <li>• Partial fee for August based on above items &amp; August 20th opening</li> </ul>	<p>\$ _____/August Reduced Scope</p>
<p><b>C Laundry</b></p>	<p>\$ _____ / per month</p>
<p><b>D Twice Yearly - Carpet Cleaning</b></p>	<p>\$ _____/each</p>
<p><b>E Twice Yearly – Light Fixtures, Fans, Etc.</b></p>	<p>\$ _____/each</p>
<p><b>F Monthly Cost to Complete all tasks defined in the Scope of Work (Include Laundry and Twice-Yearly Services, Exclude Snow Shoveling Service)</b></p>	<p>\$ _____</p>

<p>BASE BID = Monthly Cost ( F above X 12 ) <b>Exclude Snow Shoveling Services</b></p> <p>Provide the total number of man hours estimated to complete this scope of work</p>	<p>\$ _____</p> <p>Total Estimated Man hours _____</p>
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PROPOSAL (CONT.)

Show Shoveling – Monthly Labor Cost	\$ _____/month
Show Shoveling – Monthly Liability Insurance Cost	\$ _____/month
<b>Total Monthly Cost to Complete Show Shoveling (Include Labor + Monthly Liability)</b>	<b>\$ _____/month</b>

(Pricing based on Zero Tolerance for Snow accumulation – Snow Removal should be bill monthly November 1st through April 30<sup>th</sup>)

Special Schedule for Events	\$ _____/hourly rate per man hour during working hours
Special Schedule for Events	\$ _____/hourly rate per man hour nights and weekends

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this proposal document, the proposer hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961 and of 2012, as amended.

The undersigned hereby acknowledges having received a full set of the Specifications and Contract Documents and Addenda Nos. \_\_\_\_\_. (None unless indicated)

TO BE EXECUTED BY A SOLE PROPRIETOR

Signature of Proprietor: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Business Address: \_\_\_\_\_

**TO BE EXECUTED BY A PARTNERSHIP**

Partnership Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Signatures and  
Addresses of all

1) \_\_\_\_\_

**PROPOSAL (CONT.)**

Members of the  
Partnership:

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**TO BE EXECUTED BY A CORPORATION**

Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Signed by: \_\_\_\_\_, President

Attest: \_\_\_\_\_, Secretary

Names of Officers of the Corporation:

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Corporate  
Seal

## Building M – Health & Recreation Center

### Flooring Materials (Approximate SF Values)

- Gym Flooring - Seamless Polyurethane: 30,000 SF
- Dance Room: 2,200 SF maple flooring
- Sealed Concrete: 11,145 SF
- Johnsonite Rubber Flooring: 31,500 SF
- Wrestling Mats: 2,682 SF
- Stonhard Resinous Flooring: 4,800 SF
- Pool Deck - Abrasive finish porcelain tile: 3,500 SF
- Porcelain Tile: 11,400 SF
- Pedimat: 260 SF
- Carpet: 8,330 SF
- Elevated Track – Mondo Rubber Flooring: 8,000 SF

Supplied by College		Supplied by Bidder	
Consumables	Equipment	Consumables	Equipment
Shampoo Conditioner	Trash Gondala/Tile Truck Stingray Window Washer	All Purpose Cleaner Glass Cleaner	Staff Uniforms Vacuums
Body Wash Hand Soap Toilet Paper Toilet Seat Covers Trashliners Urinal Screens	Walk Behind Scrubber Burnisher Rider-Scrubber Custodial Cart Pool Vacuums Pressure Washer	Bathroom Disinfectant/Cleaners Floor Cleaner Floor Sealer Liquid Chemical Dispensers Spray Bottles Cleaning Rags Any Type of Product Required to Clean Building	Any additional small equipment required to perform the work not listed as provided by the College
Air Freshener	Wet Dry Vacuum		
Brown Feminine Disposal Liners Tampons Maxi Thin Pads	Dollies & Carts Shovels Snow Blowers Trash & Recycling Cans/Bins Wet Floor Signs Buckets		