



PROCUREMENT COMMITTEE

Clifford J. Hurgin Municipal Center

1 School Street, Bethel, CT 06801 (203) 794-8514

TOWN CLERK
BETHEL, CT.

2023 OCT -4 A 9:29

RECEIVED

Bethel Request for Proposals for bids:

BID 2024-002: CLEANING SERVICES – TOWN OF BETHEL FACILITIES

Addendum #1

10/4/23

Please review the following clarifications and answers to questions submitted for this bid:

- The following statement: “The successful bidder must furnish 100 percent Construction Performance Bond for each project.” found on page 7 of the RFP has been **REMOVED**. Please disregard that statement.
- 2 employees must be verified to work at the Police Station:
The Police Department requires the employer to complete the eVerify system to ensure employees are cleared to work in the US (<https://www.e-verify.gov/>) and provide proof of that, and also provide an I-9. Additionally, they will be fingerprinted in-house to ensure no disqualifying criminal history. Once employed, working personnel will need to sign a confidentiality agreement/form in relation to any confidential information they may hear, see, or be exposed to through the course of their work, to include databases and criminal intelligence systems utilized by the Department.
- The Cell block at the Police Department needs to be cleaned on weekly basis with bleach
- Police Department bathrooms cannot be serviced and floors cannot be wet between the hours of 3-4PM
- South Street Fire House Commercial Kitchen and Gym are NOT included in the requested cleaning services.
- The solicitation can be found on CT Source <https://portal.ct.gov/DAS>, as solicitation # 17939, and on the Town of Bethel Website: <https://www.bethel-ct.gov/local-news/?FeedID=1119>

Answered Questions:

- **Floor plans/drawings and square footage available?**

Floor Plans and square footage will not be given out for public buildings.

- **If questions remain, may we visit those buildings for a second look?**

There will not be a second site visit for this bid. If you have questions please email flynnns@bethel-ct.gov and they will be answered in the form of an addendum posted on the towns website and on CT Source: <https://portal.ct.gov/DAS>, as solicitation # 17939. Only bidders who attended the mandatory site visit can submit bids.

- **Do you have a list of usage for consumable supplies like plastic trash liners and trash bags toilet paper, paper towels, hand soap, toilet seat covers?**

We do not have a list of usage for consumables.

- **Is there any defined contract term?**

The initial contract term is 1 year, with the option for the Town to renew the contract at the end of year 1 and year 2. Please include yearly cost escalation prices with your bid. Therefore, this is potentially a 3-year contract in total if performance is satisfactory, with an extension beyond that timeline at the discretion of the Town of Bethel. You will be notified 90 days in advance of each renewal.

- **When will you award?**

The bids will be reviewed by the public works department after they are opened. The bid award is typically within a few weeks of the bid opening.

- **What is the start date?**

The start date will be discussed between the Public Works Department and the winning bidder once announced.

- **Are you awarding all to one Vendor?**

Yes, one vendor will be responsible for the requirements of this bid.

- **Can you please clarify which locations are to be cleaned in the evening?**

All cleaning services will be performed in the afternoon/night. Typically, after 4pm. Exceptions may be made at the discretion of each facility.

- **Can you provide current pricing for the current contract? And were consumables included in current contract?**

We cannot provide this information

- **Can you provide information as to how many cleaners are currently cleaning or a breakdown of their actual cleaning hours?**

We cannot provide this information

- **Is there worker retention? Allowing the current worker to keep their jobs if possible?**

The winning bidder is responsible for the proper number of staff to cover the requirements of this bid. There is no worker retention for previous cleaning staff.

- **Can the proposals be for a portion of the premises or are bidders required to view all locations as a comprehensive package?**

Bidders are required to view all locations as a comprehensive package.

- **Will the Town of Bethel Procurement Committee accept overnight packages (UPS/FEDEX) for Vendors RFP responses?**

Yes, they are accepted as long as they arrive by 9:45am on Tuesday October 17, 2023

- **It was stated that for those employees working in the Police Station full CT background checks and fingerprinting will be required, will this be the case even if our organization has already completed a BC for each employee to be assigned?**

Yes, employees must still be verified by Bethel Police.

- **What is the Town of Bethel's current contract rates for each site? Or total incumbent contractor bid value?**

The Town is not providing this information

- **Can you specify how many days per week this work should be performed?**

This is specified on page 11 of the RFP

- **Which locations require strips and wax?**

The municipal center and South Street Fire house as stated in the RFP. Additional services at the request of the Public Works Department.

- **Are there more forms such as price bid sheet?**

This is provided on page 10 of the RFP

- **What is the time frame for the work to be completed per location?**

This will vary greatly by location and is the responsibility of the winning bidder to complete the required tasks in a timely manner.

- **Can you provide the prevailing wage schedule for this work?**

Prevailing wage does not apply to this bid. Per the Connecticut Department of Labor “Threshold to prevailing wage requirements have been modified. New construction has been raised to one million dollars (\$1,000,000.00) while renovation remains at one hundred thousand (\$100,000.00).” This project is not construction or renovation, it is regular janitorial maintenance of facilities.

- **Who is the current vendor?**

The Town is not providing this information

- **How long has the current contact been in place?**

10 + years

- **Have the work specifications been modified for the bid? If so, what has been added or removed from each location from the last bid?**

South Street Fire House Commercial Kitchen and Gym are NOT included in the requested cleaning services.

- **Is the contractor to provide consumable products (Trash bags, paper towels, hand soap, toilet paper etc.)? If so, please provide a list of specific products being used, average quantity being used per month or year for each product for each location.**

Please refer to page 3 of the RFP for conditions of the bid. We do not have quantities or consumable products available.

- **What is the estimated number of town staff and visitors for each location who will be using the consumable supplies daily?**

Approximately 75 staff. Building is open to the public for services and events so we are unable to estimate daily traffic.

- **Will we have access to a secured/locked closet to store the consumable supplies where town staff or public do not have access to?**

There is a garage space at the Municipal Center where supplies can be kept.

- **On the pricing form there is an option to price supplies separately. Please define supplies. Does this include only consumable supplies, or does it include cleaning products and equipment as well?**

This includes cleaning supplies and consumables.

- **On pricing form, it reads “Contractors must provide information regarding their cleaning supply vendors and how those materials are priced into the final bid” Please clarify what specific information is required. Also, not clear on the 2nd part of the request either. How are they priced into the final bid? What does that mean? We typically will estimate the cost for each location and then add it to our monthly charge. Again, be specific on what supplies, consumables only or cleaning products and equipment as well.**

Estimating for each location and working that into the monthly charge is fine. You can specify that the “total for cleaning supplies” is included in the monthly/yearly totals on page 10. We are essentially looking for clarification on whether or not the bidder can fulfill supply requirements. We understand this is difficult considering we do not have a list of consumables/quantities available.

- **On page 9 under Section A, what do you mean by project schedule? Is that the scope of work/work specs?**

Yes, it the scope of work and ability of the business to perform the required duties on a regular basis.

- **On page 3 Under extra services. It is not included in the base price. Does this mean you do not want pricing at all for these services, because there is no place to put them on the pricing form. Will this be quoted upon request when needed after the contract has been awarded and the service has started?**

The extra services will be quoted after the contract has been awarded and the service has started upon request of the Town of Bethel. They are not required to be included in the pricing form.

Contact Sam Flynn with any document requests:

203-794-8512 or flynns@bethel-ct.gov