



Date of Issuance: 05/07/2021

Solicitation No. 0900000493

Requisition No. 0900015068

Amendment No. 1

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

Sign and return a copy of this amendment with the solicitation response being submitted; or,

If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date in the subject line of the email.

ISSUED FROM:

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Contracting Officer

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RETURN TO: OMESCPeBID@omes.ok.gov

Description of Amendment:

a. This is to incorporate the following:

Please see below clarification and answers to bidder questions. No further questions shall be accepted.

Please note closing date remains unchanged and is May 18, 2021

Clarification:

1. **This solicitation is designated as a State Use project. Only vendors that are designated as State Use per statutes found beginning at Title 74 O.S. Section 3001 shall be considered eligible for contract award**

Answers to Bidder Questions

1. **May I please get the total frequency and square footage of the annual strip and wax and annual carpet cleaning services?**

Hard Surface cleaning is required annually unless tenant agency request more often. We do not have a total footage of the strip and wax. You may find some of that information on the building floor plans or you may measure yourself.

2. **Does the carpet service and the strip and wax service need to be included in the overall cost or will the services be labeled as "extra services"?**

There are columns on the pricing sheet where the cost of the floor service should be entered per square feet.

3. Clarification needed for properly identifying the agency in the solicitation. The agency is permitted to identify itself in the bid packet, but not in the project capability submittals titled: Level of Expertise (LE), Risk Assessment (RA) Plan, and Value Added (VA) Plan. Is this correct?

This is correct. The Level of Expertise (LE), Risk Assessment (RA), and Value Added (VA) are to have no identifying information. The bidder may include identifying information on other documents as those are not part of the evaluation process.

4. This being a state use set aside opportunity, will the non-state use contractors that attended the mandatory on-site walk-through be permitted to submit a bid and have that bid evaluated?

Please see above clarification. This solicitation is only open to State Use vendors.

5. Solicitation has no contractor uniform and appearance requirements as past contracts have had. Will these requirements be disclosed after the award or will they be sent on an amendment to this solicitation?
Attachment C #12 - Supplier shall assure that all workers assigned to perform service on state property shall be dressed in an appropriate company uniform with the company name and a photo ID displayed at all times

6. During the clarification phase, what method will be accepted to verify personal level of expertise and accomplishments if these were attained working with another contractor or competing agency to this solicitation?

Generally, we would prefer an email contact for the verification contact that we can reach and verify any claims that were made. Secondary would be a telephone contact. We will list the specific claims made in the Level of Expertise and ask them to verify the claims made.

7. Will providing an umbrella satisfy the 5M liability or does each line (GL and Auto) have to meet the 5M individually?

An umbrella policy will not satisfy the requirement

8. Are professional references expected to be included with this bid response?

No, professional references are not required.

9. May we please get a rough estimate of the square footage for all the areas for the following services per building?

- a. Weekly diamond buff service
- b. Annual carpet cleaning service
- c. Annual hard floor service

You may find some of the requested information on the building floor plans but due to on-going construction and renovation, we do not have that information readily available. OFM makes no representation, guarantee or warranty that the total cleanable square footage measurement shown herein is accurate or complete. This measurement is OFM's best estimate. Bidders can verify the measurement at their own expense.

10. Can OMES please provide the facilities which require the weekly diamond buff services?

Capitol is spray buffed every evening,
Once Weekly - ODOT, Hodge, Connors, Will Rogers, Sequoyah, Denver Davison, Library, VA Vezey, Thorpe, Agriculture, Ag Lab, ISD, Pharmacy.
Twice a Month - Central Printing
Once a Month - Banking

11. Can OMES provide us with the current day porter staffing number?

The current staffing number is irrelevant for the new proposal.

Per specification requirements:

Attachment A

Afternoon Porter Service

Supplier shall provide a day matron or porter who perform cleaning services in restrooms and Lobbies: Checking cleanliness of lobbies and restrooms and stocking paper products.

12. Can we get the current supply/chemical list?

The current Supply/chemical list is irrelevant for the new proposal. Per Instructions to the Bidder – Section R Supplies Toilet Paper, Paper Towels (rolls and folded) Sanitary Napkin bags, Toilet Seat Covers, etc. After award, the supplier shall provide their proposed supply/chemical list for approval. There are some special cleaning supplies needed for the Capitol due to renovations. Such as Bona Hardwood floor cleaner and Bona Floor Mop for the Governor's office. Attached is a PDF titled Exhibit titled Stone Floor Protection System from 3M that specifies cleaning tools and chemicals that must be used.

13. Please confirm the cleaning days per week for all locations listed in the pricing sheet. Ex. 5 days per week for all locations?

As listed on the Specifications Attachment A, Section Contract Specifications, A Obligations of Supplier, The cleaning schedule is broken down in daily and weekly.

14. Can OMES please define the specifications for the Pandemic Cleaning services?

Currently the janitors are providing extra disinfecting services, which consist of wiping down reception counters, elevator buttons, door handles and light switches. Twice a day

The door handles being cleaned are those leading into and out of hallways, lobbies, large suite areas, break/kitchen areas and restroom door push plates.

Stair handrails are to be wiped down twice a week. These service can change depending on the need.

15. Can you please clarify the Lead requirements for this contract?

Per the Bidder Instructions, Item L, Building Leads will perform daily check sheets to ensure all contract requirements are met. Assist in job coaching and training and act as building porter, cleaning areas in need during non-scheduled times. Leads will address state issued work orders for completion. Our expectation is leads do not clean as a janitor unless they are training or short staffed.

16. Ex. Page 11, Line item M – is OMES stating that the vendor assigns 1 lead per building? 1 lead cleaner per building? One lead per building except in Attorney General and ABLE Commission as those are smaller buildings and don't take all day cleaning. This means you may share the lead in those two buildings.

17. May I please get a previous bid tabulation regarding this opportunity?

This solicitation is different than the one from 2018 and the tabulation would not be appropriate any longer as explained in the PIPS instructions. A request of records should go thru the Open Record Procedure.

18. Bidder Instructions, Section 8.1-C.2.q (page 9 of 23): We would like to request clarification for this section as the wording appears to be somewhat contradicting. Does the supplier (Janitorial service provider) provide all of the needed dispensers for hand towels, soap, etc., and also fill the dispensers? Or, alternatively, does the supplier only need to ensure they are kept filled with paper goods/soap, while the customer (You) provides the actual dispensers?

The Supplier provides all the actual dispensers except for the ones at the Capitol. OMES will install all the dispensers when needed.

19. Attachment A, IV. Annual Floor Cleaning and Extra Service: Is there a predetermined schedule for the timeframe in which the annual floor cleaning should take place. If available on a per-site basis, please provide. If not, can you provide the dates the last annual floor cleaning services will be performed/were performed?

The Annual Floor Cleaning is performed, annually and should start when the contract has been awarded. We do not have a strict schedule due to construction in many of the buildings or special request from tenant agencies. However, Starting January this year Attorney General, VA/Vezey, Central Printing and Jim Thorpe have been completed.

20. Do you have projected time frames for when capacity at each building will increase as Covid procedures start to become less strict. We are aware that currently, many of the buildings are at a lower capacity, but that there are plans to ramp up capacity. Can you share some projected increases for capacity for each building?

Building capacity is dictated by the building tenants. Each tenant agency establishes when they will begin to bring staff back to the buildings.

Each tenant agency may follow Governor Directive and/or CDC Guidelines as to how and when they may bring staff back to the buildings.

That being said, it is anticipated that most buildings if not all will be returning to a normal schedule by July 1.

21. Given the timing of the award date for the contract, is there any flexibility on contract start date? If so, what options might be available to allow for flexibility?

The current aim is to begin a contract on July 1, 2021; however, if we are unable to meet that date the contract would begin at date of award through June 30, 2022.

22. Can you please provide dates for any upcoming, scheduled renovations for any buildings provided within the bid?

Space renovation is a constant with the management of properties.
There are currently and will be going forward renovations taking place over the course of this contract.
There are no specific dates established as to when any of this may take place

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature