

DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
STATE PROCUREMENT BUREAU

<http://gsd.mt.gov/>



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HELENA, MONTANA 59620-0135

May 6, 2015

STATE OF MONTANA  
REQUEST FOR PROPOSAL ADDENDUM  
RFP NO.: 15-2929J  
TO BE OPENED: Tuesday, May 19, 2015  
TITLE: Janitorial Services – Capitol Complex

ADDENDUM NO. 2

To All Offerors:

Attached are written questions received in response to this RFP. These questions, along with the State's response, become an official amendment to this RFP.

All other terms of the subject "Request for Proposal" are to remain as previously stated.

**Acknowledgment of Addendum:**

The offeror for this solicitation must acknowledge receipt of this addendum. This page must be submitted at the time set for the proposal opening or the proposal may be disqualified from further consideration.

I acknowledge receipt of Addendum No. 2

Signed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

BONNY BELLING  
Contracts Officer

Question Number	Section Number	Questions & Answers
1.	General	<p><b>Q.</b> What all are you needing by the deadline May 19th in the proposal?</p> <p><b>A.</b> Offerors responses should contain the following:</p> <ul style="list-style-type: none"> <li>○ Page 1, completed and signed</li> <li>○ Page 3, Instructions to Offerors</li> <li>○ Responses to section 3.4</li> <li>○ Responses to sections 4.2.1 through 4.2.3</li> <li>○ Response to section 5.1.3</li> <li>○ Response to Appendix D: Pricing Section</li> </ul>
2.	1.7.1	<p><b>Q.</b> The outline of the format, it is confusing to me and I would like to know the exact outline or format that needs presented.</p> <p><b>A.</b> Offeror’s RFP response should be in order (as in the response to question 1 above), each section/subsection number and the text for that section/subsection should be restated immediately prior to offeror’s written response, consecutive numbering on each page, and providing a divider between each section. In addition, all proposal responses should be bound; pages should not be left loose.</p>
3.	3.2	<p><b>Q.</b> There are no specifications for Days per week Cleaning, frequencies for windows, floor scrub and wax, strip and wax or carpet cleaning all specifications need to be part of the RFQ.</p> <p><b>A.</b> Reference RFP section 3.4.1. The State is looking for offerors to develop a cost effective cleaning schedule as described in that section.</p>
4.	6.3 Interview Question #4	<p><b>Q.</b> What are you using to go off of for points for question number 4? Is this based on our work comp scoring?</p> <p><b>A.</b> No, this question is not based on your work comp scoring. The State is looking to discuss safety topics such as types of personal protective equipment, following OSHA standards, knowledge of products, and material safety data.</p>
5.	6.3 Interview Question #5	<p><b>Q.</b> Isn't this contract for Mon - Fri and you require us in certain buildings during day and some only at night. Are you looking at putting them all to day or night?</p> <p><b>A.</b> The State is looking for offerors to tell us if there is an advantage of day vs. night cleaning, cost and any quality differences.</p>

Question Number	Section Number	Questions & Answers
6.	Appendix D	<p>Q. Records Management: 1320 Bozeman Avenue – Are records storage areas included in janitorial services?</p> <p>A. No.</p>
7.	Appendix E	<p>Q. Is records Management day clean or night?</p> <p>A. <b>Records Management is night cleaning. Please note the State reserves the right to make necessary changes to cleaning schedules as needed at no additional charge to the State.</b></p>
8.	Appendix E	<p><b>Attached to this addendum is a revised Appendix E. This appendix now contains two new columns, “Carpet” and “Hard Surface”.</b></p>
9.	Appendix F	<p>Q. Will you be allowing Hepa Backpack vacuums? This will help production and save cost by 50%.</p> <p>A. Yes.</p>
10.	Appendix F	<p>Q. Who is responsible for supplying the buildings entry mats/carpet runners?</p> <p>A. <b>Janitorial contractors will be responsible for supplying building entry mats/carpet runners.</b></p>
11.	Appendix F	<p>Q. Are work stations to be included in janitorial services?</p> <p>A. <b>Only “uncluttered” surface areas. Contractors are not required to move anything on desktops.</b></p>
12.	Appendix F	<p>Q. Old Liquor Warehouse: 920 Front Street: The VCT flooring in the Print area(s) as not been “stripped” and has heavy build-up. Is this because of printing equipment, supplies, etc. and not practical? Is this not required? Since this is in the current contract will this be completed before the new contract begins?</p> <p>A. <b>It is required and will be completed before the contract is completed.</b></p>
13.	Appendix E	<p>Q. Are you changing day or night specifications you discussed on the walk through?</p> <p>A. No.</p>
14.	Raised tile floor	<p>Q. During the walk we looked at the Raised tile floor in Data Center – there was conversation regarding cleaning procedure of raising tile up and vacuuming each tile. Is this part of scope or an extra job to bill separately.</p> <p>A. <b>This would be additional cost billed to the State Information Technology Services Division (SITSD).</b></p>

