

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

December 29, 2008

**BID NUMBER:** S9Z54930  
**TITLE:** Custodial Services for City Hall & Other City-Owned Real Estate  
**DEPARTMENT:** **Various**  
**DATE TO OPEN:** January 06, 2009 10:30 AM

## ADDENDUM # 1

### **TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

The Bid submittal date of Tuesday, January 6, 2009 for subject bid No. #S9Z54930, "Custodial Service for City Hall and Other City-Owned Real Estate", has been postponed until further notice. Responses to those questions resulting from the Mandatory Pre-Bid Meeting of December 16, 2008 shall be forthcoming.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

\_\_\_\_\_  
Buyer, D. Yonke

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

DY/mh

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

# **CITY OF PHILADELPHIA**

Hugh Ortman  
Procurement Commissioner

February 19, 2009

**BID NUMBER:** S9Z54930  
**TITLE:** Custodial Services for City Hall & Other City-Owned Real Estate  
**DEPARTMENT:** Various  
**DATE TO OPEN:** January 06,2009 10:30 AM, than Postponed Until Further Notice

## **ADDENDUM # 2**

### **TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

**SUBJECT BID #S9Z54930 WILL NOW OPEN ON THURSDAY, MARCH 5, 2009  
at 10:30 A.M.**

The City reserves the right not to entertain any addition questions at this time.

Please refer to attached:

- 1) Pre-Bid Meeting Questions and Answers
- 2) Additions/Modifications to Invitation and Bid Document
- 3) Exhibits I and II

**Bid Number S9-Z5493-0**  
**Custodial Services for City Hall and Other City Owned Real Estate**  
**Questions and Answers from Mandatory Pre-Bid of December 16, 2008**

**Question #1**

In accordance with Sections 1.10 Mandatory Site Inspections and 1.11 Mandatory Pre-bid Meeting please list the companies that attended both mandatory meetings and are in turn qualified to bid.

***Answer:***

*A listing of bidders who attended both the Mandatory Site Inspections and Mandatory Pre-Bid Meeting are attached with this Addendum under Exhibit I.*

**Question #2**

Provide a list of all current union employees including their seniority status, pay rates and fringe benefits.

***Answer:***

*Vendors may contact Local 32BJ for this information.*

**Question #3**

Are the staffing levels listed in Section 2.3 Custodial Crews the same as the current contracts for each site?

***Answer:***

*With exception to City Hall, the staffing levels for the other locations are the same. Bidders are still encouraged however, to review all aspects of Section 2.3 Custodial Crews and the Required Minimum Staffing Levels for this Invitation and Bid.*

#### **Question #4**

Does the winning contractor have any obligation to keep the current MBE and WBE subcontracting with the incumbent contractor?

***Answer:***

*In accordance with Chapter 9-2300 of the Philadelphia Code The Successor\Contractor Must Comply with the “Protection of Displaced Contract Workers” Law, Section 9-2300 of the Philadelphia Code, requiring the successor Contractor, among other things, to retain certain Non-Management Employees for a Ninety Day Period.*

#### **Question #5**

In Section 5: Pricing and Basis of Award, is Section 5.1 Pricing the only total that determines the lowest bid award?

***Answer:***

*Reference is made to Paragraph 3.2.1 of this Invitation and Bid.*

#### **Question #6**

Section 2.5.12 Snow Removal is very open ended as to the amount of service a contractor may have to provide. Why is section 5.1.6 Snow Removal and annual fixed fee and not a Price per occurrence? If left the way it is now as an Annual Fixed Fee, a potential contract winner could underestimate the cost, win the bid and not be able to perform the snow removal services. Snow removal is a very critical service to the City and should be priced per occurrence to assure that a reasonable cost for that service has been applied by the contractor?

***Answer:***

*The City requires an annual fixed fee and Snow Removal services Must be performed to City Standards. It is the bidder’s obligation to submit a responsible bid.*

#### **Question #7**

Who is responsible to supply trash liners?

***Answer:***

*The awarded vendor shall be responsible for supplying trash liners.*

#### **Question #8**

Will the local wage and 32 BJ wage be the same?

**Answer:**

*Reference is made to Paragraph 4.2.11, Prevailing Wage Provisions, of this Invitation and Bid.*

**Question #9**

Will the seniority list match the employees presently at the account?

**Answer:**

*In accordance with Chapter 9-2300 of the Philadelphia Code The Successor\Contractor Must Comply with the "Protection of Displaced Contract Workers" Law, Section 9-2300 of the Philadelphia Code, requiring the successor Contractor, among other things, to retain certain Non-Management Employees for a Ninety Day Period.*

**Question #10**

Does the City pay for paper products for the 24<sup>th</sup> and the 25<sup>th</sup> Police District?

**Answer:**

*Yes, the City shall be responsible for supplying paper products for this site.*

**Question #11**

Does Local 32BJ have a separate site agreement with City Hall. If so, may we have a copy of such agreement?

**Answer:**

*Vendors may contact Local 32BJ for this information.*

**Question #12**

Prevailing Wage Provisions - Under this prevailing Wage, this must be the least wage we pay all employees working under this contract. Reviewing the current workers at the Union Office, I notice that some new employees were not paid the prevailing rate. They were paid a new employee union rate which is \$2.00 under the current union rate. This put these employees under the prevailing wage rate. I think this should not happen under the Prevailing Wage Provision. Under the prevailing Wage Provisions, We must pay all employees the prevailing rate and not the Union new employee rate. Is this correct?

***Answer:***

*Reference is made to Paragraph 4.2.11, Prevailing Wage Provisions, to include the Prevailing Wage Rate Schedule which has been established for this Invitation and Bid.*

**Question #13**

Could you please explain the Snow Removal Annual Fixed Fee?

***Answer:***

*Snow removal Annual Fixed fee is the one time payment per year that the City will pay for snow removal. The City will pay a flat rate; and will not pay according to accumulation. The flat rate is set regardless of the amount of snow or frequency.*

**Question #14**

Per the question in the meeting, could you get a copy of the current Union contract and workers that are part of this contract. We need their start date so we can estimate their vacation.

***Answer:***

*Vendors may contact Local 32BJ for this information.*

**Question #15**

Since the current contract cost is public information, could we get the current cost that

the City is spending for these buildings?

**Answer:**

*Bidders may contact the City of Philadelphia Procurement Department Public Information Unit at (215) 686-4720 and / or visit the Public Information Unit located at 1401 J.F.K. Blvd., Philadelphia, Pa. 19102 – Room 170B to make arrangements for acquiring this information.*

**Question #16**

Per the question in the meeting, could you get a copy of the current Union contract and workers that are part of this contract. We need their start date so we can estimate their vacation.

**Answer:**

*Vendors may contact Local 32BJ for this information.*

**Question #17**

Our company paid the bid security last year, and we are not sure if we are still enrolled in the bid security program. Do we have to pay again with this bid?

**Answer:**

*Bidders may contact the City of Philadelphia Procurement Department Public Information Unit at (215) 686-4720 for this information.*

**Question #18**

In the meeting that was held on December 16, 2008, we were instructed to put the bids together, I have one bid packet with 156 pages, I'm not sure if I have every thing or if I have to separate the bid?

**Answer:**

*Reference is made to Paragraphs 1.15, 1.15.1 through 1.15.8 and 1.16 of the Invitation Bid. These paragraphs will explain how your Bidder Qualification Package will also be submitted along with your Bid Documents Package.*

**Question #19**

Will a bidder still be considered for award of this Invitation and Bid if they missed any of

the Mandatory Site Inspections or the Mandatory Pre-Bid Meeting?

***Answer:***

*Attendance at all of the Site Inspections and the Pre-Bid Meeting was a Mandatory requirement for this Invitation and Bid. Failure to attend any of the scheduled Site Inspections and Pre-Bid Meeting would automatically result in bidder disqualification.*

**Question #20**

Please explain in detail the calculation of how each section in 5.1 Pricing – 5.1.1,5.1.2,5.1.3,5.1.4,5.1.5,5.1.6,5.1.7,5.1.8 and 5.1.9 are evaluated and each of their effect on the bid award?

***Answer:***

*Reference is made to Section 5.2, “Basis of Award for Evaluation Purposes Only; To Be Completed By Procurement”.*

**Question #21**

It came to our attention that as apart of the city bid specification there needs to be an "elderly abuse clearance" conducted on employees. However, according to the PA Department of Health there is not a specific elderly abuse clearance certification. Therefore we need to know if an FBI clearance or a state criminal background check or both would be sufficient.

***Answer:***

*A State of Pennsylvania Criminal Background check will be acceptable to the City.*

## **Question #22**

During the mandatory meeting, it was stated that you wanted Landscaping Services for the Police Forensics site at 8th & Poplar Street. I do not see a place to put our price. Would you please state where we should put the cost for the Landscaping at the Police Forensics.

### ***Answer:***

*Bidders shall factor their cost for Landscaping Services for the Police Forensics site in with their Monthly Square Foot cost in Section 5.1.1 (e) of the invitation and Bid.*

## **Question #23**

The prevailing wage and fringe amount does not cover all the items for fringes under the current Collective Bargaining Agreement. These items include: Health & Welfare, Pension, Legal Fund, 32 BJ Sick Fund and vacation, personal days, and holidays.

### ***Answer:***

*Reference is made to Paragraph 4.2.11, Prevailing Wage Provisions, to include the Prevailing Wage Rate Schedule which has been established for this Invitation and Bid.*

## **Question #24**

Since we essentially inherit the current employees (displaced employee act) for at least a period of 90 days, how does that affect our minimum requirements for participation levels for minority owned and women owned companies. If we are going to sub out a certain level of work to these companies then how are we to do this when we would be using the same employees that are there now?

### ***Answer:***

*Chapter 9-2300, Protection of Displaced Contract Workers, and Executive Order 02-05 which establishes M/W/DsBE business participation ranges are distinct legal requirements. Chapter 9-2300 requires the successor contractor or subcontractor to retain existing service employees under a ninety day probationary period. Whether your firm, as the prime service contractor or your subcontractor(s) including any M/W/DsBE subcontractors, will directly employ the service employees, there is a legal obligation to offer existing employees employment under the City's service contract.*

## Question #25

Could you please give the correct Man power for City Hall and the Apron? On Page 26, you state the following:

Apron: 3 Custodians Monday - Friday working 8 hours each day  
1 Custodians Mon, Thurs & Fri and Sat & Sunday working 8 hours

equal 4 people or 160 hours per week

City Hall: 2 Day Custodians Monday - Friday working 8 hours each day  
11 Custodians Monday - Friday 4:30 - 1:00 am working 8 hours each person  
1 Custodian Monday - Friday 3:30 - 12mid. working 8 hours

Equal 14 people or 560 hours per week

Supervisors:

1 supervisor 7m -3:30pm Monday to Friday  
1 Supervisor 4:30PM - 1AM Monday to Friday

Total People for the Apron and City Hall will be 20 people or 800 hours per week.

The Union records does not show this number of people. I just want to make sure that we have the correct hours and man power required for this building.

### **Answers:**

*1. This reflects the amount of service hours per week we require for the apron. The service is 8 hrs per day, 7 days a week. This simply states each employee assigned to the apron will work an 8hr day.*

*2. The number for City Hall inside (day) is we require 40hrs of service inside the building, 5 days a week day shift. This simply states that the 2 days custodians assigned inside the building will work an 8 hr day.*

*3. The 2nd shift will have a total of 13 employees. These employees will work an 8 hr day, 5 days a week.*

**Question #26**

Invitation and Bid S9-Z5493-0 on page 26 shows 18 custodians and 2 supervisors, but the Union contract currently in affect only has 15 custodians and 2 supervisors. Can the City clarify which number we should use for this Bid?

***Answer:***

*The City has increased the number of staffing in this Invitation and Bid for the City Hall location.*

*The total number of employees for City will be Nineteen (19), not Twenty (20). Of the Eleven (11) 2nd shift employees, One (1) employee will work 3:30p-12mid. There are Twelve (12) 2nd shift employees, including the supervisor, not Thirteen (13).*

**ADDITIONS / MODIFICATIONS TO INVITATION AND BID DOCUMENT:**

**Page 2, Section 1.3, Contract Term:**

Contract Term is hereby revised as follows:

- 1.3 **CONTRACT TERM:** 6/1/2009 to 5/31/2010 (“Initial Term”), with an option to renew for up to Two (2) additional One (1) year periods plus One (1) Six month renewal period, (“the Renewal Term”) exercisable, at the City’s sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the “Additional Performance Period”), if a decision has been made not to renew the contract for an entire year.

**Page 62, Specifications - 24<sup>th</sup> / 25<sup>th</sup> Police Districts:**

Item 21 is hereby added to this Specification:

Remove all collected trash to designated areas in plastic liners, remove collected trash from facility. This task shall be completed for a total of One Time / Daily Basis.

This service cost should be included in the Monthly Square Foot Cost in Section 5.1.1 (d) of the Invitation and Bid

**Pages 69 – 72, (Items 2.6.3.1 through 2.6.3.18):**

Product Specifications are hereby deleted from this Invitation and Bid and replaced with the attached listing of acceptable Product Specifications referenced under Exhibit II of this Addendum.

**Pages 28 – 45, (Sections 2.4 and 2.5)**

The following Cleaning Product references listed below are hereby replaced with the general term “cleaner product”:

pH7 Ultra Cleaner	Citrus Chisel Natural Citrus Cleaner
Forest 5	Johnson Extreme No-Rinse Stripper
AF315 Neutral pH disinfectant	Fiber Pro Extraction Cleaner / Stain Remover
Clear Image	

# **EXHIBIT**

## **I**

**QUALIFIED VENDOR LIST  
BID # S9Z54930**

**ABM Janitorial Services  
1528 Walnut Street  
Philadelphia PA 19102  
Phone:215-875-0900  
Fax: 215-875-0903**

**Multicorp Commercial  
Cleaning Systems  
PO Box 361  
Westminster, MD 21157  
Phone: 410-876-5000  
Fax: 410-876-5003**

**Central Property Services  
617 William Penn Place  
Pittsburgh, PA 15219  
Phone: 412-261-0210  
Fax: 412-471-3346**

**V-Tech Services, Inc.  
3001 Dickinson Street  
Philadelphia, PA 19146  
Phone: 215-389-4582  
Fax: 214-389-4583**

**Supreme Janitorial  
One Bacton Hill North  
Suite 101  
Malvern, PA 19355  
Phone: 610-646-6020  
Fax: 610-644-2960**

**Mowatt Incorporated  
11491 Charles Street  
LaPlata, MD 20646  
Phone: 301-351-1718  
Fax: 201-960-9590**

**ISS Facility Services, Inc.  
81 Dora Avenue  
Livingston, NJ 07039  
Phone: 973-740-0032  
Fax: 973-740-9261**

# **EXHIBIT**

## **II**



Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

\_\_\_\_\_  
Buyer, D. Yonke

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

DY/ mw