

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

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

January 15, 2009

**BID NUMBER:** S9Z55750  
**TITLE:** Custodial Services for the City of Philadelphia Police Department Districts;  
**DEPARTMENT:** Various  
**DATE TO OPEN:** January 20, 2009 at 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 20, 2009 for subject bid No. #S9Z55750, "Custodial Service for City of Philadelphia Police Department", has been postponed until further notice. Responses to those questions resulting from the Mandatory Pre-Bid Meeting of January 6, 2009 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/cs

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

**CITY OF PHILADELPHIA**

Hugh Ortman  
Procurement Commissioner

March 26, 2009

**BID NUMBER:** S9Z55750

**TITLE:** Custodial Services for the City of Philadelphia Police Department

**DEPARTMENT:** Various

**DATE TO OPEN:** January 20, 2009 at 10:30 AM

ADDENDUM # 2

**TO ALL BIDDERS:**

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

The Submittal Date for Invitation and **Bid #S9Z55750, "Custodial Services for City of Philadelphia Police Department"**, is hereby revised to the following date: **Wednesday, April 8, 2009, at 10:30 A.M.**

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

Please refer to attached:

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

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

Attachments

**Bid Number S9-Z5575-0**  
**Custodial Services for City of Philadelphia Police Department**  
**Questions and Answers from Mandatory Pre-Bid of January 6, 2009**

**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:***

*Attached with Exhibit II of this Addendum are the Revised Pages 26 & 27 containing the – Required Minimum Staffing Levels for the Police Districts. Bidders are encouraged to review all aspects of the Revised 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**

Snow Removal is very open ended as to the amount of service a contractor may have to provide. Why is section 5.1.5 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**

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 and 5.1.6 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 #9**

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 #10**

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 #11**

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.*

**ADDITIONS / REVISIONS 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.

**EXHIBIT I** - A listing of bidders who attended both the Mandatory Site Inspections and Mandatory Pre-Bid Meeting.

**EXHIBIT II** - Revised Pages 26 & 27 containing the – Required Minimum Staffing Levels for the Police Districts.

**EXHIBIT III** - Revised Page 78 Pricing Page which shall be completed in its entirety by the Bidders and submitted with this Addendum. This Revised Page 78 will replace the original Page 78 of the Invitation and Bid.

# **EXHIBIT**

## **I**

**QUALIFIED VENDOR LIST  
BID # S9Z55750**

**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**

**Team Clean Inc.  
4900 S. Broad Street  
Build. #6, Suite L410  
Philadelphia, PA 19112  
Phone: 267-514-8326**

**T.U.C.S. Service Inc.  
615 Chestnut Street  
Philadelphia, PA 19102  
Phone: 215-413-3510  
Fax: 215-413-3515**

**EXHIBIT**

**II**

**REVISED PAGES**

**26 & 27**

Required Minimum Staffing Levels  
Police Districts

LOCATION	STAFFING
District 01 24 <sup>th</sup> & Wolf St.	Two (2) Full-time custodians Sun to Sat (1) Sun - Thurs 9:30am – 6:00pm (1) Tues - Sat 6:00am – 2:30pm  <b>80 hrs per week/7days</b>
District 02/15 Harbison and Levick Sts	One (1) Full-time custodian Sun to Thu One (1) Full-time custodian Tue to Sat One (1) Part-time custodian (1) Sun- Thu 11:30am – 8:00pm (1) Tue – Sat 6:00am – 2:30pm Part-time: Mon & Fri 9:30am – 6:00pm  <b>96 hrs per weeks/7days</b>
District 03/04 11 <sup>th</sup> & Wharton Sts	Two (2) Full-time custodians Sun to Sat (1) Sun - Thurs 6:00am – 2:30pm (1) Tues - Sat 11:30am – 8:00pm  <b>80 hrs per week/7days</b>
District 08 Red Lion & Academy Rds	One (1) Full-time custodian. Mon – Fri 6:30am – 3:00pm  <b>40 hrs per week/5days</b>
District 09 401 N. 21 <sup>st</sup> St	One (1) Full-time custodian Mon to Fri One (1) Full-time custodian Sun to Thu One (1) Full-time custodian Tue to Sat (1) Mon – Fri 6am – 2:30pm (1) Sun – Thu 10:30am - 7:00pm (1) Tue – Sat 11:30am – 8:00pm  <b>120 hrs per weeks/7days</b>

Required Minimum Staffing Levels  
Police Districts  
Cont'd

LOCATION	STAFFING
District 18 24 <sup>th</sup> & Wolf St.	One(1) Full-time custodian Sun to Thu One (1) Full-time custodian Tue to Sat One (1) Part-time Custodian (1) Sun – Thu 11:30am – 8:00pm (1) Tue – Sat 6:00pm – 2:30pm Part-time: Mon & Fri 9:30am- 6:00pm  <b>96 hrs per weeks/7days</b>
District 22/23 17 <sup>th</sup> & Montgomery Ave	One (1) Full-time custodian Sun to Thu One (1) Full-time custodian Tue to Sat (1) Sun – Thu 11:30am – 8:00pm (1) Tue – Sat 6:00am – 2:30pm  <b>80 hrs per weeks/7days</b>
District 35 Broad & Champlost Sts	One(1) Full-time custodian Sun to Thu One (1) Full-time custodian Tue to Sat (1) Sun – Thu 11:30am – 8:00pm (1) Tue – Sat 6:00pm – 2:30pm  <b>80 hrs per weeks/7days</b>

# **EXHIBIT**

## **III**

**REVISED PAGE 78**

**SECTION 5: PRICING AND BASIS OF AWARD**

**(PRICES QUOTED MAY NOT EXCEED THREE (3) DECIMAL PLACES)**

NOTE:

Unit Price(s) quoted below (Section 5: Pricing), will prevail in case of any discrepancy(ies) between Unit Price and "Amount" and will be the determining factor in establishing applicable contract amount(s)/award.

5.1	<b>PRICING</b>	<b><u>Aprox. Sq. Ft.</u></b>	<b><u>Cost per sq. ft.</u></b>	<b><u>Extended Amount</u></b>
5.1.1	<b>POLICE DISTRICT LOCATIONS:</b>			
	<b>POLICE DISTRICT 01</b> 24 <sup>th</sup> & Wolf Streets	<b>23,000</b>	\$ _____	\$ _____
	<b>POLICE DISTRICT 02 / 15</b> Harbison & Levick Streets	<b>18,162</b>	\$ _____	\$ _____
	<b>POLICE DISTRICT 03 / 04</b> 11 <sup>th</sup> & Wharton Streets	<b>26,000</b>	\$ _____	\$ _____
	<b>POLICE DISTRICT 08</b> Red Lion & Academy Roads	<b>15,000</b>	\$ _____	\$ _____
	<b>POLICE DISTRICT 09</b> 401 N. 21 <sup>st</sup> Street	<b>22,000</b>	\$ _____	\$ _____
	<b>POLICE DISTRICT 18</b> 55 <sup>th</sup> & Pine Streets	<b>24,000</b>	\$ _____	\$ _____
	<b>POLICE DISTRICT 22 / 23</b> 17 <sup>th</sup> Street & Montgomery Ave.	<b>28,600</b>	\$ _____	\$ _____
	<b>POLICE DISTRICT 35</b> Broad & Champlost Streets	<b>22,000</b>	\$ _____	\$ _____