

**GREATER HARTFORD TRANSIT DISTRICT
GHTD RFP #10-019
JANITORIAL SERVICES**

**ADDENDUM #2
February 1, 2019**

The Request for Proposals (RFP) is modified/clarified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified/clarified by the Addenda, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its proposal.

A Pre-Proposal Conference was held in the GHTD Conference Room on **Wednesday, January 30, 2019**, at **10:00 AM** for the purpose of clarifying the requirements outlined in GHTD RFP #10-019. The following individuals were in attendance:

Proposals are due on February 15th at 2:30 p.m. at the District offices located at One Union Place, Hartford, CT. All questions and requests for clarification regarding GHTD RFP #10-019 must be submitted in writing to LaShaunda Drake at ldrake@ghtd.org on or before noon, Wednesday, February 6th, 2019.

The following requests for clarification were submitted:

1. **INQUIRY**: Can you address if the wage scale is open or union?

RESPONSE: There is no requirement on the wage scale as the district is open to proposals from all firms.

2. **INQUIRY**: Are janitorial services of the facility currently outsourced? If so, may we have a copy of the current contract and all amendments and modifications to date?

RESPONSE: Yes. Janitorial services are currently outsourced via a contract with SMG Corporate Services. The District will not divulge contractual content on behalf of the current contractor.

3. **INQUIRY**: What is the square footage of the facility?

RESPONSE: The square footage of the facility pertaining to the scope of work for this RFP is approximately 32,000 square feet.

4. **INQUIRY**: What, if any, wage & benefit requirements (based on local, state or federal laws) apply to this RFP? i.e. minimum wage, prevailing wage, union wage, etc.

RESPONSE: There are no wage requirements for this contract. However, bidders comply with any and all wage laws/requirements of the State of Connecticut.

5. **INQUIRY**: Please provide the name of the current provider along with a copy of their contract and pricing.

RESPONSE: SMG Corporate Services is our current provider of janitorial services. The District will not disclose the terms of the contractual agreement or budgetary pricing for the current contractor.

6. **INQUIRY**: Please provide the existing shift days and corresponding shift hours currently in place, along with the current staffing profile.

RESPONSE: Exhibit D, page D3 of D5, states “Janitorial staff full time on the premises from 6:30 AM until 11:30 PM, Monday through Friday; and 7 AM to 2:30 PM and 3:30 PM to 10 PM Saturday through Sunday). Staff duties as stated are on an on-going basis repeated continuously throughout the operational day”. The District prefers to have 2 people during the day, 1 in the afternoon. The District will work with the contractor on how best to arrange staff if there are other suggestions.

7. **INQUIRY**: What are the approximate square footages of the areas that will be serviced?

RESPONSE: The square footage of the areas to be serviced is approximately 32,000 square feet.

8. **INQUIRY**: Page 12 of the RFP references mowing. Does the District provide the necessary equipment?

RESPONSE: Yes.

9. **INQUIRY**: Who is the current contract with and are they Unionized?

RESPONSE: SMG Corporate Services. Yes, they are currently Unionized.

10. **INQUIRY**: Do you accept non-union bids?

RESPONSE: Yes. The District accepts all bids.

11. INQUIRY: Do companies need to be DOT, DAS, and City of Hartford Certified?

RESPONSE: The District is a quasi-municipality, and is run like a municipality. It is not run by the State or the City of Hartford.

12. INQUIRY: What hours are the offices cleaned?

RESPONSE: Currently, there are 1st and 2nd shifts. The best time to clean the offices is the 2nd shift after 4:30 PM.

13. INQUIRY: Are office areas cleaned Monday-Friday?

RESPONSE: Yes.

14. INQUIRY: Is there a preference of how many staff the contractor should have on this job?

RESPONSE: No. There will be an amount of hours decided upon. The District prefers to have 2 people during the day, 1 in the afternoon. The District will work with the contractor on how best to arrange staff if there are other suggestions.

15. INQUIRY: Are the windows washed quarterly?

RESPONSE: Yes. The Great Hall windows and Transit Center windows are washed (inside/outside) quarterly. The Transportation Center is washed weekly. Windows on doors as needed.

16. INQUIRY: Is it the contractor's responsibility to get any lifts needed to wash the windows?

RESPONSE: The current contract does not use lifts; they use extensions to clean windows. If the contractor would like to use lifts that would be their responsibility to provide.

17. INQUIRY: The RFP mentions scrubbing the floors, but what about cleaning the carpets?

RESPONSE: The current contract does not include carpet cleaning. That would be addressed outside of the contract.

**The District will request a pricing option for carpet cleaning on a square foot basis. Please see attached cost proposal sheet.

18. INQUIRY: Does the security booth need to be cleaned?

RESPONSE: No. But the glass windows do.

19. INQUIRY: Which areas are included in the contract area?

RESPONSE: Locations included under this RFP:

- Greater Hartford Transit District Space, first floor, north wing
- Transit Center, first floor, north wing
- Great Hall, including 2 elevators, stairways and all entrances from outside -please note that the Amtrak elevator is part of these services
- Platform level – this RFP covers cleaning services for the platform level (east or building side.) That is, the Contractor will not have any responsibilities for the active Amtrak track platform. On the platform level, building side, the Contractor will be responsible for cleaning the platform, occasionally using a blower, and power washing twice a year. The windows accessible from the platform level are to be cleaned quarterly. (or as needed.)
- Transportation Center, including stairs from Great Hall, stairs up to Amtrak platform (but not including the platform level) and elevator. The hallway to the south of the Transportation Center leads to the utility space for the contractor and is to be cleaned by the Contractor. Includes bathrooms and vestibule.
- Sidewalks outside the station: the Contractor is responsible for clearing debris and emptying trash bins. The sidewalks adjacent to the bus bays are power washed as requested. The Contractor is responsible for some snow removal to assure that the public always has access to the station. The contractor is responsible for blowing leaves from the sidewalks. The District provides snow removal equipment, salt and leaf blowers.
- Parking areas under the train platform: the contractor is responsible for clearing debris from the parking areas under the platforms (both to the north and south of the Transportation Center.)
- Metal stairs from platform level: there are 2 sets of stairs from the building side platform level to the sidewalk level. The Contractor is responsible for keeping these stairs clear of snow and ice.
- Areas outside of elevators (vestibules)

20. INQUIRY: What coverage is expected on weekends and holidays? Are you cleaned 365 days per year. If not, what holidays are you closed?

RESPONSE: Yes. Hartford Union Station is a 365 day/per year operational facility and therefore will need to be cleaned every day. Currently the schedule is approximately 128 hours per week.

21. INQUIRY: On your cost proposal form what are you refereeing to as fringe in the labor cost section?

RESPONSE: For purposes of this RFP, Fringe benefits are additional compensation provided to employees above and beyond an agreed-upon wage or salary.

End of Addendum 2