



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

LAURA D. JACKSON
EXECUTIVE DIRECTOR

ADDENDUM #1

INVITATION FOR BIDS
IFB #3160002197
Custodial Services

May 15, 2018

QUESTIONS & ANSWERS:

In accordance with Paragraph 1.2 Timeline of the subject Invitation for Bids (IFB), deadline for submission of questions was 05/11/2018 at 5:00 p.m. CST. No questions were received.

PRE-BID CONFERENCE:

Minutes for the Pre-Bid Conference held at 2:00 p.m. CST on 05/07/2018 are attached.

NOTE:

Vendor must acknowledge this and any subsequent Addenda on Bid Form (Attachment A) to be considered responsive.

PRE-BID CONFERENCE

IFB #3160002197

MAY 7, 2018

2:00 PM

WOOLFOLK BUILDING, 13TH FLOOR

Present: Glenn Kornbrek, DFA, Deputy Executive Director
Roe Grubbs, DFA, Director of Capitol Facilities
Alison Bradford, DFA, Bureau Director
Jessica Rains, DFA, Administrative Assistant
Franklin Winfield, Jani-King, fwinfieldgcr@gmail.com
Al Hilton, Empire Services, al@empirenola.com
Ray Upchurch, Service Master, rupchurch@sm1call.com

- I. **Meeting Minutes:** at 1:57 pm Deputy Executive Director, Glenn Kornbrek announced to formally include meeting minutes on the addendum.
- II. **Call to Order:** at 2:00 pm by Deputy Executive Director, Glenn Kornbrek.
- III. **Introduction:**
 - a. This is the Pre-Bid conference for IFB #3160002197 to provide Custodial Services for Capitol Facilities Buildings in Jackson, Hattiesburg, and Biloxi.
 - b. The timeline is located in section 1.2 in IFB #3160002197; bid package submission deadline is 05/22/2018 at 2:00:00 pm.
 - c. The anticipated posting of written answers to questions is on 05/15/2018 at 5:00 pm.
 - d. An invitation to bids is similar to a State Contract, but varies due to the large amount of square footage under the Office of Capitol Facilities and buildings, like the museums, that are opened on days beyond regular weekdays. Buildings such as the State Capitol, require specialized cleaning due to unique floorings.
 - e. IFB #3160002197 spells out the required cleaning needed in daily, weekly, monthly, and annually specifications under Section 2.
- IV. **Buildings Included in IFB #3160002197:**
 - a. 620 North Street / 660 North Street / 700 North State Street / Robert Clark, Jr. State Office Building / Patrick Alan Nunnelee State Office Building: included in Section 2.2.1
 - b. 2 Mississippi Museums: included in Section 2.2.2
 - i. Note: 2 Mississippi Museums' operating hours include outside regular business hours, such as weekends. Most general cleaning will be done during the week.
 - c. State Service Building: included in Section 2.2.3
 - i. Note: This building is being contracted out due to location distance. It is encouraged to subcontract work with AbilityWorks – Hattiesburg.
 - d. Dr. Eldon Langston Bolton Building: included in Section 2.2.4
 - e. Alternate #1 (New Capitol Floors): Found in Section 2.2.5
 - i. Note: The New Capitol is expected to be kept in pristine conditions with cleaning done after hours.

- f. Vacant Space: Provisions for vacant space can be found in Section 2.2.6
- g. Additional Floor Cleaning: Found in Section 2.2.7

V. Attachments Included in IFB #3160002197

- a. Attachment A, Bid Form: This must be filled out completely and accurately.
- b. Attachment B, Certifications and Assurances: Signature page.
- c. Attachment C, References: The bidder may submit as many references as desired by submitting as many additional copies of Attachment C as needed.
- d. Subcontractor: A subcontractor must be identified in an attachment.

VI. Questions:

- a. Al Hilton: What is the contact information for AbilityWorks in Hattiesburg?

VII. Closing Statements:

- a. Any additional questions need to be submitted in writing prior to 05/11/2018 at 5:00 pm.
 - i. Questions about the contract portions of the procurement shall be submitted in writing to Judy Miller by mail at: 501 North West St., Suite 1301-B, Jackson, MS 39201 or by email at: judy.miller@dfa.ms.gov
 - ii. Questions about technical portions of the procurement shall be submitted in writing to Alison Bradford by mail at: 501 North West St., Suite 2002, Jackson, MS 39201 by fax at: 601.359.2875 or by email at: Alison.bradford@dfa.ms.gov
- b. After the adjournment of this pre-bid conference, attendees can request tours of the local buildings. Tours of the buildings in Hattiesburg and Biloxi can be arranged per request of appointment. Contact Jessica Rains by phone at: 601.359.3630 to schedule tours.

VIII. Adjournment: meeting was adjourned by Glenn Kornbrek.

Minutes Submitted By: Jessica Rains