



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

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EXECUTIVE DIRECTOR

ADDENDUM #2

**INVITATION FOR BIDS
IFB #3160002197
Custodial Services**

May 16, 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.

The following question was asked during the Pre-Bid Conference (as noted in Pre-Bid Conference Minutes issued with Addendum #1):

Pre-Bid Question #1: *What is the contact information for AbilityWorks in Hattiesburg?*

Response: Shelia Mills (601) 544-9530

The following questions were received via e-mail prior to this deadline with answers as follows:

Question #1: *When will there be a walkthrough of Buildings?*

Response: A walkthrough of buildings in the Jackson area was offered to all Pre-Bid Conference attendees following the meeting (as noted in Pre-Bid Conference Minutes issued with Addendum #1). Attendees were also advised that tours at a later date can be arranged upon request by contacting Jessica Rains (601) 359-3630.

Question #2: *What is the square footage of each building, carpet/tile?*

Response: Total overall square footages of buildings are provided in Paragraphs 2.2.1, 2.2.2, 2.2.3, 2.2.4 and 2.2.5 of the Invitation for Bids document. The Office of Capitol Facilities does not have square footage breakdowns of buildings by flooring type.

Question #3: Do we furnish the supplies/equipment to complete the job?

Response: Contractor shall include all equipment, cleaning supplies and personnel required to perform the scope of work identified. Toilet paper, paper towels, soap and other such items shall be furnished to Contractor by Owner for refilling of all dispensers. Refer also to modification Item #1 below.

Question #4: May we see the previous bids?

Response: Current custodial services at these facilities were contracted utilizing the Office of Personal Service Contract Review's Preferred Vendor List. The Office of Capitol Facilities does not have any information concerning that procurement.

MODIFICATIONS:

Item #1: Refer to Paragraph 2.2 and modify "The work shall consist of..." as follows:

The work shall consist of custodial services, to include any/all required personnel, equipment and cleaning supplies, at DFA buildings at 620 North Street, 660 North Street, 700 North State Street as well as at the Robert G. Clark, Jr. State Office Building, the Patrick Alan Nunnelee State Office Building, and the 2 Mississippi Museums in Jackson, the State Service Center in Hattiesburg, and the Dr. Eldon Langston Bolton Building in Biloxi on a scheduled basis. Where Contractor is required to refill dispensers, such consumable supplies shall be furnished to the Contractor by the Owner. Alternate #1 shall add such work at the New Capitol in Jackson. All work of this contract shall be performed under the direct supervision of experienced and qualified Contractor personnel.

Item #2: Refer to Sub-Sub-Paragraph 4.1.6.2 *Supervision* and modify "Bidder shall propose..." as follows:

Bidder shall propose provision of experienced and qualified supervisory personnel who will be present at all times during performance of any and all work of this contract including work performed by on-site workers during regular working hours and weekends at the 2 Mississippi Museums but excluding work performed by on-site workers during regular working hours at locations included in Sub-Paragraph 2.2.1. Work shall be validated by completion and submission of weekly Custodial Completion Checklists for each facility in a format acceptable to or provided by the Office of Capitol Facilities. Contractor Account Manager(s) shall be made available for regularly scheduled progress meetings with representatives of the Office of Capitol Facilities and/or tenants on not more than a monthly basis. Bidder shall document on Certifications and Assurances Form (Attachment B) that Bidder has and/or will provide appropriate personnel will be provide same throughout the contract term.

Item #3: Refer to Sub-Paragraph 4.4.2 and modify "Maintain a pool of workers..." as follows:

Maintain a pool of appropriately trained workers sufficient to meet the Office of Capitol Facilities' needs throughout the initial Contract term and any subsequent renewals;