



**ADDENDUM No. 1**

<b>RFP No.</b>	21-003
<b>RFP TITLE:</b>	Janitorial and Related Services
<b>ISSUE DATE:</b>	June 3, 2022

**To all potential offerors:**

This Addendum is being issued to amend and or clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. The following are changes and or modifications:

1. Attached are AlexRenew's answers to the questions received.
2. Attached is the current contract rates information.
3. Attached is the sign-in sheet for the preproposal conference and slides.
4. Replace Appendix E with the attached Revised Appendix E

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

**Acknowledgment:**

Name of the Firm:
Signature/Title:
Date:

**RFP NO. 21-003  
JANITORIAL AND RELATED SERVICES**

**ANSWERS TO QUESTIONS RECEIVED AS OF 5/25/2022**

#	QUESTION	ANSWER
<b>1</b>	Is this contract be covered by a collective bargaining agreement?	No
<b>2</b>	Is GS-42 certification required for participation and award of this contract, or Is the requirement to follow and comply with RFP requirements for Sustainability and Well Building standards?	Yes, GS 42 certification and the sustainability and Well Building requirements are mandatory.
<b>3</b>	Are the holidays listed on page 6, item C, the days when services are not required? Are the listed holidays applicable to all facilities or will some of the facilities require service during holidays	The holidays are only applicable to the EC, other buildings are excluded. During the observed holidays services for EC are not required. However, the services are required for other buildings.
<b>4</b>	Please confirm cleaning requirements for the Laboratory and Laboratory office area	The services for the lab require floor care, and countertop care, the contractor shall not touch or move equipment and items on the counters.
<b>5</b>	Please confirm the required window cleaning frequency, quarterly or semi-annual?	Please refer to Frequency of Janitorial Services, on page 17 of the solicitation.
<b>6</b>	Could you provide the total # of refrigerators and microwaves that require quarterly cleaning on the inside?	AlexRenew has 7 full-sized, 4 mini-refrigerators, and 6 microwaves.
<b>7</b>	What will be the initial contract term and the number of optional renewal years?	It will be a five-year contract
<b>8</b>	Are Surety Standard Annual forms acceptable for the performance bond?	Yes
<b>9</b>	For this item, could you please provide cleaning specs, frequency of cleaning, and number & location of booths since we did not see them during the building tour?	There are 4 guard booths that will need counters, floors, and trash taken care of. The north gate guard booth also has a bathroom that needs to be cleaned.
<b>10</b>	This service is a semi-annual service, but the pricing sheet requires a monthly estimated # of hours, Price per Month, and Annual cost <ul style="list-style-type: none"> <li>• Should the pricing be prorated on a monthly basis?</li> <li>• Will this service be billed monthly or billed separately upon completion of each semi-annual cleaning?</li> <li>• In order to calculate accurate pricing, could you provide the total # of windows that require inside/outside cleaning?</li> <li>• If the total # of windows is not available, could you accept PRICING as "COST PER WINDOW"?</li> </ul>	No, the prices should reflect the required frequency (i.e. semiannual). This service will be billed following its delivery (i.e. twice a year).  You can estimate the number of windows based on the square footage and aerial map.
<b>11</b>	Item 10.0 Porter Services (monthly fee based on 8 hours a day/6 days a week) <ul style="list-style-type: none"> <li>• Would this be pricing for one permanent Full-Time Porter, 6 days per week?</li> </ul>	The pricing shall be hourly (on a needed basis) <ul style="list-style-type: none"> <li>• Yes.</li> <li>• It varies, depending on the assignment.</li> <li>• Porters will be responsible for ensuring the</li> </ul>

#	QUESTION	ANSWER
	<ul style="list-style-type: none"> <li>• Would this pricing be for an afternoon/evening porter or for a day porter?</li> <li>• What would be Porter's duties or services provided?</li> </ul>	facility is clean and presentable to staff and visitors during and after an event. They can perform basic cleaning and general maintenance tasks, including front lobby support, restroom restocks, and trash removal. Prior to requesting porter services instructions for specific duties will be given.
12	Start date of the contract	Please refer to the schedule provided in the RFP
13	End date of the contract	The resultant contract will be for a five-year period.
14	Current contractor?	LT Services
15	Can current employees be hired?	AlexRenew has no position on this question.
16	What's the annual pricing?	Please see the attached contract rates.
17	What time frame will the service be done?	Refer to the scope of work in the RFP
18	What type of hand towel dispensers?	We have different types for each building. This can be narrowed down during contract negotiations.
19	What are the current shifts employees work?	AlexRenew is 365 days/7 days/24 hour operation.
20	How many shifts does the plant operate?	See above
21	Do they have their own Day Porters, if so what hours do they work?	Can't provide an answer as it is unclear what is being asked here.
22	Who is the incumbent	See the answer to question #14
23	How many staff members are there?	110 staff + visitors and contractors
24	Are the storage rooms locked?	Yes
25	How many janitors does the current incumbent use?	We cannot provide an answer to this question.
26	What is the annual contract value?	Approximately \$170,000 depending on service needs
27	How many restrooms are there?	Refer to the RFP
28	How many locker rooms are there?	Refer to the RFP
29	How many urinals/ toilets/ sinks are there in total?	Refer to the RFP
30	How many square feet are there in each building?	Refer to the RFP
31	Are there seat covers required for the restrooms?	Yes
32	What is the requirement for the utilization of "All Green" products?	Refer to the RFP
33	Are the services requested for the RFP 21-003 is same as the current services?	Yes, with some modification
34	Does the current contractor provide 7 days of service for buildings G and L?	Yes
35	Does the current contract include the window services? If yes, then what is the frequency?	Yes, semiannual.
36	What type of service and frequency is requested for Security guard booths and EC garage?	For information about the type of services refer to the answer to question #9. The frequency of services will be seven (7) days a week.
37	What other type of services besides polishing and empty trash can that Alex Renew Enterprises requires for Side Walks and Exteriors?	Picking up any debris from sidewalks.
38	What is the parameter from the building foundation to the exterior outer line that is considered the exterior cleaning space require?	From the building to the sidewalk curb
39	Would you also share the question from	Yes, they are included herein.

#	QUESTION	ANSWER
	other vendors and answers from Alex Renew Enterprises?	
40	<p>Under Sample Contract, Page 38, it stated: "3. Adjustment in Fees and Charges...Fees and charges may be adjusted for the Subsequent Agreement Term; however, the Contractor agrees that it shall not increase the rates more than once during any twelve (12) month period during the Agreement Term. No such increase shall exceed the percentage of change in the U.S. Department of Labor Quarterly Employment Cost Index for the 3-month period ending in September of each year of the Agreement or three percent (3%), whichever is lesser. Any adjustment in fee(s) and price(s) that result from this provision will become on the anniversary of the Effective Date of Agreement and will be binding for the next twelve (12) months on the parties."</p> <p>Please provide the website of where the U.S. Department of Labor Quarterly Employment Cost Index for the 3-month period ending in September. (We usually see the contract to allow an increase according to CPI-U, but are not aware of the above)</p> <p>The cost of inflation, supplies, and operation costs has increased tremendously, will the Alex Renew Enterprises consider an increase according to CPI-U to offset inflation or consider more than 3% maximum?</p>	This clause can be negotiated with the selected contractor.
41	Is Snow removal part of the scope of work?	No
42	Is window cleaning in the main building done quarterly is that included in the price?	Refer to the RFP
43	What is the preferred method of submitting this RFP (eVa, mail, email)?	As stated in the RFP, AlexRenew will not accept proposals received via email. Proposals must be in hand in the office of the Bid Clerk at 1800 Limerick Street, Alexandria, Virginia 22314 by 4:00 PM on the 16th day of June 2022
44	Does this contract follow the Alexandria Living Wage, Alexandria Minimum Wage, or VA Minimum Wage? Please also provide the current wage rate.	The resultant contract doesn't follow the City of Alexandria's Living Wage requirements. However, it does require that you pay your staff fair wages in accordance with federal and state laws.
45	Do RFP forms such as Insurance Check List, etc. count toward the page limit? For Ex: Page 19-Sec 2. Address compliance with minimum Qualification (Max 2 pages)...a) provide 5 references, b) Provide insurance checklist signed and letter from the bonding company.— Insurance checklist and letter from bonding company already take up 2 pages, there would be no allowable pages left for the 5 references. As the result, can the technical writing be limited to 2 pages, but any RFP forms, letters, charts, manuals,	Those pages don't count as part of the page limit.

#	QUESTION	ANSWER
	etc. can be included in the Appendix without page restriction.	
46	Section 3 (page 19): Organizational Profile (Max 6 pages): the employee's handbooks, training manuals, safety manuals, etc. can be hundreds of pages. Can we just explain briefly in this section, and then include the TOC of the handbook and training manual at the end of the proposal under the appendix section?	Yes, or provide links to the online version of the same.
47	If we have an Appendix section at the end of the proposal to include manuals, forms, handbooks, charts, and supporting documents, will these count toward the page limit?	No, that won't count towards the page limit.
48	Who is your current Janitorial Service contractor?	Refer to the response to Question#14.
49	What has the current monthly or annual contract cost?	Please refer to the attached current contract rates.
50	Have there been any changes in scope and/or frequencies, if so, what has changed?	Refer to the attached contract rates and the Scope of Work included in the RFP.
51	Is this contract subject to minimum wage, wage scale, union wages, or any other payment requirements?	Refer to the response to Question#44
52	What is the annual budget for the services outlined in the RFP?	Refer to the response to Question#26.
53	What is the performance bond amount or %?	100% of the contract amount
54	Are annually renewable forms acceptable?	Yes
55	Are surety standard forms acceptable or will Alexandria Renew provide its own performance bond form?	AlexRenew will be providing the forms.
56	How many total day porters are required?	1
57	What are the preferred cleaning service times at each location?	The timing of services can be proposed based on the timeframe provided in the RFP.
58	Are there any spaces that require cleaning during the daytime?	Refer to the RFP
59	What is the estimated number of events per month or year that require porter services?	Approximately 5 per month
60	What is the estimated average # of guests at these events?	It varies
61	Are the events held during the day porter regular schedule or after/hours and weekends including Sundays?	It varies
62	What is the desired frequency of cleaning for the EXTERIOR windows, i.e. monthly, semi-annually, annually, or other?	Refer to the RFP requirements
63	What is the estimated number of exterior windows that need to be cleaned?	Refer to Question 10
64	<p>Could a non-small/non-minority prime contractor receive the award to perform all the services under this contract? In other words:</p> <ul style="list-style-type: none"> <li>Is small and minority-owned business subcontracting participation optional or mandatory? If mandatory, is there a required percentage participation goal?</li> </ul>	Yes, a non-small/non-minority prime contractor may receive the award to perform all the services under this contract, however, we encourage the utilization of small businesses as subcontractors.

#	QUESTION	ANSWER
65	Could you confirm that you are, in fact, requiring hard copies of the proposals vs electronic (USB, email, or online) copies? The requirement for hard copies is something we haven't encountered in a while. Most RFPs we've responded to over the past few years request either an email submittal or online submittal through a website/link, so just double-checking.	Refer to response to the question #43
66	Could you provide the contract term and optional years for this agreement, please?	It will be a five-year contract.
67	Will Alexandria Sanitation Authority accept an annual performance and payment bond in the annual contract amount?	Yes
68	Can we receive confirmation if they have their own bond forms	Yes
69	It looks like they only require a bond letter at the bid stage and not a bid bond, is that correct?	Yes



**Board of Directors**  
John Hill, Chair  
James Beall, Vice Chair  
William Dickinson, Sec'y-Treas  
Bruce Johnson  
Adriana Caldarelli

**Chief Executive Officer**  
Karen L. Pallansch, P.E., BCEE

**General Counsel**  
McGuireWoods, LLP

**CONTRACT NO. 15-014**

**AMENDMENT NO. 8**

**Schedule of Locations and Prices**

Location	Monthly Cost
<b>Building G</b>	\$330.33
<b>Building G – Training Room, Lobby, Break Room, and walkway</b>	\$1,534.90
<b>Building G – Laboratory, Locker Room</b>	\$927.68
<b>Building G – Rest Rooms (once a day cleaning and twice a day sanitizing)</b>	\$333.45
<b>Building G – Control Room (once a day cleaning and twice a day sanitizing)</b>	\$230.85
<b>Office Trailer</b>	\$78.04
<b>Building L</b>	\$532.12

1800 Limerick Street, Alexandria Virginia 22314 • 703-549-3381 • alexrenew.com

Alexandria's Water Transformers



Environmental Center – 1 <sup>st</sup> Floor	\$1,389.31
Environmental Center – 2 <sup>nd</sup> Floor	\$1,019.54
Environmental Center – 3 <sup>rd</sup> Floor	\$943.37
Environmental Center – 4 <sup>th</sup> Floor	\$1,080.73
Environmental Center – 5 <sup>th</sup> Floor	\$1,186.98
Environmental Center – 6 <sup>th</sup> Floor	\$908.50
Building A – Daily cleaning of restrooms and restocking	\$330.33
Building C – Daily cleaning of restrooms and restocking	\$330.33
<b>Total Monthly Billing</b>	<b>\$11,156.46</b>

All other terms and conditions of the Main Agreement shall remain in full force and effect.

**ACCEPTED AND APPROVED:**

**ALEXANDRIA RENEW ENTERPRISES:**

**LT SERVICES, INC.**

*Karen L Pallansch*

*Michael Nguyen*

By: Karen L. Pallansch

By:

Chief Executive Officer

CEO

Title

Title

7.26.21

June 9, 2021

Date

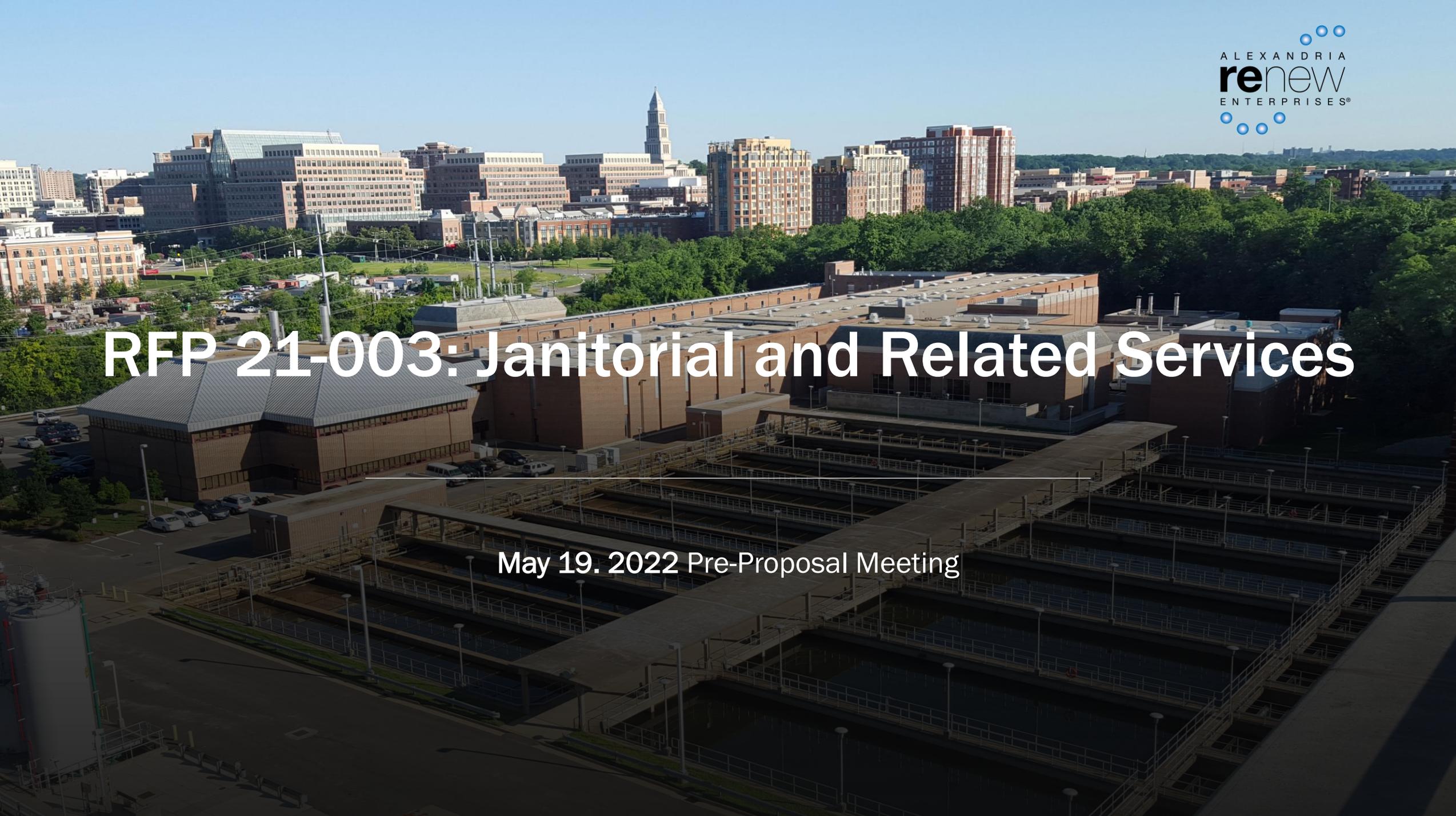
Date

**-INTENTIONALLY LEFT BLANK-**

1800 Limerick Street, Alexandria Virginia 22314 • 703-549-3381 • alexrenew.com

Alexandria's Water Transformers





# RFP 21-003: Janitorial and Related Services

May 19, 2022 Pre-Proposal Meeting

# Meeting Agenda

- Welcome and Introductions
- Overview of AlexRenew
- RFP Purpose and Project Requirements
- Overview of Solicitation Documents
- Questions

# Overview of AlexRenew

---

# AlexRenew At-A-Glance

- Serves over 300,000 customers in Alexandria and Fairfax County
- Independent political subdivision created under the Virginia Water and Wastes Authority Act in 1952
- Led by a five-member citizen Board of Directors
- AlexRenew is primarily funded through sewer rates

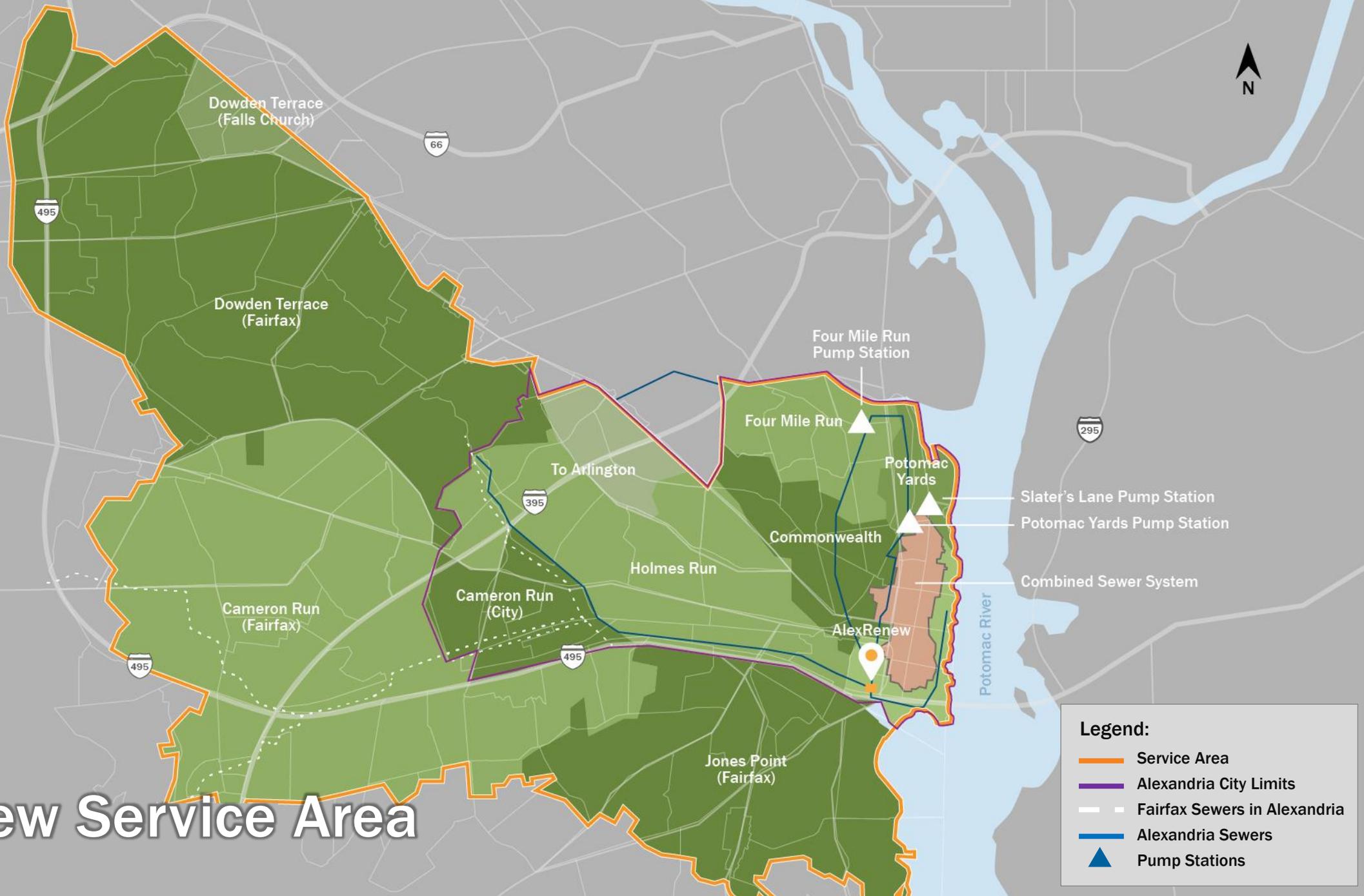
**4** pumping stations throughout Alexandria

**4** combined sewer outfalls

**20** miles of sewer interceptors

**38** million gallons of wastewater treated every day at our wastewater treatment plant

# AlexRenew Service Area



**Legend:**

- Service Area
- Alexandria City Limits
- Fairfax Sewers in Alexandria
- Alexandria Sewers
- Pump Stations

# Strategic Outcomes for an Expanded 2040 Vision



## Operational Excellence

*100% compliance with all imposed mandates through continuous improvement efforts documented by EMS*



## Public Engagement and Trust

*Transparency in all public interactions*



## Watershed Stewardship

*Sustainability and resiliency integrated through effective partnerships*



## Adaptive Culture

*All employees continue to be fully-rounded water professionals*



## Effective Financial Stewardship

*Provide clean water cost effectively and efficiently*

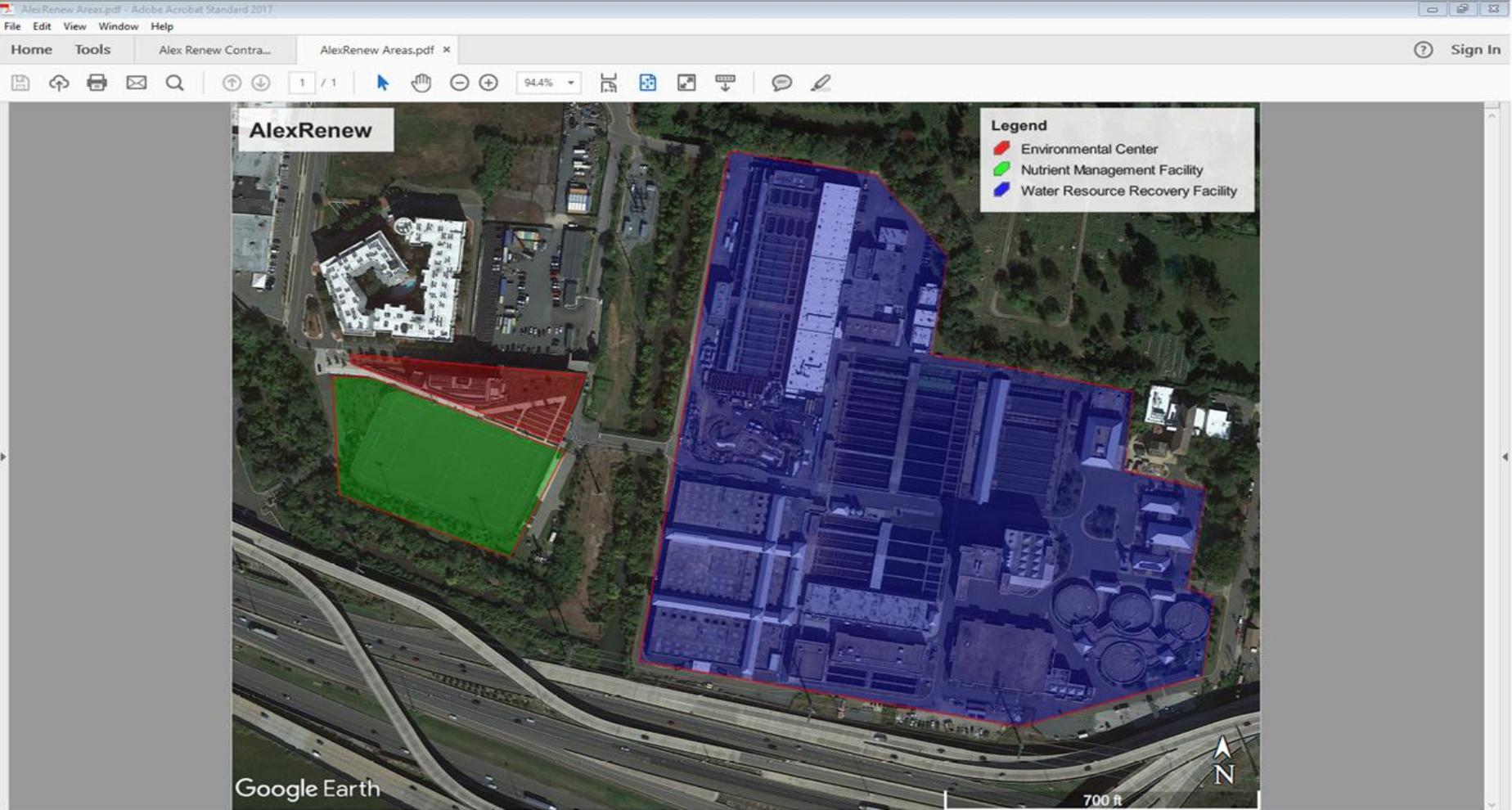
# Our 2040 Vision



Effectively partner with all watershed stakeholders to:

- Enable local citizens to **embrace the best use of water resources and establish a personal connection with local waterways.**
- Sustainably manage water as a single resource through the entire water cycle.
- **Create a healthy environment and improve our quality of life** through the exceptional reclamation of used water resources.
- Maximize use of multiple financial options to continue our fiscal stability.

# Aerial Foot Print of the Facilities



# **RFP Purpose & Project Expectations**

---

# Purpose of the RFP

- The purpose of this Request for Proposal (RFP) is to solicit proposals from firms that can demonstrate that they possess the organizational, functional, and technical capabilities to provide complete professional janitorial and related services for AlexRenew's facilities.
- Firms responding to this RFP must be reputable, bonded, and capable of furnishing required material, equipment, transportation, supplies, tools, apparatus, incidentals, labor, and supervision necessary to provide superior janitorial services for AlexRenew as defined in this RFP document. The intent is soliciting proposals is to allow for a competitive process while maintaining high-quality janitorial services.
- The result of this RFP will be a five year contract.

# Overview of Facilities and their Size

Building	Total Occupied GSF	Number of Floors	Number of Restrooms	Number of Restroom Stalls
Environmental Center (EC)	103,397	6	17	39
Building G	7,172	2	4	18
Building A	1,636	1	2	2
Building C	3,227	1	1	4
Building L	3,391	1	3	3
Totals	118,823	-	26	66

# AlexRenew's Sustainable Policy

As a leading sustainable and resilient utility and in compliance with WELL Health-Safety Rating guidance, AlexRenew promotes the purchase and use of environmentally preferable products and services for janitorial services.

## Procedures include:

- Service provider maintains a Green Seal® certification as a GS-42 Commercial and Institutional cleaning firm.
- Cleaning chemicals are diluted from concentrated products;
- Products contain minimum packaging material and/or recycled materials;
- Products are classified “low hazard” or “safer”;
- Product packaging is recycled to the extent possible; and
- Chemical solutions are properly disposed of to prevent them from entering storm drains.

# Frequency of Services

Building	Frequency of Service
<b>Building G</b>	
Restrooms	once a day/7 day a week
Café all surfaces	once a day/7 day a week
Locker Room	once a day/7 day a week
Laboratory office area	once a day/7 day a week
New bldg. G conference room	once a day/5 day a week
Hallways	once a day/7 day a week
Café Windows	Twice a year (Spring and Fall)
Café Dishwasher Need to start and/or empty the dishwasher as needed	once a day/7 day a week
Café refrigerator, microwave, coffee maker, and other appliances (exterior)	once a day/7 day a week
Café refrigerator and microwave (inside)	Quarterly
Offices	once a day/7 day a week
Control Room	once a day/7 day a week
<b>Building A</b>	
Restrooms only	once a week
<b>Building C</b>	
Restrooms only	once a week

# Frequency of Services Contd.

Building	Frequency of Service
<b>Building L</b>	
Restrooms	once a day/7 day a week
Control Room	once a day/7 day a week
<b>EC</b>	
Restrooms	once a day/5 days a week, excluding AlexRenew-observed holidays
Café – all surfaces	once a day/5 days a week, excluding AlexRenew-observed holidays
Hallways	once a day/5 days a week, excluding AlexRenew-observed holidays
Windows	Twice a year (Spring and Fall)
Café refrigerator, microwave, coffee maker, and other appliances (exterior)	once a day/5 days a week, excluding AlexRenew-observed holidays
Café Dishwasher Need to start and/or empty the dishwasher as needed	once a day/5 days a week, excluding AlexRenew-observed holidays
Café refrigerator and microwave (inside)	Quarterly
Offices	once a day/5 days a week, excluding AlexRenew-observed holidays

# Overview of Solicitation Documents

---

# Solicitation Documents

- Electronic copies of RFP Documents can be found at:
  - AlexRenew Website: <https://alexrenew.com/node/256>
  - eVA – Commonwealth of Virginia website: <https://eva.virginia.gov/>
- All official notifications provided through AlexRenew’s website.
- AlexRenew is not responsible for RFP documents and addenda obtained from other sources

# RFP Schedule

Event	Date
RFP Issued	05/04/2022
Pre-Proposal Meeting	05/19/2022
<b>Deadline for Submission of Questions</b>	<b>05/24/2022 (5:00 PM)</b>
<b>Deadline for Submission of Proposals</b>	<b>06/16/2022 (4:00 PM)</b>
Interviews	Week of July 21, 2022
Negotiations	Week of August 8, 2022
Expected Date for Issuance of Notice of Award	Week of August 22, 2022

# Solicitation Documents

- Procurement Type

- Competitive Negotiation (RFP) procurement process as defined/authorized in the Virginia Public Procurement Act (VPPA)

- Competition Intended

- Respondents to advise the Purchasing Agent *in writing* if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source.
  - Send notification to: [purchasing@alexrenew.com](mailto:purchasing@alexrenew.com)
  - Subject line of the email: RFP No21-003 Questions.
  - Notification submitted no later than fifteen (15) days prior to June 16, 2022

# Evaluation Process





Questions?



To learn more, visit [www.alexrenew.com](http://www.alexrenew.com)

**RFP NO. 21-003 -Janitorial and Related Services**

**Pre-Proposal Conference**

**May 19, 2022, 10:00 AM.**

NO.	ATTENDEE NAME	PHONE	EMAIL	COMPANY NAME
1	Brittney Montan	804-314-3072	brittney.montan@pegasusclearing.com	Pegasus Cleaning
2	Christel Pineda	202 923 8070	cpineda@senhalservices.com	Senhal Services
3	Michael Wessman	202-507-5334 <del>202-944-9242</del>	michaelwessman@pmc.com	Prime Services Maintenance
4	Quamar Nabil	703 649 1331	quamar.lt09@gmail.com	IT Service
5	Tong Dinh	703-342-4638	T.govpm@gmail.com	Gov Services, Inc
6	Deirda Lora	301 276 1081	hlora@abm.com	Associated Building Maint
7	Bibione Vasquez	410-721-1818	bvasquez@abm.com	Associated Bldg. Maint
8	Scott Lusting	301-448-9155	spusting@pmc.com	PM Companies
9	Raola Valaguez	301-448-9155	rvalaguez@pmc.com	PM Companies
10	Stephanie Harkay	703-309-2798	stephanie.harkay@abm.com	ABM
11	Yicki Cruz	340-252-3654	ycruz@accleaning.com	ACP.
12	Nirvairs Shivdani	571 488 3152	Nirvairs@sscsllc.com	SunShin commercial clean
13	Stan Ahn	443-883-5212	sahn@jmaint.com	CS Maintenance
14	Alvario Perez	240 705 0891	alvario.perez@asm.com	ASMA
15	Omair Dahi	571-213-9462	dahir.consolids@smi.com	Dahir Consolids
16	Edward Brooks	301-773-2001	E.Brooks@brooksbroads.com	Brooks & Brooks Services
17	SMELY JOHNSON	571-225-1432	sjoan@qocitywide.com	City Wide Facility Support

NO.	ATTENDEE NAME	PHONE	EMAIL	COMPANY NAME
18	Billy W. Alston Sr.	703-594-3710	Mister Janitor@aol.com	Mister Janitor
19	Addis Kassie	(301) 792-0215	info@greatoakcleaning.com	Great Oak Cleaning Solns
20	Edwin Velasquez	(703) 586-2644	juvcleaningser@gmail.com	J.V. Cleaning Service
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				