



CITY OF STAMFORD
OFFICE OF ADMINISTRATION
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ADDENDUM NO. 3
(March 6, 2019)

Request for Proposals No. 769

Maintenance Services for Government Center and Police Headquarters

Addendum No. 3 is being issued to all potential bidders to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the Contract Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments must be acknowledged, either in the space provided on the Bid Form or on the Contractor's Form of Proposal. Failure to do so may subject the Bidder to disqualification.

The items and references:

Please note – Custodians will not be permitted into the following rooms:

Room 017
Room 117
Room 341

Q: What is the name of the contractor Maintenance Contractor and current Custodial Services company providing the services?

A: SMG Corporate Services

Q: Please provide a copy of the current contracts and all amendments and modifications to date of the above.

A: FOIA requests can be submitted to Natasha Townsend, Contract Compliance Officer.

Q: Please provide a copy of any and all current Collective Bargaining Agreements for this project.

A: Proposers should contact Local 30, Operating Engineers and Local 32BJ.

Q: If the awarded contractor, please provide a list of consumables and annual ordering amounts required.

A: This information is not available from the COS.

Q: Please provide a copy of the pre-bid sign in sheet for each of the buildings.

A: Attached.

Q: What is the name of the company currently providing services for the Government Center?

A: SMG Corporate Services

Q: When is Police Dept. HQ slated to be completed?

A: Substantial completion by March 21, 2019.

Q: What is the expected occupancy date for the Police Dept. HQ?

A: Partial occupancy by the 1st week of May; full occupancy by the 1st week of June 2019.

Q: What is the current staffing for day and night cleaning at the Government Center?

A: See RFP Section 1.9 and Section 2.8.

Q: According to the janitorial scope, the awarded vendor is to shampoo all carpets once per year. What is the expected frequency and scope of services for hard surface floor care?

A: See RFP Section 2.9.

Q: Please provide a breakdown of SF of each restricted access room in regard to daytime cleaning.

A:

Basement

- Bomb Squad Garage Bay – 1, 257 SF
- Bomb Squad Work Area – 1,298 SF
- Bulk Evidence – 690 SF
- CSU Garage Bay – 711 SF
- SRT Garage Bay – 1,024 SF
- Armory – 309 SF

First Floor

- Evidence Room – 1,542 SF
- NOC LT Office – 207 SF
- NOC Work Area – 2,177 SF
- Secure Records – 101 SF
- Adult Detention – 2,398 SF

Second Floor

- SRT Office – 1,740 SF
- Pension Office – 219 SF

Third Floor

- Union President's Office – 162 SF
- Digital Forensics – 852 SF
- Crime Scene Unit – 686 SF

Q: In regard to page 5/25, Section B. refers to janitorial staff being accompanied by an officer assigned to the area... Will this be a Police Officer?

A: Yes

Q: Will existing personnel from the current Police HQ be guaranteed positions at the new Police Dept. HQ?

A: RFP No. 769 is issued to find a vendor with the capacity to clean and maintain the new Police Headquarters. It is not our intention to have COS employees provide custodial services in the new building.

Q: If the custodians for the new Police Dept. HQ and Government Center are guaranteed positions for a minimum of 90 days, please provide their current hourly wages by position and shift including number of hours worked per week.

A: N/A to Police Headquarters. Government Center - To be determined by Local 30, Operating Engineers and Local 32BJ.

Q: Please provide the current staffing levels at the Government Center for custodial and maintenance, by position and shift.

A: See RFP Section 1.9 and 2.8.

Q: Will the awarded vendor be responsible for final construction cleanup? If so, will this be at an additional charge.

A: No

Q: Will the General Contractor be responsible for the final finishing of all hard surface floors prior to occupancy? If not, will the awarded vendor provide at an additional charge?

A: Yes

Q: Please provide the number of city employees by building.

A: Government Center daily population fluctuates between 300 to 500 individuals.

Police Headquarters

People/Officers inside offices: M-F, 7a-3p, 70-75 people

M-F, 3p-11p, 25-30 people

Sat & Sun, 7-3 & 3-11, 25-30 people

Approx. 25 officers come/go into the building between 6:30am-7:30am, between 2:30pm-3:30pm, and again between 10:30pm-11:30pm, seven days a week.

Q: Please provide the number of spaces for each parking garage.

A: Police Headquarters – 170. Government Center – 550.

Q: Please provide the number of bathrooms per building with number of fixtures and type of floor surface.

A: Police Headquarters – refer to the drawings. Government Center – information provided via site meeting.

Q: Please provide a list of mechanical equipment by building.

A: Police Headquarters – refer to the drawings. Government Center – a list will be provided to the selected vendor.

Q: Does the City have a list of preferred/certified vendors that can be shared?

A: Information will be provided to the selected vendor. See RFP Section 2.5.

Q: Please provide a list of all current and approved capital projects for 2019-2020? Is the FM company involved in capital projects?

A: Budget process is underway. The FM company is not involved in capital projects.

Q: What has been the total of additional revenue, outside of the base contract, for services requested or projects from the city over the last three years? Can a list of those items be provided?

A: N/A

Q: What are requirements in the cafeteria? Is an outside service vendor contracted to run and what are they responsible for?

A: See RFP Section 1.1 – food and beverage service is not part of this RFP.

Q: Please provide copies of the fire evacuation plans for each floor of each building.

A: Police Headquarters – not available. Government Center – to be provided to the selected vendor.

Q: Please provide the weighting for each of the four evaluation factors referenced on page 23/25 – Section 4.0 - Proposal Evaluation.

A:

Proposals will be evaluated on:

Pricing - 40

Experience - 15

Work Plan - 40

References - 5

Q: What is the current Work Order system being utilized for the buildings? Is the software owned by the City or will the awarded vendor be required to bring in their own system?

A: No Work Order system in place.

Q: In regards to Maintenance Services, does the City own tools and equipment that the awarded vendor will have access and use of? If so, please provide a list of said equipment.

A: No – awarded vendor must provide all tools and equipment.

Q: Please provide the name of the company currently providing security services.

A: Century Protective Services

Q: Regarding Section 2.6 - Landscaping, “the contractor will provide personnel to properly providing all the landscaping needs...” can this service be outsourced by the awarded vendor?

A: See RFP Section 1.8.

Q: Who will be responsible for the watering and care of the two live trees that are to be installed in the lobby at the new Police Dept. HQ?

A: The selected vendor will be responsible for the two live trees in the lobby of the Police Headquarters.

Q: Will the contract be awarded to one company or will it be awarded to different company?

A: One company.

Q: Are there any advantages to submitting a proposal as a MWBE (Minority Women Business Enterprise) ?

A: The City of Stamford encourages participation and inclusion of small, minority and women-owned businesses.

Q: If yes, how should we reflect this status?

A: See RFP Section 3 - Part 2 - Proposal response which includes qualifications, references and work plan. Complete the CHRO Contract Compliance Form.

Q: How is the previous RFP for the Government Center different from the new RFP?

A: The previous RFP is on eBid. It did not include the Police Headquarters.

Q: Can you provide the staffing level at the old police station?

A: 4 custodians

Q: Can you direct me to where i maybe able to find the spec for the old police station (number of cells, bathroom etc)

A: Plans for the old Police Headquarters are not available.

Q: Can you please provide a copy of the sign in sheet for the walk-through

A: Attached

Q: Is the City expecting dedicated "Operating Engineers/Mechanics" for the Police Headquarters Building?

A: See RFP Section 1.9.

Q: Will the Contractor's space in the Police HQ be furnished?

A: Yes

Q: Is the City providing a PC / printer for the Contractors space at the Police HQ?

A: Yes – consumable supplies (i.e. toner, paper, etc.) are the responsibility of the Contractor.

Q: Does the contractor have any responsibility in the commissioning or acceptance of equipment, systems, etc for the Police HQ?

A: No

Q: Will the contractor be provided with all warranties / operational manuals for the equipment, systems etc for the Police HQ?

A: Yes

Q: Will the city provide the necessary tools & equipment required for the maintenance of the equipment, systems etc for the Police HQ?

A: No

Q: What are considered normal working hours at the Police HQ and does the City expect on-site coverage 24/7/365 for the Police HQ?

A: Custodians worked 7 am to 3 pm – see RFP Section 2.9 page 21 of 25

Q: Will the contractors personnel be trained on the new systems and equipment for the Police HQ by either the City's Construction Manager or the Manufacturer of the equipment & systems?

A: Videos will be provided.

Q: Is the City providing a CMMS for the equipment & Systems at the Police HQ

A: No

Q: What is the anticipated occupancy date for the Police HQ?

A: Partial occupancy by the 1st week of May; full occupancy by the 1st week of June 2019.

Q: How many people are planning to use the Police HQ on a daily basis?

A: Police Headquarters

People/Officers inside offices: M-F, 7a-3p, 70-75 people
M-F, 3p-11p, 25-30 people
Sat & Sun, 7-3 & 3-11, 25-30 people

Approx. 25 officers come/go into the building between 6:30am-7:30am, between 2:30pm-3:30pm, and again between 10:30pm-11:30pm, seven days a week.

Q: Who is responsible for paper & plastic for the Police HQ?

A: Vendor provides all supplies. The COS will pick up recyclables and trash from the Police Headquarters and Government Center.

Q: Will there be an extended date for questions to be submitted?

A: No

Q: Will the proposal due date be extended?

A: No

Q: How do we obtain police internal affairs background check and statewide police background checks per the RFP pages 6 and 7?

A: Stamford Police Department Internal Affairs will coordinate background checks with the selected proposer. Statewide Police background checks are the responsibility of the proposer.

Q: How long will it take the police department to return the background check?

A: Stamford Police Department Internal Affairs will complete their background checks in one (1) week to ten (10) days.

Q: Please confirm the square footage in the walk yesterday.

A: Police Headquarters – refer to the drawings. Government Center – See RFP Section 1.1

A.

Q: Will there be one "direct contact" at both locations?

A: Yes

Q: Who will pay for the background checks that are required for every employee?

A: Statewide checks are the responsibility of the proposer; Stamford Police Department Internal Affairs background checks will be completed at no cost.

Q: Can you please list the number of rooms that will require an “escort”?

A: See RFP Section 2.9.

Q: Would parking passes be needed for the garage? Cost?

A: No – no cost.

Q: In regards to the provision of custodial services, who will be responsible for the purchase of consumable supplies, i.e. paper, plastic, etc.? If the awarded contractor, please provide a list of consumables and annual ordering amounts required.

A: See RFP Section 2.9 – Cleaning Supplies and Equipment.

Q: Engineering services are requested at the police station “to provide full coverage”. Can you please advise of the hours that they would like to have onsite personnel?

A: Proposer is responsible for determining the hours necessary to provide full coverage.

Q: Landscaping services is required at the Police Station. Can you please advise how large is the area and is there any other requirement other than mowing?

A: See attached L1.1 Police Station landscaping.pdf

Q: Landscaping services is required at the Government Center. Can you please confirm that it includes all areas around the perimeter of the building as well as the 4th floor plaza area?

A: Confirmed

Q: Can you advise if there will be a fee for contractor personnel that are background checked through the police department?

A: Stamford Police Department Internal Affairs background checks will be completed at no cost.

Q: Do you anticipate the contractor using unionized personnel at the police headquarters?

A: Yes

Q: Under supplies and equipment the phrase “supplies of every description” is unclear. Can you clarify the list of supplies that the contractor will need to supply outside of what is needed for our cleaning purposes?

A: Proposer must determine and supply whatever tools and supplies are necessary to fulfill the terms and conditions of the RFP.

Q: How will additional service requests , such as annual Christmas tree set-up, be handled? Would this be considered a billable item?

A: Yes

Q: Can you confirm that all regular preventative maintenance performed by engineers should be built into the overall annual cost?

A: Yes

Q: Currently there are 4 FT Day porters at the Government Center. Can you please confirm that the Stamford Government Center would like to retain these positions?

A: See RFP Section 1.9 and Section 2.8

Q: Is there a requirement for the number of evening positions at the Stamford Government Center?

A: See RFP Section 1.9 and Section 2.8

All other terms and conditions of **RFP No. 769** remain the same.

Erik J. Larson
Purchasing Agent

Cc: Kevin Murray, Operations Manager Parks & Facilities
Purchasing Department File

Request for Proposals #769

Maintenance Services for Government Center and Police Headquarters

Pre-Proposal Meeting 2/27/19

Company/Name	Phone	Email
SMG / Frank Pung	203-925-6100	frank@smg.com
1. SMG Michelle Michaud	203-954-5667	mmichaud@svcmgmt.com
Executive Janitorial Solutions LLC	203-821-1937	Sterling.Kerry@gmail.com
2. SMG / J. Franco	203-676-3343	
CEBS - Mark Speede	203-744-0106	mark@cebsinc.com
3. OWENS REALTY SERVICES NANCY FIEBNER	203-825-6600	NANCY@OWENS-SERVICES.COM
4. Tom Hulk Owens Realty Services	(475)319-5474	thulk@owens-services.com
5. ARANIS CORDAL U.S.A. AFFINECO	203-542-0460	acordal@us-a.com
6. DOUGLAS BUKLE JOLE SAMMUEL	203-832-2172	TKASTAMFOLD@MAIL.COM
7. John Chasse TJ Chasse Enterprises LLC	860 426 3707	john@tjchasseenterprises.com
8. Alex Brito AFC Cleaning Services Corp	(888) 305 0010	alex@afccleaning.com
9. Chris DiLeone Core Facility Svcs	646.223.1811	cdileone@corefsllc.com

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