ADDENDUM #3
RFP # 20-BTH-030
Custodial Services

TO: All Offerors
FROM: Sara Harvey, Purchasing Agent
DATE: February 7, 2020

This Addendum is issued to provide information to all prospective offerors.

1. ADD:

   ADD: Addendum #2, Page, 8, (See Attached)

   Page 8 was missing from Addendum #2. See attached for pages 1-12 of Addendum #2. All
   Attachments can be found with Addendum #2.

I hereby acknowledge receipt of Addendum #3 with Attachment dated February 7, 2020, to RFP #20-
BTH-030 Custodial Services.

Company ___________________________ Name (Print or Type) ___________________________

Authorized Signature ___________________________ Date ___________________________

Note: Offeror shall sign and submit Addendum with RFP submission. The same person signing
Addendum shall sign the RFP Form. Failure to submit the Addendum may deem your RFP submission as
non-responsive.
Addendum #2
RFP 20-BTH-030
Custodial Services

TO: ALL PROPOSERS
FROM: Sara Harvey, Purchasing Agent
DATE: February 6, 2020

The purpose of this addendum is to provide clarification to all prospective bidders.

Scope Related Questions

1. **Q:** What is HCPS intent for pilot program award (several schools/3); for augment program (1 here & there/total initially?)
   **A:** It is HCPS’ intent to pilot the Contract Services Model in at least one location. The vendor’s response and proposal will be used to determine the location(s) awarded using this approach.

2. **Q:** Requirement for maintaining grounds (p.13) removal of debris – volume of debris, is this duty performed day time? What hours will contractor custodians work?
   **A:** Removal of debris will be required on an as needed basis; Contractor Custodians will work from 6 am – 11 pm.

3. **Q:** Cleaning specifications call for washing furniture/walls/lockers inside & out daily? Also daily windows and vents. Should these actually be cleaned daily?
   **A:** Cleaning furniture/walls/lockers will be a daily service requirement to be performed on an as needed basis.

4. **Q:** Will the contractor be responsible for only clearing the entrance and walkway during snow?
   **A:** The contractor will be responsible for clearing all entrances and walkways.

5. **Q:** Regarding of long-term need; please provide the estimate minimum of time needed per temporary worker?
   **A:** Any long-term needs for vacant Custodian I position will be filled by the contractor and not HCPS. Therefore, we will not have temporary workers for the awarded contract.
6. **Q:** Regarding of short-term needs; please provide us the minimum hour/day per each request to fill in a vacancy position per location?
   **A:** Contract employees will work a typical 8-hour work day or 40-hour work week.

7. **Q:** What are the buyout costs for the inventory referenced on page 16?
   **A:** There will be no buyout of inventory on the first contract.

8. **Q:** Do the HCPS Chief Custodians have any daily cleaning responsibilities within their duties? If so, what is the expectation of approximate square feet of cleaning that they would accomplish in a shift?
   **A:** Yes. 10-15,000 square feet

9. **Q:** Could you please provide us the schedule of the events at each schools during the weekend, holidays and School breaks? Please provide a sample event calendar for a High School.
   **A:** This information is not available. Schedules vary and are based on unscheduled community use applications.

10. **Q:** Please further describe the Pilot program outlined in the RFP? How does it differ from the augmentation option? Will the pilot program allow the contractor to provide all custodial positions for the schools under contract, not just Custodian I?
    **A:** The augment program would allow us to start filling vacancies for Custodial I positions as they become available. The pilot program would allow us to give the contractor complete custodial staffing of a school. It is HCPS' intent to pilot the Contract Services Model in at least one location for all custodial I position's only. The vendor's response and proposal will be used to determine the location(s) awarded using this approach.
    HCPS will implement the Staff Augmentation Model all other locations as necessary to fill vacancies through attrition.

11. **Q:** Are vendors encouraged to use our experience and expertise to provide additional options? Will these be considered by HCPS?
    **A:** Yes

12. **Q:** What are the Custodian I responsibilities as it relates to food services and grounds? The RFP shows the following:
    a. Kitchens/Food Service – Specs call for cleaning vents and empty, clean and replace liners in trash cans daily. During the summer top scrubbing of floors is added.
    b. Grounds – No specifications other than snow removal on sidewalks.
    **A:** Kitchens/Food Service – Specs call for cleaning vents and empty, clean and replace liners in trash cans daily. During the summer top scrubbing of floors is added.
    Grounds – Responsible to clearing sidewalks of snow and debris

13. **Q:** Page 42 of the RFP on Table #1 – Sites: What are Box Hill South, Campus Hills and Woodbridge Center? Do these building require custodial services? If so, please provide gross square footage.
    **A:** There are currently no actual structures on these properties that require custodial services

14. **Q:** Page 14, item 2b: Does every staff member require a phone to access the school dudes work order system?
    **A:** No. The HCPS Chief and Custodian II will manage the work order system. Phones access is required for the purpose of communication.

15. **Q:** Please provide the current list of cleaning products and supplies. Does every building use the same products/supplies? Does HCPS have current consumption figures for chemicals and supplies?
A: List is provided with Attachment 2. If Offeror is shortlisted based on their RFP submissions, they will be requested to provide pricing for cleaning products. Consumption figures are not available.

16 Q: Can you provide approximate breakdown of VCT, terrazzo, carpet flooring, etc., by building?
   A: See Attachment 6 of Addendum

17 Q: Page 19, section 16 (b) Bullet 6: Proposed project schedules and dates work expected to be completed. This requirement would require a significant more amount of data including square footage of floor types by building. Can this be changed to: Within 90 days of the start of the contract, the successful contractor will submit detailed project plans for those schools in which they operate?
   A: Yes

18 Q: During the Pre-Bid Conference HCPS indicated that they were looking for a partner and a solution to consider outsourcing. Can the proposer provide a plan in addition to the approach in the RFP document that will achieve the stated goal of HCPS?
   A: Yes

19 Q: Within the "Facilities Inventory and Building Student Capacity Pricing Sheet", there is a column labeled Total Square Feet. Is this column the Gross Square Feet of the Building (Including mechanical, storage, and all other areas)? Or is it net cleanable square feet (Only including square footage that is to be cleaned on a regular basis)?

20 Q: In regards to performance evaluation of the contractor as a whole, how does the district intend to evaluate the quality of the contractor's performance in buildings where the Custodian I staff is split between HCPS and Contractor? How the district intend to evaluate the contractor's performance in buildings where the contractor's employees are under the direction of HCPS (Chief, Custodian II, Principal, etc.) and not the contractor itself? In these instances, what is the view of the contractor's accountability for the overall program?
   A: The HCPS Custodial Coordinator and Contractors designated representative will be working together routinely to evaluate performance.

21 Q: What is HCPS intent for pilot program award (several schools/3); for augment program (1 here & there/total initially?)
   A: It is HCPS' intent to pilot the Contract Services Model in at least one location. The vendor's response and proposal will be used to determine the location(s) awarded using this approach.

22 Q: Cleaning specifications call for washing furniture/walls/lockers inside & out daily? Also daily windows and vents. Should these actually be cleaned daily?
   A: Cleaning furniture/walls/lockers will be a daily service requirement to be performed on an as needed basis.

23 Q: Are the schools available to do site visits?
   A: Site visits will be provided for shortlisted offerors.
Staffing Related Questions

1. **Q:** Contractor to present pricing on p. 41-43 for Custodian 1 full-time positions only per HCPS number of custodians listed?
   **A:** Offerors should propose the number of custodians for each building to meet the requirements the Scope of Work. As noted in item one of the Pricing Instructions found on the pricing sheet, Proposers must provide the number of Shift 1 and Shift 2 Custodian I positions proposed for each building.

2. **Q:** P. 43 requires contractor to stipulate number of shift 1 AND shift 2 custodians – number of custodians 1 are listed on this chart for each school but no delineation for which shift. It’s our understanding that number of Custodian I are mandated by HCPS by this chart. Please provide clarification.
   **A:** Offerors should propose a number of custodians for each building to meet the requirements the Scope of Work. As noted in item one of the Pricing Instructions found on the pricing sheet, Bidders must provide the number of Shift 1 and Shift 2 Custodian I positions proposed for each building with the assumption the Bidder will be assigned all Custodian I cleaning responsibilities.

3. **Q:** Does the school intend to Pilot out all 54 schools? Or only a few schools initially? If only a few schools, can you please specify how many schools out of 54 schools that will be pilot out in the first/initial batch?
   **A:** No. It is HCPS’ intent to pilot the Contract Services Model in at least one location. The vendor’s response and proposal will be used to determine the location(s) awarded using this approach. HCPS will implement the Staff Augmentation Model all other locations as necessary to fill vacancies through attrition.

4. **Q:** Site floor plans provided on those schools that are being seriously considered to be contractor cleaned?
   **A:** It is HCPS’ intent to pilot the Contract Services Model in at least one location. The vendor’s response and proposal will be used to determine the location(s) awarded using this approach. HCPS will implement the Staff Augmentation Model in all other locations as necessary to fill vacancies through attrition.

5. **Q:** Is labor requirement same in summer as in school year?
   **A:** Offerors should determine staffing levels required to perform listed summer cleaning tasks.

6. **Q:** What is the current staffing at each school location including all positions (Chief Custodian, Custodian II, Custodian I)?
   **A:** See the HCPS Custodial Staffing Chart provided in Addendum.

7. **Q:** From reading the solicitation on page 15, under Staff Augment Model, it seems the HCPS only contract out Custodian I, when there is a vacant position on a needed basis. Please confirm?
   **A:** Yes, this is correct.

8. **Q:** On page 15, under the Contract Service Model-Pilot, it seems the HCPS intends to keep the Chief Custodian and Custodian II and will only contract out the Custodian I. Does that mean the Contractor’s custodians and the HCPS’s custodians will work together side by side? Please kindly confirm?
   **A:** For the purpose of responding to this solicitation, assume the following:

   - Under the Contract Service Model (Pilot): The HCPS Chief and Custodian II positions will be assigned non-cleaning building operations/maintenance responsibilities.
9. Q: Please provide the current pay rate of each employee category and the staff benefit package from HCPS?
   A: See HCPS Salary Schedule as provided in Addendum.

10. Q: Please provide the current pay rate of each employee category and the staff benefit package from HCPS?
    A: See addendum for salary details.

11. Q: Can you provide the current custodial budget?
    A: FY 2020, the numbers below does not include fixed charges (health, life, dental, FICA, WC and Pension)
      - Custodial Salaries $11,436,581
      - Custodial OT 111,819
      - Custodial Supplies 631,061
      TOTAL $12,179,461

12. Q: Please provide the current supplies budget?
    A: The budgeted amount for FY 2020 is $631,061.

13. Q: Can you provide average salary ranges for the current in-house custodians.
    A: See HCPS Salary Schedule as provided in Attachment 3 which is included in this addendum. Contractor should assume an 8-hour work day/40-hour work week.

14. Q: Are all the current in-house employees full-time or not? Please clarify?
    A: In-house custodial staff are full time employees.

15. Q: How many custodial vacancies are there currently? Will this number be the benchmark to base pricing?
    A: Currently, there are approximately 15 Custodian I vacancies. Responders are advised that vacancy counts, and custodial employee turnover vary throughout the year. Pricing is to be based on the contractor proposed Custodian I staffing by building as submitted in Table #1 and the hourly rate for the Staff Augmentation Model as submitted in Table #2.

16. Q: Will vacant spots automatically transition to the contractor? Will this include Chief Custodians, as well as Custodians II?
    A: Custodian I's will automatically transition to the contractor. Custodian II and Chiefs will not. It is HCPS' intent to pilot the Contract Services Model in at least one location. The vendor's response and proposal will be used to determine the location(s) awarded using this approach. HCPS will implement the Staff Augmentation Model all other locations as necessary to fill vacancies through attrition.

17. Q: Will the District consider combining all of the vacant custodial positions into a group of schools to allow the contractor to have complete control of custodial services in the group of schools?
    A: Following a successful implementation of the augmentation program HCPS may choose to consolidate HCPS custodial staff in order to allow the implementation of the pilot program.

18. Q: What is the status of the facility staff's union negotiations?
    A: Negotiations are currently in progress. Expected to be completed in the next two months.
19 **Q:** When pricing a 5-year experienced manager in the contract (and additional transitional management) it is essential to have an idea of the number of schools or contract volume to be awarded in order to spread the cost of the manager over the allotted schools. (i.e. 2 schools awarded will have higher cost per school due to including the manager's salary than would an award of 5-10 schools, spreading that manager cost over a larger base.) Another way to do this would be to separate the cost of a manager from the custodial cost.

**A:** For the purpose of this solicitation contractors can assume that all schools and offices will be awarded over time through attrition for the Custodial I position.

20 **Q:** What is the current wage of HCPS custodians? Our proposed custodial wage should not be lower than that paid HCPS custodians for continuity of in-house and contractor custodians working side by side. What benefits are HCPS custodians receiving: health benefits (apart from the MD sick & safe leave mandated pay), personal time off, vacations, jury duty, etc? Currently the MD state wage is $11 hour. Is a 2nd year contract open to an escalation clause due to increase of MD mandated wages from year to year?

**A:** See the Negotiated Agreement between HCPS and AFSCME. Attention is drawn to Article VI through Article IX and Article X which addresses Wages, Holidays, Leave Provisions, and Insurance benefits, and Salary Schedule.

21 **Q:** Please provide the current staffing plans for all schools, including Custodian I positions. The pricing sheet does not have a breakdown between shift 1 and shift 2, only totals

**A:** See included Attachment 3: Custodial Staffing Chart Salary Schedule

22 **Q:** Page 15 Staffing – Clarification
   
   a. Confirm: Model 1 is for Custodian 1 positions as determined by HCPS. Table 2 on page 43 is how the economics of Model 1 are determined.

   b. Model 2: The contracted determines the appropriate level of custodian 1 positions for shift 1 and shift 2. The bid price for each school in entered into the Staffing column. All associated costs for employment, overhead and fee are included in the staffing cells for each building.

   c. Example, Abingdon: it states 3 positions, we believe that it could be 2.5, 1 shift 1 and 1.5 shift 2. The cost for the 2.5 FTEs plus uniforms, training, any onboarding costs, taxes, benefits, GL insurance, an allocation of on-site management, profit and overhead are entered into the staffing cell.

   d. Please confirm, at this point, HCPS is not requesting pricing for any other job classifications other than Custodian I. Other Job Classifications may be considered at a later time.

**A:** Yes to all

23 **Q:** Table 1: We are asked to propose our recommended staffing levels for Custodian I positions. This is difficult for 2 reasons: 1. We do not have the number of Chiefs and Custodian II's per school and their responsibilities and any overlap, 2. Since the Custodians are managed by the Principal's it may be difficult to increase efficiency without direct supervision by custodial managers.

**A:** For the purpose of responding to this solicitation, assume the following:

Under the Contract Service Model (pilot): The HCPS Chief and Custodian II positions will be assigned non-cleaning building operations/maintenance responsibilities.

Under the Staff Augmentation Model cleaning responsibilities will be divided between Custodian II and Custodian I position assigned to a building.

See HCPS Custodial Staffing Chart in Attachment 3: Custodial Staffing Chart Salary Schedule
24 **Q:** Do the HCPS Custodian II – Shift 1 have any daily cleaning responsibilities within their duties? If so, what is the expectation of approximate square feet of cleaning that they would accomplish in a shift?
**A:** Yes. 20,000 square feet. It varies by school and staffing.

25 **Q:** Do the HCPS Custodian II – Shift 2 have any daily cleaning responsibilities within their duties? If so, what is the expectation of approximate square feet of cleaning that they would accomplish in a shift?
**A:** Yes. 18,000 square feet. It varies by school and staffing.

26 **Q:** Do the Contractor Custodian I – Shift 1 have any non-cleaning tasks required of them daily? If so, approximately how much of their time needs to be assigned to these duties?
**A:** Yes about 50%.

27 **Q:** Do the Contractor Custodian II – Shift 1 have any non-cleaning tasks required of them daily? If so, approximately how much of their time needs to be assigned to these duties?
**A:** Yes about 50%
Other Questions

1. **Q:** Are companies from NY allowed to bid on this?
   **A:** Companies from any state can respond to this RFP as long as they can meet the requirements set forth in the RFP.

2. **Q:** Who is the current vendor and annual price?
   **A:** All custodian services are currently performed by HCPS staff.

3. **Q:** Submission of bid – retain copy and present 2 hard copies or 2 flash drive preferred? Please confirm that pricing needs to be in a separate envelope.
   **A:** Each respondent shall submit seven (7) sets of VOLUME I – TECHNICAL PROPOSAL, as follows:
   
   i. One (1) hard copy of Technical Proposal marked "ORIGINAL"
   ii. Five (5) COMPLETE electronic copies of Technical Proposal on Flash Drives, in PDF format (Note solicitation number and name of company on each submittal.)
   iii. One (1) hard copy marked "COPY"

   Each respondent shall submit One (1) complete VOLUME II – COST PROPOSAL, as follows (faxes/emails will not be accepted).
   
   iv. One (1) hard copy of Cost Proposal marked "ORIGINAL"
   v. One (1) on CDs or Flash Drives, in PDF format (Note solicitation number and name of company on each submittal.)

4. **Q:** Attachment D – conflict of interest – to be filled out by all principals of organization & key personnel with bid?
   **A:** Principals of the organization.

5. **Q:** Will strong consideration given to contractor providing health and welfare benefits?
   **A:** Each proposal will be evaluated based upon the evaluation criteria for each section.

6. **Q:** Per p. 14 of 20-BTH-030 a current list of cleaning products and quantities is available upon written request. Please provide us with that list.
   **A:** The list will be provided with the addendum. However, only shortlisted Offerors will be required to respond with pricing information, upon notification.

7. **Q:** Bid stipulates signing and NOTARIZING – I didn’t see any pages requiring notarization?
   **A:** Not required.

8. **Q:** Does HCPS require the contractor to offer the right of first refusal to the current staff-current Custodian I who will lose their job if the school choose to the Pilot Model?
   **A:** This is not a requirement under this solicitation.

9. **Q:** Is this contract under Minimum wage or Living Wage? If so, please provide the current wage rate?
    **A:** See section 13 on page 7. Offeror is responsible for ensuring that services are in accordance with state and federal laws.
10. Q: Base price of contract - should 2nd base year wage increase be inclusive in pricing? Thereafter in 3rd & 4th year guided by CPI increases of federal government?
A: 

**Pricing and Rate Adjustments**

- All prices herein shall be firm against any adjustment for the first twelve (12) months of the Contract.

- Prior to commencement of subsequent renewal terms, HCPS will entertain a request for a price adjustment on the cost up to the Employment Cost Index for the previous 12-month period prior to the renewal date. The Awarded Bidder(s) shall request all rate adjustments in writing to the Purchasing Agent, at least ninety (90) days prior to the renewal date. **Increases submitted late will not be considered.**

- The request for a change in the rate shall include: (1) the cause for the adjustment and (2) the amount of the change requested with documentation to support the requested adjustment (i.e. appropriate Bureau of Labor Statistics index).

- HCPS will only consider adjustments on rates based upon the Employment Cost Index (ECI) as published by the Bureau of Labor Standards ([https://www.bls.gov/ncs/ect/data.htm](https://www.bls.gov/ncs/ect/data.htm)).

- For calculating the ECI adjustment, the Purchasing Department shall follow the instructions below:


  - Under “Employment Cost Index”, click on “One Screen Data Search” (magnifying glass).

    - Select “Private Industry Workers” for No.1.
    - In search box for No. 2 select “Wages and Salaries”.
    - Select “Service occupations” box in No. 3.
    - Select “All workers” box in No. 3
    - No action needed in boxes 5-6
    - Select “Index Number” in box 7.
    - Make sure the box is checked next to “Not seasonally adjusted”.
    - Select “Add to Selection” then “Get Data” button.
    - In the table, select “12 Month Percentage Change” and “Select one time period: Annual Data”. Click “Retrieve Data”.

- For each option year of this contract, hourly wage rates may be adjusted by the percentage change in the Employment Cost Index by following the steps above, from Quarter 1 of the prior year to Quarter 1 of the current year.

- To compute the percentage increase, divide the index number for the most recent “Qtr 1” by the index number for the prior “Qtr 1” to determine the percentage increase. Multiply the percentage increase by the base labor cost to determine the escalated labor cost.

- The ECI adjustment is NOT automatic. HCPS reserves the right to accept or reject the adjustment within sixty (60) days of receipt of request.

- If the request is rejected, the Contract for that item may be terminated thirty (30) days from the date of HCPS rejection letter.
Bid # 20-BTH-030

- If adjustment request is rejected, HCPS reserves the right to purchase services or goods from the next most favorable responsive and responsible bidder, as the requested adjustment may change the award position. If the next most favorable responsive bidder(s) does not have service available within the requested timeframe, HCPS reserves the right to purchase from any source.

- Awarded Bidder whose price adjustment has been rejected by HCPS shall be granted the right of first refusal and shall be given an opportunity to match the item pricing of the next most favorably ranked responsive and responsible bidder within ten (10) days of receipt of HCPS rejection notification.

- Upon receipt of the Awarded Bidder(s) request, HCPS shall decide to accept, reject or modify the request for a price adjustment based upon its investigations and the information provided by the Awarded Bidder. If HCPS approves the price adjustment, the price shall remain firm for the renewal term for which it was requested.

- HCPS reserves the right to decrease the unit price, if such downward adjustment is reflected with the ECI data.

- Unit Price rate increase requests will not be considered if not accompanied with the proper information or within the designated time.

- HCPS reserves the right to cap pricing adjustments.

- HCPS and the awarded vendor(s) will come to a mutual agreement for a new index to calculate the ECI should this index be eliminated by the BLS.

11. **Delete:** Page 45, "Gym"
**Add:** Page 45, "Gum"

12. **Q:** According to Pg. 17 and 20, the contract term for this project is two (2) year base + two (2) one-year renewals or two (2) year base + three (3) additional one-year renewals? Please confirm?

   **A:** Delete: Page 17, "Toward that end, the successful Respondent may be awarded a contract for a two (2) year base term with two (2) one-year renewals."

   Add: Page 17, "Toward that end, the successful Respondent may be awarded a contract for a two (2) year base term with three (3) one-year renewals."

13. **Q:** Is a list of attendees at the pre-bid available?

   **A:** A copy of the Pre-Proposal Sign in Sheet is attached.

14. **Q:** Can the contractor run background checks through the District’s system and reimburse the District for the cost of the checks? If so, what is the cost.

   **A:** Yes, however would we prefer the contractor to conduct the background checks for their employees.

15. **Q:** What is the cost of the criminal background check and fingerprinting if done through Harford Co?

   **A:** The cost of background checks is currently $60.

16. **Q:** Page 20, Tab 8, Attachment G – Professional Service Agreement – Is the expectation that the Professional Service Agreement be signed when we submit our proposal?

   **A:** Yes
17. **Q:** Page 20, Tab 9, Informational Documents – Is the expectation to just copy and include these exhibits in our proposal? If so, please provide exhibits 5, 6, 7, & 8.
   **A:** Attachments are attached. Site and Floor Plans are available upon written request.

18. **Q:** The RFP uses the terms consultants and contractor in various areas. For this RFP, are these terms interchangeable?
   **A:** Yes

19. **Q:** Can a closed/sealed box be submitted as a substitute for a sealed envelope
   **A:** Yes

20. **Q:** Page 16, item 7 (i) – “The proposer must provide an itemized breakout of hourly wage rates.” Does this get submitted in the technical or pricing proposal
   **A:** ALL pricing information shall be included in the sealed cost proposal, only.

21. **Q:** Please confirm the vendor is expected to submit 2 pricing sheets, one for the Staff Augment Model and one for the Contract Service Model – PILOT
   **A:** Vendor is expected to submit one pricing sheet providing the requested information in Tables #1 (pricing associated Contract Service Model), #2 (hour rate associated with Staff Augmentation Model), #3, and #4.

22. **Q:** When would the initial 2-year base term start and conclude? Is HCPS aware that the minimum wage will change in January 2021 and again in January 2022? Is the contract start date July 1, 2020?
   **A:** The initial two-year term will begin upon contract award (notice to proceed) and end two years later.

23. **Q:** Page 16 7(i) The proposer must provide an itemized breakout of hourly wage rates. As it was stated in the Pre-Bid Conference, HCPS wishes to keep pricing separate from the proposal, can cells be added to the price proposal sheet for this?
   **A:** Hourly wage rate is to be provided in Table #2. Contractor can add additional cells as necessary to reflect pricing and proposal.

24. **Q:** Page 19, there are a few items requested in Tabs 2 & 3 that seem to be duplicate requests (Staffing information and training items). Please confirm where each of these items needs to be located.
   **A:** Information in Tab 2 is to include information relevant to Experience of Personnel and Tab 3 is to include information relevant to the Technical Approach and Methodology/Transition Plan.

25. **Q:** Tab 9 – informational documents. Please clarify what HCPS is expecting the vendor to submit, i.e. are you looking for the vendor to print out and initial the various exhibits?
   **A:** No, these are for informational purposes only

26. **Q:** Tab 2 – Experience of Personnel (Page 19)
    Some guidelines needed on bullets below Tab 2 re:
    - Supplies/equipment (since these items will initially be provided by HCPS)
    - Staffing schedules – unknown within the RFP
    - Work schedules and hours each employee works (8.5 hrs. with ½ hour unpaid lunch? – hours?)
    - Proposed project schedules and dates work scheduled to be completed – unknown within RFP

    This Tab 2 carries 15 points in the committee evaluation – more insight needed from HCPS to complete adequately.

   **A:** Please see the included attachments for additional information
Attachments Related to Questions

- Attachment 1: Pre-Proposal Sign-In Sheet
- Attachment 3: Custodial Staffing Chart Salary Schedule
- Attachment 4: Custodial Services Job Descriptions
- Attachment 5: HCPS Custodial OT by Location
- Attachment 6: School Floor Survey Results
- Attachment 7: Negotiated Agreement between The Board of Education of Harford County and The American Federation of State, County and Municipal Employees
- Site and Floor Plans available upon written request

I hereby acknowledge receipt of Addendum #2, dated February 6, 2020, Custodial Services.

______________________________  ________________________________
Company                                   Name (Print or Type)

______________________________  ________________________________
Authorized Signature                   Date

Note: Proposer shall sign and submit Addendum with bid submission. The same person signing Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.