



SCF Contracts Department
7033 East Tudor Road
Anchorage, AK 99507

To: Prospective Bidders
Date: June 1, 2023

RE: Addendum No. 2
Multiple Building Janitorial Services
RFP # SCF23-1100

Issue Date: May 19, 2023

This document forms a part of the Contract Documents and modifies the original Procurement Documents dated May 19, 2023. Acknowledge receipt of this Addendum in the provided on the Bid Form. Failure to acknowledge receipt of this addendum may subject Proposers to disqualification.

This Addendum consists of six (6) pages.

1. Responses to Bidder questions:

See Below for SCF responses to Bidder questions.

#	Comment or Question Provided by Bidder	SCF Response
1	Fireweed (Building #9 - 4341 Tudor Centre Dr) in the RFP is partially under construction. When and how will the successful bidder be notified to start cleaning that area? Please clarify the square footage and if the entire building should be priced or only the floors that are occupied.	SCF will provide at least 30-day advanced notice when the 11,423 sq ft of space that is under construction needs to be included in the cleaning schedule. Current eta for that is May/June 2024. Here are the cleaning space amounts for now and after construction is completed: A) <u>July 1, 2023 to May/June 2024</u> = 43,914 including 1,353.79 sq ft on the first floor (See PDF "Fireweed floor plan" - spaces to clean now include ST1, ST2, S3, ELE1, ELE2, 101, 102, 156). B) <u>May/June 2024 to end of contract</u> = 55,337 sq ft

#	Comment or Question Provided by Bidder	SCF Response
2	Will Southcentral Foundation be providing the supplies for each contract such as toilet paper, hand towels, can liners, and hand soap for the general cleaning of bathrooms and offices, or does the contractor need to include this expense in their proposal bid price?	Contractor to provide all supplies and to include the appropriate cost in their proposal.
3	Several buildings have clinical rooms which use hand soap, hand towels, and hand sanitizer. Will Southcentral Foundation reimburse the contractor for these clinical supplies? If not, does the contractor need to include this expense in the bid proposal price?	Contractor to provide all supplies and to include the appropriate cost in their proposal.
4	If the contractor has to pay for the clinical supplies, is there a count for each building that has clinical services of the dispensers that need to be filled?	No, Contractor is required to verify. Contractor may schedule a follow-up walk through by contacting Deborah Allard at dallard@southcentralfoundation.com
5	Section 3.1 of the RFP - Anticipated award is June 9, 2023 and anticipated start date is July 01, 2023, leaving only 3 weeks for preparation and planning. Depending on the size or number of buildings, would you accept a later start date, such as August 1, 2023?	Not at this time. SCF's current janitorial contracts for these buildings end on June 30, 2023. As a result, the date of July 1, 2023 was selected to start the new agreements.
6	We noticed sharp containers in a few bathrooms during the visit. A) are Contractors required to handle these? B) if we are, how do we dispose of them?	A) Contractor is responsible for replacing full sharp containers with an empty one as needed. B) Contractor is responsible to place full sharp container in a designated room and a separate contractor will pick up full containers and dispose of them.
7	Is the square footage listed in the RFP cleanable square footage or actual square footage?	It is the actual square footage of each building.
8	Can you provide the square footage for Bldg. 13, Tuttle Warehouse?	Approximately 19,571 sq ft. See PDF "Tuttle Warehouse plan" attached to this Addendum #2 for details.
9	Building 15, Detox: A) Please confirm number of days cleaning for Building 15, is it 5 days or 7 days? It's currently 7x week schedule. B) Building had required a day and a night side - currently does not have a dayside listed in RFP. Will there be a day and night side?	A) Correction of the RFP - The schedule is 7 days per week and not five. Cleaning schedule is between the hours of 11AM and 6PM. B) The correct schedule for cleaning is between the hours of 11AM and 6PM.
10	Section 5.1 (Proposal Format and Content): A) Are table of contents and introduction also excluded from the page count? B) Bid Section 4: Qualifications is the response criteria to criteria referenced as 2-3 pages total? C) Is Bid Section 6: Compensation and Scope also excluded from the page count?	A) Yes B) Yes C) Yes

#	Comment or Question Provided by Bidder	SCF Response
11	Will SCF provide masks and gloves for cleaning in clinical areas where said PPE use is required?	No.
12	Is contractor or SCF responsible for providing microfiber cleaning cloths and mops?	Contractor is responsible for all supplies and equipment.
13	During the tour, and as noted within the service scope, several buildings have space and areas which are excluded from cleaning by contractor. Please provide the actual serviced square footage to be cleaned by contractor for each building with areas excluded from service scope.	See responses to questions #1 (4341 Tudor Centre) and #8 (Tuttle PI) and notes on the attachments associated with those.
14	For the residential/rehab facilities, what are the contractor cleaning responsibilities for residential rooms when a patient is discharged?	Standard cleaning
15	Are all the residential/rehab facilities patient rooms double occupancy?	Yes.
16	For each residential/rehab facility, please provide the annual discharge volumes.	Variable, discharge volumes should not affect standard cleaning.
17	Are uniforms required for contractor staff?	Day porters working during the day time are required to have both uniforms and name tags. Only name tags are required for staff working in the unoccupied spaces during the evenings.
18	Are name badges required for contractor staff? Will SCF provide name badges?	Yes, see response to question #17 above. Contractor to provide their own name badges. SCF will provide a badge for building access only.
19	Please provide the SCF cost to contractor for each employee background screening in paragraph 22, Criminal background investigations.	Response coming no later than 6/5.
20	Please provide the SCF cost to contractor per employee for the health screenings noted in paragraph 23, Health Requirements.	Response coming no later than 6/5.
21	Is there any existing cleaning equipment owned by SCF that will be made available to contractor to provide services within the RFP?	No. Contractor is responsible to supply all equipment needed.
22	Will sufficient space at a central SCF facility be made available, at no charge, for contractor bulk storage of cleaning supplies and equipment?	No space is provided to contractor for bulk storage.
23	Will sufficient space at each SCF facility be available, at no charge, for contractor to store daily use supplies and equipment?	Janitorial closets are provided in buildings which contractor may use at no charge. Contractor is responsible for determining whether or not they are sufficient, and making alternate accommodations at Contractor's own expense.
24	Shall hospital grade disinfectants be used for cleaning in all clinical and support areas?	Yes.

#	Comment or Question Provided by Bidder	SCF Response
25	Do any of the facilities require servicing on any major holidays? If so, could you please list the facilities and days required?	<p>Buildings noted as requiring service 7 days per week will require service on SCF observed holidays too. It is possible that services may be required at the other buildings, those noted as receiving services 5 days per week, but those holiday services will be billed as additional service.</p> <p>SCF observed holiday schedule is: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veterans Day, Thanksgiving, Day of Thanks (Friday following Thanksgiving), Christmas Eve, and Christmas Day.</p>

2. Change to Exhibit B-Proposal Offer and Signature Page:

Added a breakout for bidders to include the price for start of the agreement until construction is completed and after construction is completed when the rest of the space on the first floor will be included in the cleaning schedule.

EXHIBIT B: Proposal Offer and Signature Page

BIDDERS MUST COMPLETE THE SECTION BELOW AND INCLUDE WITH PROPOSAL

Building	Monthly rate if individual building is awarded	Discounted monthly rate if more than one building awarded	Hourly rate per employee for Special Services
1. 4501 Diplomacy Drive			
2. 4201 Tudor Centre Drive			
3. 4145 Tudor Centre Drive			
4. 225 Eagle Street			
5. 4973 Eagle Street			
6. Pathway Home			
7. Dena A Coy			
8. 7033 E Tudor Road			
9. 4341 Tudor Centre Drive			
A. Price for now to May 2024	_____	_____	_____
B. Price for after Construction 2024			
1. 4175 Tudor Centre Drive			
2. 4160 Tudor Centre Drive			
3. 4155 Tudor Centre Drive			
4. 6130 Tuttle Place			
5. 6160 Tuttle Place			
6. 4330 Elmore Road			
7. 400 W Benson Blvd			
8. 4000 Laurel Street			
9. 6901 E Tudor Road			
10. 4085 Tudor Centre Drive			
11. 11495 Callison Road			
12. 3223 E Palmer Wasilla Hwy			
13. 1001 S Knik Goose Bay Road			



EXHIBIT B: Proposal Offer and Signature Page Continued.

(Special Services must be authorized by SCF prior to services being rendered).

Is an Alaska Native / American Indian Business Owner Preference being claimed? **YES** ☐ or **NO** ☐

Company Name: _____

Contact Name: _____

Email: _____

Address *City* *State* *Zip Code*

Phone: _____

Acknowledgement of receipt of addenda:

Addendum No. _____ Date Received _____ Signature _____

Addendum No. _____ Date Received _____ Signature _____

Addendum No. _____ Date Received _____ Signature _____

Addendum No. _____ Date Received _____ Signature _____

By signing below the contractor agrees to all terms and conditions as listed within this Request for Proposal.

Authorized Signature: _____

Date: _____