

 <p>Invitation for Bids – Amendment 1</p>	Solicitation Number	TCTC-18-Janitorial
	Date Issued	10/09/17
	Procurement Officer	Kristal Doherty
	Phone	(864) 646-1795
	E-Mail Address	kdoherly@tctc.edu

DESCRIPTION: **Janitorial Services**

USING GOVERNMENTAL UNIT: **Tri-County Technical College**

*The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.*

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

<b>MAILING ADDRESS:</b> TRI-COUNTY TECHNICAL COLLEGE PURCHASING OFFICE PO Box 587 Pendleton SC 29670-8876	<b>PHYSICAL ADDRESS:</b> TRI-COUNTY TECHNICAL COLLEGE PURCHASING OFFICE 7900 Highway 76 Pendleton SC 29670-8876
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SUBMIT OFFER BY (Opening Date/Time): **10/18/2017 2:00 PM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **10/05/2017 5:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original in Hardcopy and One Copy (Marked Copy). Also, One Redacted Copy**

<b>CONFERENCE TYPE: Non Mandatory</b> <b>DATE &amp; TIME: Tuesday, 10/03/17 at 9:00 AM</b> – Site visit will immediately follow  <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions)</small>	<b>LOCATION: Tri-County Technical College Ruby Hicks Library/Admin Building, Rm 245 7900 Highway 76 Pendleton, SC 29670</b>
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<b>AWARD &amp; AMENDMENTS</b>	Award will be posted at <a href="http://tctc.edu/About_TCTC/PurchasingSolicitation.xml">http://tctc.edu/About_TCTC/PurchasingSolicitation.xml</a> on or around <b>10/20/2017</b> . The award, this solicitation, and any amendments will also be posted on the website above.
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You must submit a signed copy of this form with Your Offer. By signing, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

<b>NAME OF OFFEROR</b>  <small>(full legal name of business submitting the offer)</small>	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
<b>AUTHORIZED SIGNATURE</b>  <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	<b>DATE SIGNED</b>
<b>TITLE</b>  <small>(business title of person signing above)</small>	<b>STATE VENDOR NO.</b>  <small>(Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a>)</small>
<b>PRINTED NAME</b>  <small>(printed name of person signing above)</small>	<b>STATE OF INCORPORATION</b>  <small>(If you are a corporation, identify the state of incorporation.)</small>

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)

Sole Proprietorship       Partnership       Other \_\_\_\_\_  
 Corporate entity (not tax-exempt)       Corporation (tax-exempt)       Government entity (federal, state, or local)

**PAGE TWO**

**(Return Page Two with Your Offer)**

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Area Code - Number - Extension                      Facsimile _____ E- mail Address

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address <b>(check only one)</b>	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address <b>(check only one)</b>

**ACKNOWLEDGMENT OF AMENDMENTS**  
 Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

<b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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**PREFERENCES – Preferences do not apply to this bid.**

This amendment is issued to address Questions and Answers, Clarifications and any resulting changes to the Invitation for Bid. Please make sure on Page 2 of your bid submission that you acknowledge this and any future amendments.

**Change to estimated contract start date:** Based on feedback from offerors, the estimated start date of the contract has been changed to December 4, 2017 in order to give the awarded vendor sufficient time to get equipment and staffing place after the award is made. All other dates stated in the Invitation for Bids remain the same.

**Change to Submission Deadline:** The deadline for submission of responses was changed to **10/18/17 at 2:00 PM.**

**Clarification:** The 2826 sq ft building identified on Appendix A as Shipping and Receiving is currently under renovation and is being converted to our Data Center. The Data Center will not be an occupied building and will not require daily trash pick-up or cleaning. The floors will be cleaned as needed. Contractors will be notified when floor cleaning is necessary so it can be scheduled with our IT department's oversight.

Questions and Answers:

1. What is the current vendor's—The Budd Group—monthly payment?

Answer: Below is the current pricing, however, please be aware that the specifications and terms may not be the same as the current pricing was based on.

<b>Item</b>	<b>Description</b>	<b>Monthly Cost</b>
1	Janitorial Services-Pendleton Campus	\$ 28,989.29
2	Janitorial Services - Anderson Campus	\$ 2,994.44
3	Janitorial Services -Anderson Quick Jobs	\$ 868.10
4	Janitorial Services - Easley Campus	\$ 2,412.66
5	Janitorial Services -Easley Quick Jobs	\$ 457.01
6	Janitorial Services -Oconee Quick Jobs	\$ 457.01
7	Janitorial Services –Highpointe/Bridge	\$ 548.50
8	Janitorial Services -ITC Building	\$2,923.61

2. What has The Budd Group been paid by month over the past year in addition to the monthly payment?

Answer: Last fiscal year (July 1, 2016 – June 30, 2017) the Budd Group was paid approximately \$2800 for additional services. This amount varies depending on events that are scheduled.

3. Why is the contract currently up for bid?

Answer: The current contract is expiring with no renewal options remaining.

4. Please include a copy of the sign-in sheet for the Pre-Bid meeting.

Answer: This will be posted as a separate document with the amendment.

5. Are any floor plans available?

Answer: For safety and security reasons, floor plans will not be made available on our website. If you wish to view the floor plans, you may contact Lee Perkins, Maintenance Supervisor, at [hperkins@tctc.edu](mailto:hperkins@tctc.edu) to schedule a time to view the documents at the Physical Plant building on our Pendleton Campus.

6. Do you know how many employees are currently being used to provide janitorial services?

Answer: 20-30 but this amount changes as some are full time and some are part time. Also some are general cleaners while others focus on specific tasks such as flooring.

7. As we discussed, what is the revised start date?

Answer: The estimated start date of service for this contract will be December 4, 2017.

8. As we discussed, what is the revised Proposal Deadline?

Answer: The deadline for responses to this Invitation for Bids was changed to 10/18/17 at 2:00 PM.

9. In the Equipment List, we assume only large items need be listed, i.e. scrubbers, floor burnishers, etc. We do not need to list smaller items, i.e. maid carts, mop buckets, hand tools, etc. Correct?

Answer: That is correct.

10. Who is the current janitorial provider?

Answer: The Budd Group.

11. Are the expenses of the actual shred bins covered by TCTC?

Answer: Yes

12. How many employees does the current provider utilize?

Answer: See answer to Question 6.

13. What is the current annual cost of supplies?

Answer: TCTC does not have that information.

14. Can you provide a 6-month average use of supplies by items?

Answer: TCTC does not have that information.

15. Is there room in each location for equipment to be stored, including housekeeping cart, buckets, supplies?

Answer: Each building has a janitorial closet that should fit a cart and mop bucket. Some have sinks and some do not.

16. Are there chemical closets available in each building?

Answer: The janitor's closet and chemical closet are one in the same.

17. Does the current provider utilize any union labor under the contract? If so, what union?

Answer: No.

18. How many restrooms are in each building?

Answer: Several depending on the building, but in general, there is one men's restroom and one women's restroom per floor.

19. Who is your current contractor and their price?

Answer: See answers to Questions 1 and 10.

20. When did the last annual window cleaning take place for TCTC under the current contracting vendor and who that was subcontracted too?

Answer: The last window cleaning was done August 2016. TCTC does not have the information on the subcontractor as that was handled by the contractor, not TCTC.

21. On page 37 under Appendix A, the Economic Development Center is incorrectly listed as a separate building with floor space square footage of 7,500' total. On the Pendleton Campus Directory, it is listed and pictured as a part or component of Cleveland Hall, which is listed as having 37,505 SF total in Appendix A and was later corrected as having 37,480' total. Please confirm the correct total square footage for Cleveland Hall including the Economic Development Center.

Answer: The Economic Development Center was an addition to Cleveland Hall. The correct square footage to use for purposes of this solicitation are: Cleveland Hall = 37,505 sq. ft. and the Economic Development Center addition = 7500 sq. ft. The total square footage of both is 45,005 sq. ft.

22. Please confirm there are thirteen (13) separate buildings (excluding the Economic Development Center listed in Appendix A) that make up the buildings to be included in our pricing for the Pendleton Main Campus.

Answer: Yes, there are 13 buildings (excluding the Economic Development Center) on the Pendleton Campus.

23. Please provide the current annual contract pricing for these services at each of the campuses/buildings as listed in Section VIII. Bidding Schedule – Pendleton Main Campus Buildings, Anderson Campus, Anderson Quick Jobs Center, Easley Campus, Easley Quick Jobs, Oconee Campus Quick Jobs, Highpoint/Bridge Campus Offices & Student Academic Areas and the Industrial Technology Center.

Answer: See answer to Question 1.

24. Is there any bid bond, performance bond or fidelity bond for this bid?

Answer: No.