



Tri-County Technical College

Competitive Best Value Bid

AMENDMENT 1 – Deadline Extension and Questions and Answers

Solicitation: TCTC-24-Janitorial
Date Issued: 3/28/2024
Procurement Officer: Matt Whitten
Phone: 864-646-1633
E-Mail: mwhitten@tctc.edu
Address: Purchasing Office – RH280
Mailing Address: 7900 Highway 76 Pendleton SC 29670-8876

DESCRIPTION: Janitorial Services for our College.

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:

MAILING ADDRESS: TRI-COUNTY TECHNICAL COLLEGE PURCHASING OFFICE 7900 Highway 76 (parcel post); PO Box 587 (USPS) Pendleton SC 29670-8876

PHYSICAL ADDRESS: TRI-COUNTY TECHNICAL COLLEGE PURCHASING OFFICE – Ruby Hicks Suite 280 7900 Highway 76 Pendleton SC 29670-8876

SUBMIT OFFER BY (Opening Date/Time): 5/16/2024 2:00 PM (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: 4/19/2024 2:00 PM (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: ONE (1) Original Hardcopy Each for the Technical & Price Proposal marked "Original", Four (4) Technical Only Hardcopies marked "Copy" and, One (1) Redacted Technical Copy (marked "redacted"), (See "Submitting Redacted Offers" provision Section IV., "Submitting Confidential Information" Section II.A.)

Initial here if NO redacted copy is necessary \_\_\_\_\_

CONFERENCE TYPE: Not Mandatory
DATE & TIME: April, 8th, 2024 @ 3:00 PM
(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION: Tri-County Technical College
7900 Highway 76
Student Success Center (SSC) Room 205
Pendleton, SC 29670

AWARD & AMENDMENTS

Award will be posted on or before 6/14/2024. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.tctc.edu/purchasing

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 forty (40) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR
(full legal name of business submitting the offer)

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.

AUTHORIZED SIGNATURE
(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE
(business title of person signing above)

STATE VENDOR NO.
(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME
(printed name of person signing above)

STATE OF INCORPORATION
(If you are a corporation, identify the state of incorporation.)

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)

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

<p><b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)</p>          	<p><b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p>          <p>_____</p> <p>Area Code - Number - Extension Facsimile</p> <p>_____</p> <p>E-mail Address</p>
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<p><b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)</p>          <p>____ Payment Address same as Home Office Address</p> <p>____ Payment Address same as Notice Address <b>(check only one)</b></p>	<p><b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p>          <p>____ Order Address same as Home Office Address</p> <p>____ Order Address same as Notice Address <b>(check only one)</b></p>
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<b>ACKNOWLEDGMENT OF AMENDMENTS</b>							
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

<p><b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)</p>	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)
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<p>PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):</p> <p><b>Preferences do not apply to this procurement per SC Consolidated Procurement Code Section 11-35-1524, Section (E) part (3).</b></p>
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**TCTC-24-JANITORIAL Amendment 1 – Extension for the  
Deadline to Submit and Questions and Answers  
Posted 5/01/2024.**

**Notice of Bid Deadline Extension  
Bid Deadline Extended Until 5/16/2024 @ 2:00 PM EST.**

Award will be posted on or before June 14<sup>th</sup>, 2024.

**Questions and Answers**

1. Can you provide your current contract amount for Janitorial Services? I think we discussed providing the original 2018 annual pricing, but it would be helpful to know how much it has increased (if at all) post covid. If you can't provide that then the original contract amount please.

A.- Current contract is \$704,900.04 per year.

2. I understand you are basing the standards of the contract on the APPA levels. Could you provide the former scope of work that you were using for the Janitorial?

A.- The link below will direct you to the previous Bid Invitation.

<https://webprod.cio.sc.gov/SCContractWeb/contractDetail.do?contractNumber=4400021887&hideReturnButton=false>

3. The solicitation states that we are responsible for providing the soap and dispensers. Can you provide me with the make and model of the dispensers that are currently in use and approximately how many of them there are?

A.- GOJO LTX-12, approximately 120

4. Do you have an approximate square footage total for how much vct and carpet there is?

A.- The majority of flooring is vct/lvt with carpet in primarily office areas and some ceramic tile in restrooms and in the dining areas of the Student Success Center. We do not have the square footage broken out for each but a good approximation would be 90% hard surfaces and 10% carpet.

5. The solicitation states that the college will provide consumables except for soap. However, it does not mention anything about can liners. Will we be responsible for providing those? If so, can you provide me with an approximate staff and student population?

A.- The College will provide trash can liners under the awarded State Term Contract.

6. *Is contract dated 12/19/2017 the current contract? If so, has it changed in value or vendor? If not, can you please provide the current contract?*

- a. Contract Number: TCTC-18-Janitorial Awarded To: Intercontinental Commercial Services, Inc. (ICS, Inc.) 1110 Satellite Blvd., NW, Suite 403 Suwanee, GA 30024 Total Potential Value: \$ 1,414,800.00 Maximum Contract Period: February 1, 2018 through January 31, 2021 Item Description Annual Cost 1 Janitorial Services-Pendleton Campus \$ 327,600.00 2 Janitorial Services - Anderson Campus \$ 44,400.00 3 Janitorial Services -Anderson Quick Jobs \$ 9,600.00 4 Janitorial Services - Easley Campus \$ 26,400.00 5 Janitorial Services -Easley Quick Jobs \$ 7,200.00 6 Janitorial Services -Oconee Quick Jobs \$ 7,200.00 7 8 Janitorial Services – Highpointe/Bridge Janitorial Services -ITC Building \$ 7,200.00 \$42,000.00

**A.- The above contract is not correct. The link below will direct you to the current contract.**

<https://webprod.cio.sc.gov/SCContractWeb/contractDetail.do?contractNumber=4400021887&hideReturnButton=false>

7. *Is the pricing sheet in Excel format?*

**A.- All bid documents are posted as PDF's, and the required bidding schedule is listed in Section VIII of the solicitation.**

8. *Page 14 Section G-1: Does the vendor provide the hand soap? If so, what is the amount of usage?*

**A.- GOJO LTX-12, approximately 120**

9. *Additional Event labor: Is this a cost that can be billed at an hourly rate?*

**A.- We have requested hourly rates for emergency and additional services in section VIII.**

10. *Can you verify the cleanable square footage vs total as there were Mechanical, engineering/ warehouse areas in some buildings?*

**A.- 95% is cleanable, 5% mechanical or storage.**

11. *Are the small buildings cleaned by the day porters?*

**A.- Yes**

12. *Can you confirm the days each building is serviced (cleaned)?*

**A.- 5 days a week, Monday through Friday except during holidays or when the college is closed to the public. However, the spaces are available to clean anytime when not in use.**

13. Is the address at 7900 Highway 76 an acceptable package delivery address?

A.- Yes.

14. Please provide the floor plans for each building.

A.- We do not have this available at this time.

15. Do you currently use a CMMS for work order management? If so, what system do you use?

A.- Yes, TeamDynamix.

16. Can you please provide current staffing levels for the M-Th 5 PM to 11 PM shift and Friday 2 PM to 6 PM?

A.- Current staffing levels for the above dates/times have 19FT/1PT for Pendleton and 2PT at each remote campus.

17. What is the replacement charge for a lost key card?

A.- \$5

18. Can you please provide a list of holidays observed by TCTC?

A.- Martin Luther King Jr. Day, July 4th, Thanksgiving Day, and the Friday after, the week between Christmas Eve and New Years Day, Memorial Day and Labor Day may be observed but are dependent (and may vary) based on the Academic Calendar.

19. Will TCTC be open to allow the vendor to perform work on holidays that are observed by TCTC but not observed by the contractor?

A.- Yes, the college will be made available to the vendor 24/7/365 with proper vender supervision.

20. Should we include a sample Certificate of Insurance in the proposal for your review?

A.- All insurance certificates must be provided prior to any performance per the solicitation.

21. What percentage of the Academic buildings are utilized during the summer months?

A.- Summer enrollment is approximately 1/3 of Fall or Spring. But all buildings are utilized, just not as much.

22. What is the current monthly price for the services provided by the incumbent?

A.- \$58,741.67

23. Has the scope of work changed from what is being done now?

A.- Scope meaning requirements of a clean facility has not changed, however, the APPA level 2 requirement is new.

24. Please provide the invoices from the current vendor for the past 6 months.

A.- Invoices are not available currently but the monthly cost is \$58,741.67.

25. Does TCTC have hookups for electric utility vehicles (golf cart type) available for the contractor to use at the Pendleton campus?

A.- Yes, we will provide electrical hookups for golf cart type service vehicles.

26. Are there cleaning or operational specific issues you wish to see addressed that are not being done now?

A.- The level of cleanliness as per the APPA level 2 description.

27. Are there times when cleaning staff should not be in any of the buildings?

A.- No, with the exception of when it is unsafe such as construction activities, during power outages or other hazardous situations. However, cleaning staff must have proper supervision and communicate with the college. No lone wolfs coming in on a Sunday.

28. How are exterior windows cleaned now? Is that service contracted out or is the current vendor providing that service?

A.- That is up to the awarded vender within the contract, but traditionally it has been subcontracted out to a 3<sup>rd</sup> party that specializes in exterior window cleaning.

29. Are there cleaning or operational specific issues you wish to see addressed that are not being done now?

A.- The level of cleanliness as per the APPA level 2 description.

30. Clarification regarding on-site management. Does TCTC want one (1) account manager and one (1) back up or assistant manager?

A.- Yes, we require a contact and a backup for when the primary contact is not available.

31. Who is responsible for providing trash can liners?

A.- The College will provide trash can liners under the awarded State Term Contract.

32. I show the current Budd Group annual contract to be valued at \$704,900. Is this amount correct?

A.- Correct.

33. Does this contract allow for an annual Consumer Price Index (CPI) increase?

A.- Section VIIB addresses this starting on page 29.

34. Regarding Equipment, pg. 14 is propane allowed?

A.- Yes, but not preferred and only when the entire building is unoccupied

35. What are the type and quantity of soap used?

A.- GOJO LTX-12, approximately 120

36. What is the current contracted price, inclusive of all expenses? Such as additional services, labor for events, etc.

A.- \$704,900.04 per year.

37. Please give us a break down by campus the cost you are currently paying monthly for janitorial services.

A.- Pendleton Campus = \$42860.66, Anderson Campus = \$4587.13, Easley Campus = \$4405.76, Oconee Campus = \$4459.70, ITC = \$2428.40

38. What is the current contractor hourly rates for emergency and additional services as specified on the Bidding Schedule?

A.- \$15.50 Monday through Friday, \$25.00 Sat, Sun and Holidays

39. Please provide a copy of the current providers RFP response.

A.- The college does not have these records.

40. Please provide population of staff and students by campus.

A.- Staff count is largely located on the Pendleton Campus and is around 370 Full Time Employee's and 330 Part Time and/or Adjuncts overall. Student enrollment varies by term and location.

41. Please provide a copy of the current service plan required of the incumbent in the previous Best Value Bid.

A.- The current service plan under the previous Best Value Bid can be found at the below web address.

<https://webprod.cio.sc.gov/SCContractWeb/contractDetail.do?contractNumber=4400021887&hideReturnButton=false>

42. Has that service plan worked well? What would you improve?

A.- The level of cleanliness.

43. III. SCOPE OF WORK/SPECIFICATIONS, pg. 11 - Where and how many classrooms are used for the Continuing Education classes that are offered on Saturday mornings?

A.- Majority of the Continuing Education Classes are offered in the IBDC or Anderson Quick Jobs building, but they could be held at any facility.

44. III. SCOPE OF WORK/SPECIFICATIONS, pg. 11 - Is the vendor to provide cleaning on Saturdays after those Continuing Education classrooms are used?

A.- Typically no as these classes tend to be lecture style in nature. It is critical that the spaces are cleaned the Friday before and Monday morning after.

45. Who is currently providing janitorial services at each of your campuses?

A.- Budd Group.



46. We downloaded the 2024 Enrollment and Academic Calendars. The Enrollment Calendar and the Academic Calendars show different College Closed schedules due to the nature of each calendar. For example, January 1, 2024, the Enrollment Calendar shows January 1st as a date the College is Closed, however on the Academic Calendar January 1, 2024 is not listed as a College Closed date. Additionally, the College does not appear to be closed on Memorial Day or during Spring Break. Since this is a Best Bid Value bid, labor creates cost, and pricing matters, please tell us how many days each year the Vendor needs to schedule staff.

A.- Approximately 250 days each year.

47. What days will service not be required?

A.- When the college is closed, typically Saturdays, Sundays and holidays. However, there may be times when support(1-2 cleaners), is needed on the weekend and that will be coordinated with the vender prior. Usually 3-4 times a year.

48. In lieu of offering a discount for APPA level 3 service, would it make sense to provide the pricing documents and staffing information (to include headcount, hours, and wages) for the APPA level 3 programs so that TCTC will know what the program offerings are for APPA level 3 that bidders are proposing?

A.- Pricing should be submitted per the bidding schedule in section VIII.

49. Will the contractor have access to secure Wi-Fi throughout all campuses?

A.- Yes

50. What APPA level is the campus currently being cleaned?

A.- The current contract is not based on an APPA level but rather a frequency of tasks.

51. Will TCTC allow for mutual contract termination for convenience upon 60 day written notice?

A.- Section VIIB of the solicitation addresses contract termination starting on page 30.

52. Will TCTC allow for slight adjustments to the insurance requirements, which do not reduce the amount of coverage but rather restructure the language to comply with vendors insurance policies?

A.- All clauses listed in the solicitation must be adhered to without modification. Please note that any offeror that imposes conditions that modifies material requirements of the Solicitation may be rejected as non-responsive.

53. Will TCTC allow an adjustment to indemnification language to show vendors indemnification obligations only to claims caused by negligence, misconduct, or other fault of ABM, it's agents and employees, and which arise out of work performed under this contract?

A.- All clauses listed in the solicitation must be adhered to without modification. Please note that any offeror that imposes conditions that modifies material requirements of the Solicitation may be rejected as non-responsive.