



Washington County Health Department

1302 Pennsylvania Avenue, Hagerstown, MD 21742

washcohealth.org

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RFP 2020-01

Janitorial Services – WIC Offices and Distribution Center

Addendum #1

July 31, 2019

To Bidders:

This Addendum is hereby made a part of the contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of eight (8) pages.

The following are question and answers from the Pre-Bid Conference dated, July 21, 2019, and from questions that have been submitted.

Question #1: What is the square footage of VCT versus carpet?

Answer: Clinic and Meeting space – 5650 sq. ft of carpet which includes 1500 sq. ft. of carpet in meeting room that needs cleaned after a meeting. VCT tile is 4620 sq. ft.

Distribution Center – has zero carpet, 350 sq.ft of VCT and two rugs totaling 380 sq. ft. that are on the concrete.

Question #2: Is stripping and waxing the VCT tile included in the contract and is carpet cleaning?

Answer: We did not request either of those as part of the contract, but we are adding and option to request as needed, and if requested, per square footage rate. New Proposal sheet is attached for submittal. Bid will solely be based on the janitorial service portion and not based on the carpet cleaning and stripping.

Division of Administration
Procurement Office

240-313-3216 Voice • 240-313-3391 TTY • 240-313-3344 Fax

Question #3: See date error on page 16, "Supplemental Terms & Conditions", #1. Access to site should have read, "Monday, July 22, 2019 at 10:00 a.m."

As a reminder, all addendum is posted on the WCHD website at washcohealth.org and on eMaryland. It is the responsibility of the individual interested in submittal a proposal to check the website for updates.

Reminder that the proposal is due no later than Monday, August 26, 2019 no later than 10:00 a.m. Late proposal will not be accepted.

By Authority of:

A handwritten signature in black ink, appearing to read "Daniel Triplett".

**Daniel Triplett
Administrator**

STANDARD FORM OF PROPOSAL
(Submit in Duplicate)

Revised 7/30/19

Washington County Health Department
1302 Pennsylvania Avenue
Hagerstown, Maryland 21742

Date: August 26, 2019

Project: Washington County Health Department
RFP-2020-01 Janitorial Service – WIC/Distribution Center

Gentlemen:

We hereby submit our proposal for the Janitorial Service – WIC/Distribution Center, 947 North Burhan's Boulevard, Hagerstown, MD. Proposal will be based solely on the janitorial service for the WIC Office and Distribution Center and not be based on the additional cost estimate for stripping/waxing and carpet cleaning.

Having carefully examined the "Instructions to Bidders," the "General Conditions", and the Specifications and Plans for the subject construction -

Contractor: _____

Contact: _____

Telephone No.: _____

Addenda No. _____ Dated _____ No. _____ Dated _____
No. _____ Dated _____ No. _____ Dated _____

and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labor, materials and equipment called for by the said documents for the entire work, in strict accordance with the Contract Documents, for the stipulated sum of:

1. Women Infants & Children (WIC) Clinic/Offices:

<p>A. Monthly Price:</p> <p>_____ Dollars</p> <p style="text-align: center;">(Written Unit Price)</p> <p>_____ Cents</p> <p style="text-align: center;">(Written Unit Price)</p>	<p>(\$ _____)</p> <p style="text-align: center;">(Figures)</p>
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B. Annual Price:	
_____ Dollars (Written Unit Price)	(\$ _____) (Figures)
_____ Cents (Written Unit Price)	

2. Women Infants & Children (Distribution Center)

A. Monthly Price:	
_____ Dollars (Written Unit Price)	(\$ _____) (Figures)
_____ Dollars (Written Unit Price)	

B. Annual Price:	
_____ Dollars (Written Unit Price)	(\$ _____) (Figures)
_____ Dollars (Written Unit Price)	

TOTAL BASE BID: (Item 1 & 2)	
MONTHLY PRICE:	
_____ Dollars	(\$ _____)
(Written Unit Price)	
_____ Dollars	
(Written Unit Price)	

TOTAL BASE BID: (Item 1 & 2)	
ANNUAL PRICE:	
_____ Dollars	(\$ _____)
(Written Unit Price)	
_____ Dollars	
(Written Unit Price)	

ADDITIONAL – PROPOSAL

3. VCT stripping and carpet cleaning – at request only

Stripping and Waxing VCT:	
Per Square Foot:	
_____ Dollars	(\$ _____)
(Written Unit Price)	
_____ Cents	
(Written Unit Price)	

<p>Carpet Cleaning</p> <p>Per Square Foot:</p> <p>_____ Dollars</p> <p style="text-align: center;"><i>(Written Unit Price)</i></p> <p>_____ Cents</p> <p style="text-align: center;"><i>(Written Unit Price)</i></p>	<p>(\$ _____)</p> <p style="text-align: center;"><i>(Figures)</i></p>
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It is understood that the bid price will be firm for a time period of ninety (90) calendar days from the bid opening date. The Contractor shall commence work under this Contract upon receipt by him of the Notice to Proceed.

Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.

Sign for Identification

Federal Employer Identification No.
(or Social Security No. if no F.E.I.N.)

INDIVIDUAL PRINCIPAL

In Presence of Witness:

COMPANY NAME _____

SIGNED _____

ADDRESS _____

TELEPHONE _____

CO-PARTNERSHIP PRINCIPAL

In Presence of Witness:

(Name of Corporation)

ADDRESS _____

TELEPHONE _____

_____ as to

BY _____

_____ as to

BY _____

_____ as to

BY _____

CORPORATE PRINCIPAL

(Name of Corporation)

Attest:
(Corporate Secretary)

ADDRESS: _____

TELEPHONE: _____

BY: _____

(AFFIX CORPORATE SEAL)

Sign for Identification

The bidder represents, and it is a condition precedent to acceptance of this bid, that the bidder has not been a part to any agreement to bid a fixed or uniform price.

WITNESS:

Signature of Officer and Title (SEAL)

SUBSCRIBE AND SWORN TO Before me, a Notary Public of the State of _____,
County or City of _____ this _____ day of _____, 20__.

Notary Public

(Please submit in duplicate)

Sign for Identification