

MEMORANDUM

To: All Interested Vendors

From: Edward Woda
Procurement Manager

Date: October 14, 2019

Subject: Addendum No. 2
RFP 19-025- Custodial Services – Multiple Branches
Questions and Answers
Modifications
Clarification
Attachments

Part I. Questions and Answers

Q1: In the RFP you identify roving porter Monday-Sunday, 9am-9pm, however, in the pricing section you have roving porter for the 14 branches for 5 days. Can you please clarify the expected work hours of the roving porter?

A1: See Modifications #1 & #2.

Q2: How are porters currently assigned across CML locations?

A2: Roving porters are currently at Northside, Whitehall, Parsons, Driving Park, Whetstone, Gahanna, Reynoldsburg, Linden, and Livingston. Their work hours are 3:00 – 7:00 PM, Monday – Thursday, and 2:00 – 6:00 PM on Friday.

Fixed Porters are currently at Hilltop, Karl Road, and Northern Lights. Their work hours are 3:00 – 7:00 PM, Monday – Thursday, and 2:00 – 6:00 PM on Friday.

Part II. Modifications

Modification #1

The following is a modification to the Proposal Format and Content, Cost Proposal section of the RFP:

The Cost Proposal package shall contain the following items:

1. Completed Price Proposal Form – Appendix A – **Revision 1**

Modification #1

The following is a modification to the Statement of Work, Section (IV) (F) (10) (i):

- i. Roving Porter – Monday – Friday, 3:00 PM – 7:00 PM.

Modification #2

The following is a modification to the Statement of Work, Section (IV) (F) (10) (k):

- i. Fixed Porter – Northern Lights, Karl Road, and Hilltop Branches Only – Monday – Friday, 3:00 PM-7:00 PM.

Part III. Clarification

CML would like to offer the following clarification on the composition of the proposer's team as part of this engagement:

CML has classified its locations into four building types. These buildings require similar services and have a similar labor profile, as detailed in the price proposal form. These building types are:

Building Type 1- These locations may require the following labor titles- supervisor, overnight cleaner(s), 1st shift cleaners, roving porter, and/or a fixed porter. These locations are: Dublin, Driving Park, Gahanna, Linden, Livingston, Martin Luther King, Northside, Parsons, Reynoldsburg, Shepard, South High, Southeast, Whetstone, Whitehall, and the Operations Center.

Building Type 2- These locations may require the following labor titles- supervisor, overnight cleaner, and fixed porter. These locations are: Northern Lights, Karl Road, and Hilltop

Building Type 3 – These locations may require the following labor titles- supervisor and overnight cleaner. These locations are: Canal Winchester, Franklinton, Marion Franklin, and New Albany

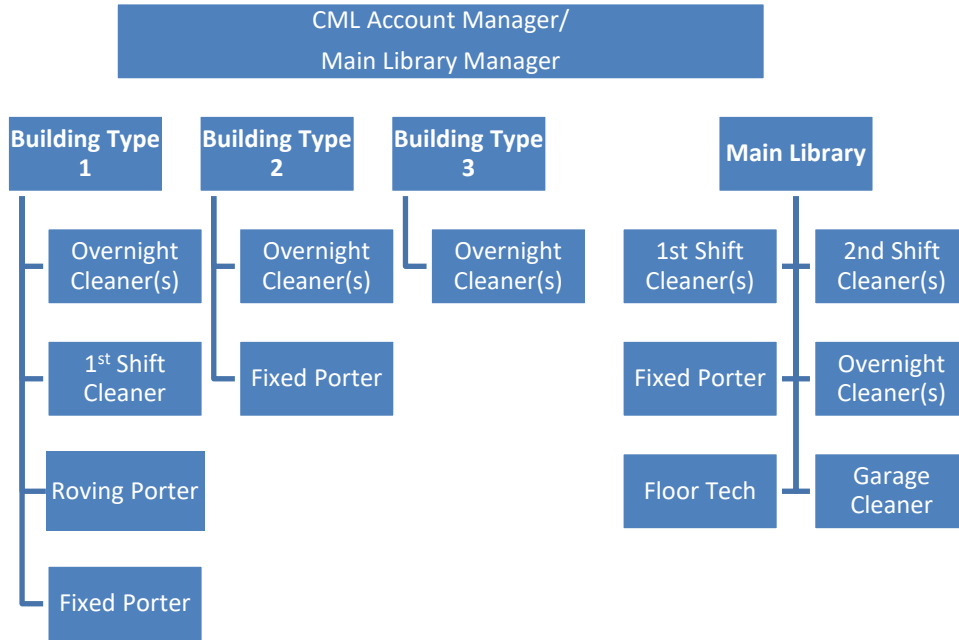
Main Library – The Main Library has unique needs which require on site supervision during the hours of operation and overnight. This location may require 1st, 2nd, 3rd, and 4th shift cleaner(s), Saturday cleaner(s), Sunday cleaner(s), a floor tech, a mid shift porter, and a grage cleaner.

The Contractor may assign supervisors to supervise employees at multiple locations. Proposers are not required to provide fixed supervision at any locations, with the exception of Main Library. The CML Account Manager will act as the overall engagement manager for this project with the responsibility of managing the day to day performance at the Main Library as well as troubleshooting any issues at the branches.

Proposers may designate multiple supervisors to this project. In the technical proposal, proposers should clearly articulate how many supervisors will be assigned to this project. This should include permanently assigned supervisors to one or multiple locations, as well as floating supervisors, vacation coverage, and special events.

All costs for supervision, including for that of the account manager, shall be subsumed in the associated custodial labor costs. Costs for supervision **shall not** be submitted as separate line items in the Price Proposal Form, Appendix A, Revision 1.

Please see the chart below for additional clarification:



Part III. Attachments

1. Price Proposal Form – Appendix A – **Revision 1**

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 2) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS