

MEMORANDUM

To: All Interested Vendors

From: Dan Jones
Procurement Buyer

Date: October 17, 2019

Subject: Addendum No. 3
RFP 19-025 – Custodial Services – Multiple Branches
Question and Answer

Part I. Question and Answer

Q1: Are the hourly rates fully burdened?

A1: Yes

Q2: Where do we put the fully loaded rate for the Account Manager or Supervisors?

A2: The costs for supervision should be subsumed within the costs for the cleaning staff. There is no separate line item for the account manager and supervisors.

Q3: Are consumables provided by CML?

A3: The Contractor shall provide all of the equipment and materials required to perform the services detailed in the specifications. Any costs for consumable materials should be subsumed in the labor and/or material rates offered in the Contractor's price proposal.

Q4: Are cleaning chemicals provided by the Contractor?

A4: The Contractor is responsible for providing all cleaning chemicals. CML will reimburse the Contractor only for the cleaning chemicals specified on the materials tab of the price proposal form. Any additional materials or equipment should be subsumed within the overall labor cost for this project.

Q5: Is equipment provided by the Contractor?

A5: Yes. The Contractor is required to provide all of the required equipment to perform the services in the specifications.

Q6: May the Contractor sub contract branch locations, and use certified minority contractors?

A6: On page 6, Section 1 (e), all subcontractors must be listed in the technical proposal. The use of MWBE subcontractors is encouraged but not required. Proposers are required to list all MWBE utilization in their supplier diversity form.

- Q7: Is there any flexibility regarding the contract terms and conditions putting a cap on our liability and a limitation of liability to direct damages only. Can there be some changes to the indemnification provision?
- A7: Offerors are encouraged to list any exceptions they have to the terms and conditions of the specifications in their technical proposal. However, CML will consider any exceptions and assumptions during the course of their proposal evaluation.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 3) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS