



Arlington Public Schools Procurement Office

Information Item No. 1

Issued on April 1, 2019

RFP Title: Industrial Cleaning & Restorative Services

RFP Number: 31FY19

The following questions were received in response to the issuance of the Request for Proposal

Q1. Are the Safety Data Sheets required as part of the Proposal?

A1. Section II. Scope of Work, General, Page 9. Also, please refer to Addendum No. 1 for revision.

Q2. Since there are multiple types of anti-microbial, we would like to make sure we use the correct type on the price list we submit. We suggest the use of a plant-based organic anti-microbial that is safe for children, those with immunodeficiencies, and pets. The line item would be "apply anti-microbial plant-based"?

A2. Section II. Scope of Work, General, Page(S) 9 and 11 . Also please refer to Addendum No. 1 for revision.

Q3. How and when will there be a comprehensive pricing list?

A3. The Fee Schedule is provided, see Appendix F, and will be incorporated into any resulting Contract, prices for new items not included in the Fee Schedule agreed upon between APS and the Contractor and will be added to the Fee Schedule and used on future task.

Q4. Will APS entertain meeting once a quarter or bi-monthly in the initial set-up?

A4. Section II. Scope of Work; General. Also please refer to Addendum No. 1 for revision.

Q5. Will there be a consideration for SWAM businesses and is there a set-aside?

A5. No, this solicitation does not have such consideration.

Q6. On page 22 why was students used instead of Higher Education or Education Facilities?

A6. Section V. Proposal Evaluation Process, Part B, Proposal Evaluation Criteria, Page 22. Also please refer to Addendum No. 1 for revision.

Q7. Is this Proposal utilizing APS's fiscal year?

A7. Yes, the fiscal year begins July 1st.

Q8. How much was spent in last year for these services?

A8. \$231,633

- Q9. Is this a new RFP?
A9. Yes, previously APS utilized a Cooperative Contract.
- Q10. Is it your intent to award to 1?
A10. Yes
- Q11. Who is the current Contract with?
A11. SERVPRO of McLean
- Q12. Audited Financial Records are these required or requested, and should these be included in the Proposal?
A12. Section IV. Proposal Requirements, Part E. Format and Content, Tab 5, Trade Secrets or Proprietary Information; Page 20. Also please refer to Addendum No. 1 for revision.
- Q13. What is meant by page limitations, there is not an actual number provided as a limit?
A13. See Section IV. page 18 Proposal Requirements Unnecessarily Elaborate Responses. Also please refer to Addendum No. 1 for revision.
- Q14. How would APS handle items that are not on the fee schedule?
A14. APS is willing to negotiate with Contractor should additional equipment not listed on the fee schedule be required, these items will then be added to the fee schedule to account for any future work.
- Q15. Please clarify normal business hours vs working business hours?
A15. See Section VI. General Terms & Conditions; Working Hours 8:00 AM-5:00 PM. Also please refer to Addendum No. 1 for revision.
- Q16. Page 31, section G; will consideration be given because emergencies occur at all hours and the fees listed are foreseen.
A16. Discussion will be conducted between the Project Manager and the Contractor.
- Q17. Page 31, section H, will consideration be given for larger projects?
A17. Discussion will be conducted between Project Manager and the Contractor.
- Q18. What are the key project team member roles listed or is it at the discretion of the Contractor to determine these roles?
A18. This is the Contractors discretion
- Q19. Are "audited financial statements" required or will APS request them if they are deemed necessary? If they are required, can APS please provide a definition of the term "audited."
A19. See responses to question No. 12
- Q20. RFP section IV A states "The Offeror's Proposal shall address the below areas, not exceeding the stated page limitations. The Proposal shall be limited to a page size of 8 1/2" x 11", single space and type size shall not be less than ten (10) point font for each response item. Note: for page-counting purposes, a page equals a one-sided sheet. If a page limit is not noted within the section below there is no page limit." There are no page limitations listed within the RFP Document. Can APS confirm that there are no page limitations within any of the 5 required Tabs?
A20. See Section IV page 18 Proposal Requirements Unnecessarily Elaborate Responses
- Q21. RFP Section II B utilizes the term "Business Hours", however this term is not defined under RFP Section VI, General Terms and Conditions. Are "Business Hours" the same as "Normal Working Hours" as defined by RFP Section VI 1.26, or is there a different definition for this term? Additionally,

would APS please clarify the difference between "Normal Working Hours" and After Hours for pricing purposes.

A21. See responses to question No. 15

Q22. The pricing schedule contains more than 100 pricing line items, which will be used at largely contrasting quantities throughout the execution of the contract. What is APS's methodology to evaluating the Offerors pricing for competitiveness?

A22. Award of any resulting Contract will be made based upon the evaluation criteria advertised in the RFP, including price. The Offeror providing the lowest Grand Total of Task 1-7 Including After Hour Rate receives the highest points total for that criteria.

Q23. Is APS willing to accept pricing escalation for the option periods, and if so, how should they be annotated?

A23. See Appendix E, Section 2 Contract Term page 64; item 2.3, Price escalation during Renewal Contract Terms will be limited to an amount not to exceed. The U.S. Department of Labor, Consumer Price Index.

Q24. Is it possible to get any further information about the details of the Industrial Cleaning and Restorative Services for Arlington Public Schools?

A24. All information relating to the solicitation is available online at the following web addresses:

https://m.vendor.eprocipdc.com/Vendor/public/VBODetails.jsp?Details_Page=VBODetails.jsp&DOC_CD=RFP&DEPT_CD=L130&BID_INTRNL_NO=146924&BID_NO=31FY19&BID_VERS_NO=1

<https://www.apsva.us/purchasing-office/current-solicitations/>

Q25. Would you like us to submit a short list of additional equipment that we use on a regular basis as we discussed at the pre-proposal meeting, or, should we wait until we see these instructions in an addendum?

A25. See responses to question No. 3

Q26. On page 16, the bottom paragraph states: "References must be for mold remediation projects, greater than 5,000 square feet per site...." However, on page 19 under Tab 2: Executive Summary, it states to provide three current references for work of similar size and nature to the Scope of Work. It do not specifically state the references need to all be mold. We're fine either way, just want to make sure we provide what you want?

A26. All project references must be for mold remediation projects. Section IV. Proposal Requirements, Part E. Format and Content, Tab 2, Executive Summary, Page 19. Also, please refer to Addendum No. 1.

The following page includes the Attendance Record from the Pre-Proposal Conference held on March 14, 2019 at 11:00 AM (EST).

PRE-PROPOSAL CONFERENCE ATTENDANCE RECORD

RFP #31FY19: Industrial Cleaning & Restorative Services

Room 434 3/14/19 at 11:00 AM

CLOSING DATE & TIME: Prior to April 16, 2019, @ 2:00 P.M. (Local Prevailing Time)

COMPANY	PRINT NAME	SIGNATURE
RW Services, LLC (TBA-SERVPRO)	Name: Carolyn Quetsch E-MAIL ADDRESS: carolyn.quetsch@gmail.com PHONE NUMBER: 703-647-0066	In Person
Wilson Enterprise	Name: Amy Dille, Shannon Wilson, Kelly Woodson E-MAIL ADDRESS: office@servpro10755.com PHONE NUMBER: 571-969-4269	In Person
Paul Davis Restoration	Name: Alexis Grolkin E-MAIL ADDRESS: agolkin@pdrvirginia.com PHONE NUMBER: 703-863-0984	In Person
Rolyn Companies	Name: Jenny Andrawis E-MAIL ADDRESS: jandrawis@rolyncompanies.com PHONE NUMBER: 240-747-5570	In Person
	Name: E-MAIL ADDRESS: PHONE NUMBER:	
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