



1234 Market Street-11<sup>th</sup> Floor  
Philadelphia, PA 19107-3780

September 27, 2018

Dear Sir/Madam:

Subject: RFP No: 18-00163-ADLD – Janitorial Services at Jefferson and Suburban Regional Rail Stations

Enclosed please find Addendum No. 2 to SEPTA's RFP No. 18-00163-ADLD – Janitorial Services at Jefferson and Suburban Regional Rail Stations.

Addendum No. 2 must be acknowledged by signing the attached Acknowledgement Sheet and including that sheet as part of your technical proposal.

The due date for receipt of proposals has been extended to Thursday, October 4, 2018, by close of business (4:30 PM).

All technical and cost proposals must be identified with the RFP No. 18-00163-ADLD and sent via FedEx, UPS or hand delivered (no emails permitted) to:

Dana L. Douglas  
Contract Administrator  
Procurement, Supply Chain & DBE Division  
1234 Market Street, 11th Floor  
Philadelphia, Pennsylvania 19107

Remember to submit One (1) original and (5) copies of the Technical Proposal and one (1) original and (5) copies of the Price Proposal in separately sealed envelopes.

Any inquiries regarding this RFP should be directed to Dana L. Douglas at (215) 580-7065 or [ddouglas@SEPTA.org](mailto:ddouglas@SEPTA.org).

Thank you for your interest in the Authority.

Sincerely,  
*Dana L. Douglas*

Dana L. Douglas  
Contract Administrator  
Procurement, Supply Chain & DBE.



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**ADDENDUM NO. 2  
ADDENDUM ACKNOWLEDGEMENT SHEET**

RFP No.: 18-00163-ADLD – Janitorial Services at Jefferson and Suburban Regional Rail Stations

The attached addendum to the Contract Documents is hereby part of the same and is incorporated in full as part of the Project. Proposer shall acknowledge Addendum No. 2 by signing and returning the Acknowledgement Sheet with the Technical Proposal.

FIRM NAME (typed or printed) \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

NAME (typed or printed) \_\_\_\_\_

DATE \_\_\_\_\_

**ADDENDUM NO. 2 INCLUDES THE FOLLOWING:**

1. The due date for receipt of proposals has been extended to Thursday, October 4, 2018, by close of business (4:30 PM).
2. Condensed Meeting Minutes
3. Site Visit Sign-in Sheets
4. Proposer's Questions & Answers (Q&A)

**PRE-PROPOSAL MEETING AGENDA  
RFP #18-00163-ADLD  
JANITORIAL SERVICES AT JEFFERSON AND SUBURBAN STATION**

**DATE: Tuesday August, 21 2018**  
**TIME: 11:00 AM**  
**PLACE: Conference Room 11C**

**Dana L. Douglas welcomed prospective proposers and reviewed the RFP requirements.**

**DBE**

- The meeting was turned over to Mary Connell to discuss the DBE Goals associated with this contract.

**TECHNICAL**

- The meeting was turned over to Rob Robinson, Ralph Mazzuca and Don Doyle to discuss the technical aspects of the project.

**QUESTIONS**

- The floor was opened up for questions.
- A copy of today's sign-in sheet will be distributed via email.

**ADJOURNMENT**

- Meeting was adjourned at 11:00 a.m.

Sign-In Sheet for Janitorial Services for Jefferson and Suburban Stations ( 8/21/18)

First Name	Last Name	Email	Phone	Company	Reason	Signed In At (Local)	DBE Y or N
Klodian	Abazi	robert@empirefs.net	+17189252185	Empire Facility Solution	RFP 18-00163-ADLD	2018-08-21 10:27:27 AM	N
hanford	jones	hjones@iccgrpinc.com	+16098644756	iccg.inc	RFP 18-00163-ADLD	2018-08-21 10:36:10 AM	yes
cynthia	derry	cderry@grantfacility.com	+16096172833	GRM	RFP 18-00163-ADLD	2018-08-21 10:41:07 AM	no
Edmund	Makel	emakel@j3buildingservices.com	+18565168043	8563783116	RFP 18-00163-ADLD	2018-08-21 10:43:18 AM	n
James	Grant	pgrant@grantfacility.com	+18565168042	8567408040	RFP 18-00163-ADLD	2018-08-21 10:44:38 AM	n
Michael	Backman	tuc41406@temple.edu	+16109551981	g	RFP 18-00163-ADLD	2018-08-21 10:45:14 AM	y
warren	montague	wmontague.tkkeystone@gmail.com	+12153502671	e	RFP 18-00163-ADLD	2018-08-21 10:46:33 AM	y
matthew	lee	islandrichard@hotmail.com	+12675041328	Richard Island Project Llc	RFP 18-00163-ADLD	2018-08-21 10:49:38 AM	y
Janet	Coker	jcoker@septa.org	+12155808218	no	RFP 18-00163-ADLD	2018-08-21 10:51:57 AM	no
Dan	Petrecca	dan@bccleanjng.com	+12157818022	Bucks County Cleaning, Inc.	RFP 18-00163-ADLD	2018-08-21 10:58:05 AM	y
larry	burgess	burlaw2@aol.com	+12672697906	n/a	RFP 18-00163-ADLD	2018-08-21 10:58:48 AM	y
Robert	Robinson	rrobinson@septa.org	+12155808132	septa	RFP 18-00163-ADLD	2018-08-21 10:59:55 AM	n
don	doyle	ddoyle@septa.org	+12155808143	na	RFP 18-00163-ADLD	2018-08-21 11:00:16 AM	n
ralph	mazzuca	rmazzuca@septa.org	+12159644623	assistant director	RFP 18-00163-ADLD	2018-08-21 11:01:49 AM	n
Julian	Jordan	jjordan@iccgrpinc.com	+18565777536	na	RFP 18-00163-ADLD	2018-08-21 11:08:39 AM	Y

## Sign-in Sheet for Janitorial Services for Jefferson and Suburban Stations (9/10/18) *2nd Site Visit*

First Name	Last Name	Email	Phone	Reason	Signed In At (Local)	DBE Y or N?
ralph	mazzuca	rmazzuca@septa.org	+12159644623	18-0163-ADLD – Janitorial Services for Jefferson and Suburban Station	2018-09-10 10:16:46 AM	n
Edmund	Makel	emakel@j3buildingservices.com	+18565168043	18-0163-ADLD – Janitorial Services for Jefferson and Suburban Station	2018-09-10 10:17:51 AM	N
gregory	myers	gmyers@septa.org	+12155808333	18-0163-ADLD – Janitorial Services for Jefferson and Suburban Station	2018-09-10 10:18:18 AM	no
James	Grant	jgrant@grantfacility.com	+18565168040	18-0163-ADLD – Janitorial Services for Jefferson and Suburban Station	2018-09-10 10:19:09 AM	n

hanford	jones	hjones@iccgrpinc.com	+16098644756	18-0163- ADLD – Janitorial Services for Jefferson and Suburban Station	2018-09-10 10:20:52 AM	yes
nick	bendistis	nickbendistis@yahoo.com	+14842137041	18-0163- ADLD – Janitorial Services for Jefferson and Suburban Station	2018-09-10 10:22:14 AM	no
courtney	sickle	courtney.sickle@gdi.com	+15708093197	18-0163- ADLD – Janitorial Services for Jefferson and Suburban Station	2018-09-10 10:23:31 AM	n
Klodian	Abazi	robert@empire.net	+19176472529	18-0163- ADLD – Janitorial Services for Jefferson and Suburban Station	2018-09-10 10:24:26 AM	n

Richard	Kennedy	richard.kennedy@abm.com	+12157175165	Station	2018-09-10 10:24:44 AM	n
				18-0163-ADLD – Janitorial Services for Jefferson and Suburban		
rick	kinard	rrpowercleaners@gmail.com	+12679753814	Station	2018-09-10 10:30:05 AM	n
				18-0163-ADLD – Janitorial Services for Jefferson and Suburban		
don	doyle	ddoyle@septa.org	+12155808143	Station	2018-09-10 10:31:11 AM	n
				18-0163-ADLD – Janitorial Services for Jefferson and Suburban		
Edward	Jordan	jjordan@iccgrpinc.com	+18565417241	Station	2018-09-10 10:33:35 AM	Y

18-0163-  
ADLD –  
Janitorial  
Services for  
Jefferson and  
Suburban

Kirra Egan kegan@iccgrpinc.com

+18565417241 Station 2018-09-10 10:34:24 AM Y



**Questions & Answers**

The following questions were received by close of business (4:30 P.M. prevailing Eastern Time) on the due date of Monday, September 17, 2018.

Q1. What types of “gator” or “golf type” vehicles are allowed in the concourse of the stations in this bid?

**A1. All vehicles have to be electric.**

Q2. How does SEPTA plan to “equally” review proposals from for profit firms vs. non-profit firms like the Center City District (CCD)?

**A2. All proposals will be evaluated and scored by a review panel. Please refer to Section 2 – Selection Process (pages 11 through 13) of the RFP document.**

Q3. Can there be a one-time cleaning line item for those distressed spots at each station so we can bring that portion of the stations “up to standard?”

**A3. No.**

Q4. Does SEPTA have a Project Labor Agreement (PLA) on this job?

**A4. No, SEPTA’s agreement will be between SEPTA and the Prospective Awardee.**

Q5. Would it be possible to provide current wage information?

**A5. Janitorial Services, in most cases, do not need to follow prevailing wages because they do not fall under the “trades” in the performance of third party construction, or reconstruction activities that include the altering, remodeling, installation on the site of work of items fabricated, painted, and/ or decorated. Maintenance work can be decided on a case by case basis depending upon the project.**

Q6. What is the daily and annual foot traffic for Jefferson and Suburban Stations?

**A6. This information is not available. As advised during the site visit, please feel free to visit locations during peak and off-peak hours to determine customer volume.**

Q7. What is the average response time of the current vendor in response to spills, empty toilet paper dispensers, no soap, etc.?

**A7. 5 to 15 minutes based on time of day and stations conditions.**

**Questions & Answers – Cont'd**

Q8. Do all station managers/contacts within SEPTA have smart devices?

**A8. No.**

Q9. Is there a locked and secured area to store supplies and equipment at both Jefferson and Suburban Stations?

**A9. Yes.**

Q10. What types and amount of cleaning equipment is currently on site?

**A10. Walk behind scrubber, riding scrubbers, mops, brooms, deck brushes, mop buckets, scrapers, floor burnishers and etc.**

Q11. Is there any storage for snow removal equipment at Jefferson Station?

**A11. No area is available to store snow equipment.**

Q12. Who has the current contract for snow removal at Jefferson Station, if there is one?

**A12. The current contractor, Center City District, takes care of this.**

Q13. Are copies of the floor plans available for both sites?

**A13. Not available.**

Q14. What is the cleanable square footage at each site?

**A14. Not available.**

Q15. Currently how are emergency requests handled and how are they communicated?

**A15. Supervision is contacted and work is dispatched to the cleaners.**

Q16. What is the current contract price?

**A16. Bid lump sum, 5-year contract, which is valued at \$13,634,792.**

Q17. Are there hose bibs connected to the buildings for pressure washer use when cleaning the sidewalks at Jefferson Station?

**A17. No.**

**Questions & Answers – Cont'd**

Q18. How many times a year are the light fixtures at Suburban Station cleaned?

**A18. As needed.**

Q19. What prevailing wage tables are to be used for this contract? Or what union agreements are in place and what are those wages?

**A19. See A5.**

Q20. Who is responsible for pest control?

**A20. There is a separate contract for exterminating.**

Q21. Will the August 21, 2018 and September 10, 2018 Contractor Pre-Proposal list be published?

**A21. See attached.**

Q22. Is the intent of Section 2.2.2 General Cleaning to have the Porter sort out newspapers from the Recyclable Containers and then removed separately from other recyclable materials?

**A22. All newspapers have to be placed in the cardboard and paper dumpster.**

Q23. Our understanding is that we do not have to clean and/or replace the floor mats – just vacuum them?

**A23. These mats have to be cleaned (as needed) and vacuumed (daily).**

Q24. I noticed at Jefferson Station, equipment was stored and covered outside of the secured space. Was this or is this due to lack of storage space?

**A24. This is due to lack of storage.**

Q25. Who is responsible for the daily removal of the 30 yard trash bins at Suburban Station both regular trash and recyclable trash?

**A25. SEPTA is responsible for these dumpsters.**

Q26. When extra staff is supplied due to Special Events (Flower Show, Car Show, Etc.) are these hours billable?

**A26. Yes, through the additional services line item.**

**Questions & Answers – Cont'd**

Q27. Is SEPTA a tax exempt organization?

**A27. Yes.**

Q28. Is it possible to get a detailed scope of work outlining snow removal expectations?

**A28. See current SOW Section 4.0, Item 4.1.**

Q29. Can a line item for mobilization be added to the Bid Schedule A?

**A29. No.**