

ADDENDUM #1

**RFP #25-GSM-018
Custodial Services**

TO: All Bidders
FROM: Geoffrey Sudzina, Procurement Agent
DATE: January 27, 2025

This Addendum is issued in response to prospective bidder's inquiries and to add/clarify verbiage in the Bid.

1. **QUESTION:** Do you have an estimate for the square footage of the cleanable space for each school or estimate overall? If not, will there be an opportunity to determine the square footage?

ANSWER: Refer to Exhibit A for the total square footage of each building. The awarded Bidder(s) will coordinate staffing needs with the Custodial Coordinator and the Assistant Supervisor of Facilities Management to supplement custodial staff and service requirements in the four (4) regions of HCPS to determine square footage of cleanable space.

2. **QUESTION:** Scope of Work - Could you provide additional information about the size and type of facilities that require cleaning services (e.g., schools, administrative offices)?

ANSWER: Refer to Question and Answer #1.

3. **QUESTION:** Would you be willing to share a recent invoice from your current cleaning contractor? Is there a budget cap you would be willing to share as well?

ANSWER: Refer to Exhibit B: Sample Invoice.

4. **QUESTION:** Can you please confirm the last contract price?

ANSWER: Refer to Exhibit C: Fees Effective November 1, 2024.

5. **QUESTION:** Can you please clarify what materials, equipment and tools should be included in the billable rate?

ANSWER: Section 2.21 of the Scope of Work and/or Technical Specifications states that HCPS will supply all necessary cleaning materials, disposables, and equipment.

6. **QUESTION:** Scope of Work - Are there specific expectations or performance standards for the custodial services?

ANSWER: Bidders are required to meet all the criteria outlined in Bid #25-GS-018 Custodial Services.

7. **QUESTION:** Is there a fixed schedule for the custodial services, or is the bidder expected to propose a schedule?

ANSWER: Scope of Work and/or Technical Specifications 2.2, The Awarded Bidder(s) will coordinate staffing needs with the Custodial Coordinator and the Assistant Supervisor of Facilities Management to augment custodial staff and service requirements in the four (4) regions of HCPS.

8. **QUESTION:** Are there specific times or days when services must be performed?

ANSWER: Refer to Exhibit B, HCPS Standard Work Hours on page 41 of the Bid document for details on the standard workweek for Harford County Public Schools. The HCPS 2025 – 2026 Calendar has also been included as Exhibit D.

9. **QUESTION:** Will the awarded contractor be required to provide all cleaning supplies and equipment, or will any be supplied by the agency? Are there preferred or mandatory brands for cleaning and janitorial supplies?

ANSWER: Section 2.21 of the Scope of Work and/or Technical Specifications states that HCPS will supply all necessary cleaning materials, disposables, and equipment.

10. **QUESTION:** Should pricing include all materials, labor, and overhead, or should these be itemized separately in the bid?

ANSWER: Billable rates must be submitted on the Bid Form. Section 2.21 of the Scope of Work and/or Technical Specifications states that HCPS will supply all necessary cleaning materials, disposables, and equipment.

11. **QUESTION:** What is the expected invoicing process (e.g., monthly, per project)?

ANSWER: Invoices shall be submitted monthly according to the procedures outlined in section eight (8) in the Bid document, titled Billing and Payment.

12. **QUESTION:** Are there specific factors or criteria that will weigh more heavily during the evaluation process (e.g., cost, experience, approach)?

ANSWER: Bidders are required to meet all the criteria outlined in Bid #25-GS-018 Custodial Services. Section 5.1 states that Harford County Public Schools intends to award to the lowest responsive and responsible bidder(s) meeting the specifications based on the rates submitted on the Bid Form and is deemed to be in the best interest of HCPS.

13. **QUESTION:** Could you confirm the insurance requirements, if any, for this contract?

ANSWER: Refer to Insurance Requirements outlined on pages 18 – 22 of the Bid documents.

14. **QUESTION:** Are there any specific compliance or certification requirements bidders should be aware of?

ANSWER: Staffing provided by bidder(s) must meet HCPS employment standards as outlined in Bid #25-GS-018 Custodial Services.

15. **QUESTION:** Is there a specific format or template that should be used for submitting the proposal?

ANSWER: Vendors must submit all required documents to bids@hcps.org. Vendors should reference the checklist on page 33 of the Bid document to make sure all items are included.

16. **QUESTION:** Are there any supporting documents or references that you recommend including with the bid?

ANSWER: Refer to Question and Answer #15.

17. **QUESTION:** Will square footage of buildings be provided?

ANSWER: Refer to Question and Answer #1.

18. **QUESTION:** Are the existing cleaners Union?

ANSWER: There are no union requirements for the contracted services.

19. **QUESTION:** Will there be assigned walk through dates?

ANSWER: HCPS did not plan to conduct walk-throughs at this time. They are seeking a vendor to help supplement their current staff and fill vacancies. Currently, HCPS has not determined which buildings will need custodial services.

20. **QUESTION:** Does our staff need to be part of a union?

ANSWER: Refer to Question and Answer #18.

21. **QUESTION:** What are the terms on payments and does the billing get broken out per region or all in one invoice?

ANSWER: Billing can be provided on one invoice. Payment terms are Net 30. Refer to Question and Answer #11 for the invoice process.

22. **QUESTION:** Do you plan on having a management company oversee who is awarded the contract?

ANSWER: HCPS will not have a management company oversee the vendor. Refer to Section 2.19 of the Scope of Work and/or Technical Specifications regarding oversight of staff and operations.

23. **QUESTION:** Who is the current janitorial contractor for each region?

ANSWER: The current vendor providing services is ABM Industry Group, LLC.

24. **QUESTION:** Is this contract expected to be for cleaning labor only?

ANSWER: Refer to Section 2.1 of the Scope of Work and/or Technical Specifications.

25. **QUESTION:** What is the cleaning frequency and specifications for each location?

ANSWER: Refer to Section 2.1 – 2.3.1 of the Scope of Work and/or Technical Specifications. Cleaning frequency and specifications are dependent on school location and needs coordinated through Custodial Coordinators and the Assistant Supervisor of Facilities Management.

26. **QUESTION:** If the potential contractor works less than the proposed 41,600 hours, will the school deduct money from contractor at the bill rate despite fixed costs included and, if the contractor works over the proposed hours, will it be extra billing?

ANSWER: The 41,600 hours is the expected number of hours per year for the services requested. The Estimated Annual Quantities listed on the Bid Form is an approximate amount based on historical data. This is not a guarantee of work that will be needed; it is strictly for evaluation purposes. The contractor will invoice the county monthly based on the number of employee hours worked per the approved contract hourly rate. Invoices shall be submitted monthly according to the procedures outlined in section eight (8) in the Bid document, titled Billing and Payment. The Awarded Bidder(s) will coordinate staffing needs with the Custodial Coordinator and the Assistant Supervisor of Facilities Management.

27. **QUESTION:** What is the square footage of each school in the district and the address?

ANSWER: Refer to Exhibit A for the total square footage of each building

28. **QUESTION:** Is any outside groundwork required including snow removal?

ANSWER: Outside grounds work may be required. Refer to Section 2.1 of the Scope of Work and/or Technical Specifications and 2.28 for Custodian I Job Duties.

29. **QUESTION:** Would you please send 2025/2026 school calendar?

ANSWER: Refer to Exhibit D for the 2025-2026 Harford County Public School Calendar.

30. **QUESTION:** What is the labor coverage for spring, summer, and winter break?

ANSWER: Services requested will be based for all twelve (12) months. Please reference Exhibit D of the Addendum for the HCPS School calendar for scheduled closings. Also, please reference Exhibit B in the Bid document, HCPS Standard Work Hours for the current operating schedule during the summer months. The Awarded Bidder(s) will coordinate staffing needs with the Custodial Coordinator and the Assistant Supervisor of Facilities Management.

31. **QUESTION:** Are the 41,600 the expected hours for the entirety of the contract to be contracted out? Can you provide the expected hours to be contracted by each region within the contract?

ANSWER: The 41,600 hours is the expected number of hours per year for the services requested. The Estimated Annual Quantities listed on the Bid Form is an approximate amount based on historical data. This is not a guarantee of work that will be needed; it is strictly for evaluation purposes. The Awarded Bidder(s) will coordinate staffing needs with the Custodial Coordinator and the Assistant Supervisor of Facilities Management to augment custodial staff and service requirements in the four (4) regions of HCPS. Staffing in each region will be dependent upon the needs of the county.

32. **QUESTION:** Is the intent of this solicitation to award a single vendor the entire contract?

ANSWER: HCPS intends to award Bid #25-GS-018 Custodial Services to one (1) vendor. HCPS is not obligated but reserves the right to award to one (1) or more responsive and responsible bidder(s) offering the lowest pricing and is deemed to be in the best interest of HCPS.

33. **QUESTION:** Pg 25 item 2.19...is that service Manager dedicated only to working at Harford schools?

ANSWER: The Service Manager provided is not required to work solely with Harford County Public Schools.

34. **QUESTION:** How many privatized hours are being invoiced currently and for how many employees.

ANSWER: We agreed to 41,600 hours, which is approximately 20-25 employees for the FY24-FY25 school year with the current vendor. The Awarded Bidder(s) will coordinate staffing needs with the Custodial Coordinator and the Assistant Supervisor of Facilities Management.

35. **QUESTION:** What is the current privatized staff breakdown by school? That is, how is the current outsourced staff allocated?

ANSWER: Staffing locations are based upon needs in the county and may vary. The Awarded Bidder(s) will coordinate staffing needs with the Custodial Coordinator and the Assistant Supervisor of Facilities Management.

36. **QUESTION:** How is notice given to the current vendor as to the number of "new" locations or assignments?

ANSWER: The Awarded Bidder(s) will coordinate staffing needs with the Custodial Coordinator and the Assistant Supervisor of Facilities Management.

37. **QUESTION:** Will we be provided a work area in a school/admin to operate for our office needs including internet, phone, and simple office furniture?

ANSWER: No office space will be provided.

38. QUESTION: Please confirm that all supplies need to operate this contract, will be provided by the Harford.

ANSWER: Refer to Section 2.21 of the Scope of Work and/or Technical Specifications.

I hereby acknowledge receipt of Addendum #1 dated January 27, 2025, to Bid #25-GSM-018 – Custodial Services.

Company

Name (Print or Type)

Authorized Signature

Date

Note: Bidder shall sign and submit Addendum with bid submission. The same person signing Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.

Exhibit A
Harford County Public Schools Buildings - Total Square Feet

| Elementary Schools | Total sqft |
|----------------------------|------------|
| Abingdon | 91,229 |
| Bakerfield | 65,691 |
| Bel Air | 51,476 |
| Church Creek | 86,665 |
| Churchville | 52,360 |
| Darlington | 24,237 |
| Deerfield | 103,200 |
| Dublin | 44,385 |
| Edgewood | 67,341 |
| Emmorton | 65,592 |
| Forest Hill | 64,722 |
| Forest Lakes | 68,971 |
| Fountain Green | 61,728 |
| Hall's Cross Roads | 63,082 |
| Havre de Grace | 65,949 |
| Hickory | 80,550 |
| Hillsdale /George D. Lisby | 58,023 |
| Homestead | 91,414 |
| Wakefield Demolished | |
| Jarrettsville | 61,275 |
| Joppatowne | 89,985 |
| Magnolia | 65,948 |
| Meadowvale | 69,000 |
| Norrisville | 37,417 |
| North Bend | 60,221 |
| North Harford | 49,703 |
| Prospect Mill | 75,538 |
| Red Pump | 102,301 |
| Ring Factory | 59,132 |
| Riverside | 57,439 |
| Roye-Williams | 78,126 |
| Old Post Road Intermediate | 54,452 |
| Old Post Road Primary | 58,829 |
| William S. James | 58,500 |
| Youth's Benefit | 149,694 |
| Harford Academy | 67,440 |

| Middle Schools | Total sqft |
|----------------|------------|
| Aberdeen | 205,440 |
| Bel Air | 166,628 |
| Edgewood | 169,986 |
| Fallston | 133,740 |
| Magnolia | 149,100 |
| North Harford | 173,728 |
| Southampton | 188,134 |

| High Schools | Total sqft |
|----------------------|------------|
| Aberdeen (North) CEO | 107,087 |
| Aberdeen (South) AHS | 230,134 |
| Bel Air | 262,454 |
| C. Milton Wright | 224,366 |
| Edgewood | 268,354 |
| Fallston | 233,500 |
| Harford Technical | 218,225 |
| Havre de Grace M/H | 250,111 |
| Joppatowne | 184,070 |
| North Harford | 245,238 |
| Patterson Mill M/H | 265,000 |

| Administration Buildings | Total sqft |
|--------------------------|------------|
| Agricultural Barn | 7,680 |
| Equine Barn | 2,592 |
| Forest Hill Annex | 32,183 |
| Harford Glenn | 31,647 |
| Hickory Annex | 40,151 |
| Administration Building | 73,122 |

Note: The total square footage represents the overall area per building and does not account for the cleanable square footage. Currently, HCPS has not determined which buildings will need custodial services.

**Exhibit B
Sample Invoice**



| INVOICE# | | 10000108972 | |
|----------|----------------------------|--------------------------------|---------------------------|
| | Invoice Date 11/04/2024 | Payment Terms NET 30 | Page 1 of 1 |
| | | Invoice Due Date 12/04/2024 | Amount Due \$82,164.10 |

Client Bill To

HARFORD COUNTY PUBLIC SCHOOLS
102 S HICKORY AVE
BEL AIR MD 21014

Service Location

HARFORD COUNTY
102 S HICKORY AVE
BEL AIR MD 21014

Service Period

OCTOBER 2024

| Description | Amount | Tax Rate | Tax | Total |
|------------------------|------------------|----------|-------------|------------------|
| Monthly Janitorial Ser | 82,164.10 | 0.00% | 0.00 | 82,164.10 |
| | | | | |
| | 82,164.10 | | 0.00 | 82,164.10 |

Send ACH Payments To:



Remit To:



| | |
|-------------------|--------------------|
| Pre-Tax Total | \$82,164.10 |
| Tax Total | \$0.00 |
| Amount Due | \$82,164.10 |



Oct-24

| EMPLOYEE NAME | Hours | Overtime | Total Hours |
|----------------------|----------------|-----------------|--------------------|
| [REDACTED] | 152.82 | | 152.82 |
| [REDACTED] | 112.69 | | 112.69 |
| [REDACTED] | 176 | | 176 |
| [REDACTED] | 116.92 | | 116.92 |
| [REDACTED] | 80.05 | | 80.05 |
| [REDACTED] | 176 | | 176 |
| [REDACTED] | 149.95 | | 149.95 |
| [REDACTED] | 164.73 | | 164.73 |
| [REDACTED] | 152.29 | | 152.29 |
| [REDACTED] | 176 | | 176 |
| [REDACTED] | 104.04 | | 104.04 |
| [REDACTED] | 165.82 | | 165.82 |
| [REDACTED] | 39.87 | | 39.87 |
| [REDACTED] | 176 | | 176 |
| [REDACTED] | 133.16 | | 133.16 |
| [REDACTED] | 176 | | 176 |
| [REDACTED] | 135.8 | | 135.8 |
| [REDACTED] | 145.83 | | 145.83 |
| [REDACTED] | 176 | | 176 |
| [REDACTED] | 161.24 | | 161.24 |
| [REDACTED] | 175.7 | | 175.7 |
| [REDACTED] | 168.71 | | 168.71 |
| [REDACTED] | 169.85 | | 169.85 |
| [REDACTED] | 154.56 | | 154.56 |
| Total Hours | 3540.03 | | 3540.03 |

Handwritten signature

Exhibit C
Fees Effective November 1, 2024

Custodian 1 Billable Rate is \$24.21 / hour and based on.

- All 4 HCPS Zones
- 1 Manager
- 1 Administrative Assistant

Custodian 1 Billable Overtime Rate is \$27.79 / hour and based on.

- All 4 HCPS Zones
- 1 Manager
- 1 Administrative Assistant

COLOR CODED CALENDAR

Quarters

1st: Sept. 2 - Nov. 7 = 45 days
 2nd: Nov. 10 - Jan. 28 = 46 days
 3rd: Jan. 29 - Apr. 10 = 45 days
 4th: Apr. 13 - June 12 = 44 days

August 2025

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| 31 | | | | | | |

September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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February 2026

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March 2026

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April 2026

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May 2026

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June 2026

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July 2026

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- First Day of School (K-12)
- First Day of School (PreK)
- 3-hour Early Dismissal (ALL Schools)
- Professional Development
- Last Day of School (K-11)
- Last Day of School (PreK)
- 3-hour Early Dismissal (Schools AND Offices)
- New Teacher Professional Development
- Weekend
- Scheduled Closings (Schools AND Offices)
- Professional Development (contingent on student's last day)
- Potential Inclement Weather Make-Up Day

The 3-hour early dismissal scheduled for Friday, June 12, 2026 is contingent on the last day of school for students (K-11).
 This calendar was approved by the Board of Education of Harford County on December 16, 2024.