



---

## Arlington Public Schools Procurement Office

---

### Notice of Addendum No. 1

**Issued on April 1, 2019**

<b><u>ITB Title:</u></b>	Industrial Cleaning & Restorative Services
<b><u>ITB Number:</u></b>	31FY19
<b><u>ITB Issue Date:</u></b>	March 5, 2019
<b><u>Bid Due Date And Time:</u></b>	April 16, 2019, Prior To 2:00 PM (Local Prevailing time)

### Addendum No. 1

Q1. Will APS entertain meetings once a quarter or bi-monthly in the initial set-up?  
Section II. Scope of Work; General, page 9.

A1. **The Contractor will assign an account manager who will be the main contact for project communications and status. The Offeror agrees to make schools a priority over commercial and residential projects. Quarterly or bi-monthly meetings shall be held during initial set-up.**

Q2. Is there a specific type of anti-microbial?  
Section II. Scope of Work; General, Page (s) 9 and 11.

A2. **A Communications Document (Com Doc) shall be utilized for each project. The Com Doc shall be completed and sent to APS within twenty-four (24) hours of each site visit. The Com Doc will have a bullet list of the daily events, to include date, time location, type and quantity of equipment delivered / picked up and general activities, e.g. HEPA vacuumed walls, floors, moped floors, cleaned contents with organic, plant based and safe for children anti-microbial, etc.**

**Apply organic, plant based and safe for children anti-microbials as discussed or director by APS or hygienist;**

Q3. Are the Safety Data Sheets required as part of the Proposal?  
Section II. Scope of Work, General, Page 9.

A3. **No, Safety Material Data Sheets shall be furnished by the Contractor prior to work beginning.**

Q4. 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 does not specifically state the references need to all be mold.

Section IV. Proposal Requirements, Part E. Format and Content, Tab 2, Executive Summary, Page 19.

A4. Page 19 Tab 2: Executive Summary has been changed to the following:

Provide three (3) current references for mold remediation projects, greater than 5,000 square feet per site and describe the Work completed within three (3) years preceding the Proposal Due Date. The services must be of a similar size and nature to the Scope of Work in this solicitation. Indicate organization name, contact name, telephone number and **e-mail address of each reference**. Please verify all information prior to submitting it.

Q5. Audited Financial Records are these required or requested, and should these be included in the Proposal?

Section IV. Proposal Requirements, Part E. Format and Content, Tab 5, Trade Secrets or Proprietary Information; Page 20.

A5. The Offeror shall provide their most recently filed financial statements. This includes income statement and balance sheets. An opinion letter, management letter comments, and notes to the financial statements are optional. Additional financial details, to include cash flow statements for the past three years are preferred but not required.

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

Section V, Proposal Evaluation Process, Part B; Proposal Evaluation Criteria, Page 22

A6.

Previous experience of Offeror in delivering Industrial Cleaning & Restorative Services to K-12 Educational Facilities

Q7. Please clarify normal business hours vs working business hours?

Section VI. General Terms & Conditions, Normal Working Hours, Page 25.

A 7. Page 25: General Terms & Conditions, Normal Working Hours has been changed to the following:

**NORMAL WORKING HOURS:** Unless otherwise specified in the Purchase Order Normal Working Hours shall be 8:00 A.M. through 5:00 P.M., Monday through Friday, excluding Holidays. See also Working Day.

**This Addendum No. 1 must be signed, dated and received in the Procurement Office prior to the date and time stated above OR acknowledgment of receipt of this addendum may be noted on the Proposal (See page 2 of the RFP).**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Issued By:**

Dyanna McMullen, VCO

Senior Procurement Specialist

Telephone: (703) 228-7649

Email: [dyanna.mcmullen@apsva.us](mailto:dyanna.mcmullen@apsva.us)