



Loudoun County, Virginia

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Department of Finance and Budget

Division of Procurement

P.O. Box 7000, Leesburg, Virginia 20177

Physical Address: 1 Harrison Street, S.E., 4th Floor, Leesburg, Virginia 20175

July 6, 2020

NOTICE TO BIDDERS

ADDENDUM NO. 3

RFQ 235782

The following changes and/or additions shall be made to the original Invitation for Bid (IFB) No. RFQ 235782, Janitorial Services for Loudoun County Sheriff's Office (LCSO) Firing Range

Please acknowledge receipt of this addendum by signing and returning with your bid.

1. The following section of the IFB shall be deleted in their entirety and replaced with the following updated section.

5.4 Supplies

- E. Contractor shall be responsible for stocking and supplying Purrell Hand Sanitizers for refill of all dispensers on site. These are to be kept fully stocked at all times. Stock Description: **Spartan Lemon Blossom Foaming Hand Sanitizer (Spartan Chemical Company), Home Depot Item Number 308802271** Due to COVID 19, alternative dispensers may be in place

2. Questions and Answers
3. The attached Exhibits shall added to the IFB
 - a. EXHIBIT C – Firing Range Layout

Prepared By: /s/ Gerald Landayan Date: July 6, 2020

Acknowledged By: _____ Date: _____

Questions and Aswers

1. [Pg. 7, *SECTION C&D, 5.4: Supplies*]: May we be supplied a list of the current products being used at the sites to be able to find a comparable product line?
 - **New Location/ no current list**
2. [Pg. 7, *SECTION E, 5.4: Supplies*]: While we realize the hand sanitizers will be managed by the site for the first six (6) months, how many hand sanitizer dispensers are on site?
 - **4 at this time**
3. [Pg. 8, *SECTION E, 5.6: Occupational Safety and Health Administration (OSHA) Guideline Compliance*]: When speaking of staff, is this in reference to the site staff or the Contractors' staff?
 - **BOTH**
 - 3.1- Are surgical masks acceptable? **Yes**
 - 3.2- Are nitrile gloves acceptable? **Yes**
4. [Pg. 10, *SECTION: 5.9 Personnel Requirements; D. Employee Identification and Building Access; 3*]: Please send us a list of rooms and room numbers we are not authorized to enter.
 - **Not available and up to LCSO**
5. [Pg. 12, *SECTION 5.10 Contractor Staffing Requirements*]: With the understanding the contractors shall have a photo id, does a company badge worn on site suffice or is a government issued I.D. required (e.g. Driver's License.)?
 - **Vendor provides company ID for employee to wear and photo ID such as dl is required for approval of staff candidates**
6. [Pg. 14, *SECTION 5.13 Cleaning Activity Specifications; A. Receptacles; 3. Miscellaneous Trash and Paper Collection*]: Please clarify as to what will and will not to be considered trash.
 - **Contract states unless it is in a receptacle or marked trash it is not considered trash**

7. [Pg. 14, SECTION 5.13 Cleaning Activity Specifications; A. Receptacles; 4. Recycling *Materials*]: During the site visit, no recycling bins were visible. Is this section still applicable?

- **This location has not yet been outfitted with recycling containers they will be on site prior to 9/1/20**

7.1- For disposal of recyclable items, is there a designated disposal site other than the dumpster?

- **Large totes will be on site for collection**

8. [Pg. 45, SECTION 7.15 Quantities]: The IFB states "NO BID WILL BE CONSIDERED WHICH STIPULATES THAT LOUDOUN COUNTY SHALL GUARANTEE TO ORDER A SPECIFIC QUANTITY OF ANY ITEM." During the site visit, we were informed the County will be ordering the hand sanitizer for the first six (6) months. Please verify.

- **That is correct**

8.1- What brand has your site decided on?

- **Spartan Lemon Blossom Foaming Hand Sanitizer (Spartan Chemical Company). Home Depot Item # 308802271**

8.2- How many hand sanitizer dispensers are on site to fill?

- **4 more may be added and County will provide extra if needed**

9. Understanding this is a new building and requires new services, who is the incumbent for the contract prior to this (even if it was at the previous location)?

- **No prior contractor at old location**

9.1- Is there a contract currently in place for current services at the previous location? –

- **NO**

9.2- If so, what is the contract end date?

- **NA**

9.3- What is the value of the current contract?

- **NA**

10. For services outside the scope of work, will we receive a written notice?

- **Yes and contractor will be asked for a quote**

Question 10.1- If so, how would you like for us to account for any services outside of the scope of work?

- **See above**

Question 10.2- Should we submit an estimate to the contracting officer to have a Purchase Order issued to provide said services?

- **See above**

11.With the understanding the contractors shall have a photo id, does a company badge worn on site suffice or is a government issued I.D. required. E.g. Driver's License.

- **See # 5 answers**

12.We understand there will be onsite storage to house supplies and resources. Please confirm if this is a secured, locked area, as the Contractor would want to control access to those resources to ensure they have enough supplies on hand at all times. Please clarify if it is your intent to put in locked cages for resources.

- **Secure storage area is shared. As this is a LCSO location no cages are needed**

12.1- How will we be notified when County staff use our supplies so we can maintain an adequate amount of supplies?

- **Will be minimal use if any – resupply of paper products if dispensers run out of use of vacuum if needed etc.**

13.Due to the current pandemic, will the site be at full or half capacity?

- **Current staffing of 4 FT. Classes and training sessions will vary as discussed in pre-bid meeting – fluid.**

14.Is there a designated parking spot for the Contractor?

- **Out front open parking**

14.1- Is there a loading dock for the Contractor to use?

- **No**

15.When we are given an “add-on” assignment for a service that is lists “as needed,” will be given at least twenty-four (24) hour notice?

- **Yes**

16.Please provide a floor plan for the building and the finish schedule if available that indicates the final floor products.

- **See attached**

17. Can you provide the manufacturers maintenance spec for the LVT?

- **See Addendum 2**

18. Will 'buffing' in the SOW be changed with the LVT installed. Assuming you will not require a finish applied.

- **buffing can be done quarterly**

