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**ADDENDUM 003  
 Janitorial Services  
 Request for Bid No. 9-131219BR**

Bidders should acknowledge receipt of Addendum 003 (THREE) by **signing and including it with the original bid**. The due date for receipt of bids is **changed by this Addendum to Monday, January 13, 2014, at 2:00 P.M. central time**. The changes herein shall be included as mandatory requirements for this solicitation. The question and answer on the following page which provide additional information and clarification are believed to be of general interest to all potential Bidders. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority  Beth Rodeman General Services Specialist
Contractor/Bidder Signature  (Signature of person authorized to sign)	Department of Transportation  (Authorizing Signature)
Date Signed:	Date Signed: January 7, 2014

Section 4. Pricing Pages, has changed and shall be included as mandatory requirements for this solicitation. Revised Pricing Pages included with this addendum shall be used by Bidders to submit all pricing for this RFB.

Section 4.1; Janitorial Services, Paragraph 2 shall be changed as follows:

For purposes of calculating monthly pricing, an average of 22 days per month shall be assumed for daily cleaning, an average of 8.5 days per month shall be assumed for twice per week cleaning, an average of 4.5 days per month shall be assumed for weekly cleaning, and 1 day per month shall be used for monthly cleaning.

The column heading for the third (3<sup>rd</sup>) column of the Janitorial Services Pricing Pages has been changed to **"Firm-Fixed Price Per Square Foot Per Day"**.



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The following question regarding pricing page calculations believed to be of general interest to all potential Bidders.

**Question:** Pricing Pages require a submission of a firm-fixed price per square foot. Does MoDOT require a price per square foot per month, as was required in the previous RFB, or does MoDOT require a price per square foot per day? If the calculation shown below the space for monthly pricing in the far column labeled "Extended Firm-Fixed Price per Month" is used with a price per month per square foot, the result is not correct; it is very high.

**Answer:** The pricing provided shall be a Firm-Fixed Price Per Square Foot Per Day.

Per Paragraph 2.1.5 of the RFB, MoDOT reserves the right to reject any or all bids, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid, unit prices will govern. Therefore, the pricing page at Section 4.1, Janitorial Services, has changed. The column heading for the third (3<sup>rd</sup>) column has been changed to "Firm-Fixed Price Per Square Foot Per Day".

When the requested Firm-Fixed Price Per Square Foot Per Day is used with the Total Estimated Square Footage and the corresponding average number of days cleaned per month to calculate the Extended Firm-Fixed Price Per Month, as shown in parenthesis below the space for monthly pricing in the far column of the pricing pages at section 4.1, Janitorial Services, labeled "Extended Firm-Fixed Price per Month", the result will be correct.

An example of the requested calculation is provided below for further clarification. The pricing in the example is fictitious and used for demonstrational purposes only.

In this example, if the Bidder's normal pricing per month per square foot for this type of daily cleaning were \$0.0594, the price would be divided by 22 for the daily price per square foot of \$0.0027 ( $\$0.0594 / 22 = \$0.0027$ ). The resulting Unit Price of \$0.0027 multiplied by 5,163 total estimated square footage to be cleaned per day at Item #4.1001, multiplied by 22 average days per month would result in a bid of \$306.6822, or \$306.68 if rounded, for the Extended Firm-Fixed Price Per Month for Item # 4.1001, as shown below.

Item #	Description	Firm-Fixed Price Per Square Foot Per Day	Total Estimated Square Footage	Extended Firm-Fixed Price Per Month
4.1001	Janitorial Services for Location # 1 (see Exhibit A)	\$ 0.0027	5,163	\$ 306.68 (firm-fixed price per square foot X total estimated square footage X 22)

Similar calculations would need to be made for spaces requiring cleaning twice per week (dividing the monthly price per square foot by 8.5, assuming 8.5 cleanings per month), and for spaces requiring cleaning once per week (dividing the monthly price per square foot by 4.5, assuming 4.5 cleanings per month). An example is provided on the following page.

In this example, if the Bidder's normal pricing per month per square foot for this type of weekly cleaning were \$0.099, the price would be divided by 4.5 for the daily price per square foot of \$0.022 ( $\$0.099 / 4.5 = \$0.022$ ). The resulting Unit Price of \$0.022 multiplied by 1,443 total estimated square footage to be cleaned per week at Item #4.1002, multiplied by 4.5 average days per month would result in a bid of \$142.857, or \$142.86 if rounded, for the Extended Firm-Fixed Price Per Month for Item # 4.1002, as shown below.

Similarly, if the Bidder's normal pricing per month per square foot for this type of twice per week cleaning were \$0.0799, the price would be divided by 8.5 for the daily price per square foot of \$0.0094 ( $\$0.0799 / 8.5 = \$0.0094$ ). The resulting Unit Price of \$0.0094 multiplied by 2,728 total estimated square footage to be cleaned twice per week at Item #4.1006, multiplied by 8.5 average days per month would result in a bid of \$217.9672, or \$217.97 if rounded, for the Extended Firm-Fixed Price Per Month for Item # 4.1006, as shown below.

Item #	Description	Firm-Fixed Price Per Square Foot Per Day	Total Estimated Square Footage	Extended Firm-Fixed Price Per Month (average of 22 days per month)
4.1001	Janitorial Services for Location # 1 (see Exhibit A)	\$ <u>0.0027</u>	5,163	\$ <u>306.68</u> (firm-fixed price per sq. ft. per day X total estimated sq. footage X 22)
4.1002	Janitorial Services for Locations # 2 (see Exhibit A)	\$ <u>0.022</u>	1,443	\$ <u>142.86</u> (firm-fixed price per sq. ft. per day X total estimated sq. footage X 4.5)
...	...	...	...	...
4.1006	Janitorial Services for Location # 6 & 7 (see Exhibit A)	\$ <u>0.0094</u>	2,728	\$ <u>217.97</u> (firm-fixed price per sq. ft. X total estimated sq. footage X 8.5)
...	...	...	...	...

**Request for Bid No. 9-131219BR, ADDENDUM 003**

**4. PRICING PAGES**

**4.1 Janitorial Services**

The Bidder shall provide a firm, fixed prices as specified in the table below, for the original contract period for providing all janitorial services in accordance with the provisions and requirements specified herein, except for the Supplemental Services at section VIII, Supplemental Service Requirements, which are priced on the pricing page which follows. All costs associated with providing the required services shall be included in the stated prices.

For purposes of calculating monthly pricing, an average of 22 days per month shall be assumed for daily cleaning, an average of 8.5 days per month shall be assumed for twice per week cleaning, an average of 4.5 days per month shall be assumed for weekly cleaning, and 1 day per month shall be used for monthly cleaning.

<b>Item #</b>	<b>Description</b>	<b>Firm-Fixed Price Per Square Foot Per Day</b>	<b>Total Estimated Square Footage</b>	<b>Extended Firm-Fixed Price Per Month</b>
4.1001	Janitorial Services for Location # 1 (see Exhibit A)	\$ _____	5,163	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 22)
4.1002	Janitorial Services for Locations # 2 (see Exhibit A)	\$ _____	1,443	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 4.5 )
4.1003	Janitorial Services for Locations # 3 (see Exhibit A)	\$ _____	9,552	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 1)
4.1004	Janitorial Services for Location # 4, 8 & 10 (see Exhibit A)	\$ _____	5,000	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 4.5)
4.1005	Janitorial Services for Location # 5 (see Exhibit A)	\$ _____	1,475	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 4.5)
4.1006	Janitorial Services for Location # 6 & 7 (see Exhibit A)	\$ _____	2,728	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 8.5)
4.1007	Janitorial Services for Locations # 9 (see Exhibit A)	\$ _____	1,344	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 22)
4.1008	Janitorial Services for Location # 11 (see Exhibit A)	\$ _____	82,755	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 22)
4.1009	Janitorial Services for Location # 12 (see Exhibit A)	\$ _____	21,830	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 22)
4.1010	Janitorial Services for Location # 13 (see Exhibit A)	\$ _____	12,018	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 22)
4.1011	Janitorial Services for Location # 14(see Exhibit A)	\$ _____	16,469	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 22)
4.1012	Janitorial Services for Location # 15, 16 & 17 (see Exhibit A)	\$ _____	116,107	\$ _____ (firm-fixed price per sq. ft. per day X total estimated sq. footage X 22)
<b>Total Firm-Fixed Price Per Month</b>				\$ _____

## 4.2 Supplemental Services

The Bidder shall provide firm-fixed pricing in the table below for each of the supplemental services in accordance with the provisions and requirements specified herein. All costs associated with providing the required services shall be included in the stated firm-fixed prices. The State of Missouri does not warrant that the estimated occurrences per month stated herein in any way reflect actual nor anticipated usage amounts, but shall be for cost evaluation purposes only.

The Bidder may indicate "\$0.00" if they wish to provide the service(s) in this section at no charge.

Item #	Description	Firm-Fixed Price	Total Estimated Occurrences Per Month	Extended Estimated Price Per Month
4.2001	Deep clean carpet/water extraction	\$ _____ Per Square Foot	15,561 sq. ft.	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2002	Clean and seal concrete flooring	\$ _____ Per Square Foot	1,478 sq.ft.	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2003	Strip and refinish hard flooring	\$ _____ Per Square Foot	5,952 sq. ft	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2004	Spray and buff hard surface floors	\$ _____ Per Square Foot	5,952 sq. ft.	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2005	For each chair cleaned	\$ _____ Per manager's chair	3 each	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2006	One time construction clean-up	\$ _____ Per Hour, Per Person	7 hours	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2007	Ongoing construction clean-up	\$ _____ Per Hour, Per Person	4 hours	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2008	Additional janitorial personnel	\$ _____ Per Hour, Per Person	2 hours	\$ _____ (firm-fixed price X total estimated occurrences per month)
<b>Total Estimated Price Per Month</b>				\$ _____

**4.3 BID LIMITATION**

The Bidder shall provide, in the table below, their maximum are number of square feet that they have the capacity to provide the services described herein, beginning January 3, 2014. The MHTC will award by building(s) or building grouping(s) in a manner that is most advantageous to MoDOT, based on cost.

The Bidder may indicate "ALL" or "NO LIMITATIONS" if there are no limitations to the number of square feet they have the capacity to provide.

<b>DAILY DAY TIME CLEANING</b>	<b>DAILY NIGHT TIME CLEANING</b>
<b>MAXIMUM NUMBER OF SQUARE FEET</b>	<b>MAXIMUM NUMBER OF SQUARE FEET</b>

\_\_\_\_\_  
Name of the Bidder's Firm                      Signature of Authorized Representative                      Date Signed

**4.4 Renewal Periods:** The bidder shall provide below the maximum percentage of increase or decrease for the renewal periods. The percentage shall be computed against the **original contract period prices** for each renewal period. If a renewal percentage is not provided, the prices for the renewal periods shall be the same as the original contract period.

- 1<sup>st</sup> Renewal Period** \_\_\_\_\_% of maximum increase and/or \_\_\_\_\_% of maximum decrease.
- 2<sup>nd</sup> Renewal Period** \_\_\_\_\_% of maximum increase and/or \_\_\_\_\_% of maximum decrease.
- 3<sup>rd</sup> Renewal Period** \_\_\_\_\_% of maximum increase and/or \_\_\_\_\_% of maximum decrease.

\_\_\_\_\_  
Name of the Bidder's Firm                      Signature of Authorized Representative                      Date Signed