

# CITY OF COLONIAL HEIGHTS, VIRGINIA



**INVITATION FOR BID: # 22-011302-1125**

**ADDENDUM #1**

**CONTRACT FOR CUSTODIAL SERVICES**

**BID OPENING DATE: JANUARY 27, 2022, 2:00PM**

**CITY OF COLONIAL HEIGHTS CONTACTS:**

**CRAIG SKALAK – RECREATION AND PARKS DIRECTOR, 804-520-9390, [skalake@colonialheightsva.gov](mailto:skalake@colonialheightsva.gov)**

**JUDI WHITT – PROCUREMENT SPECIALIST, 804-520-9358, [whittj@colonialheightsva.gov](mailto:whittj@colonialheightsva.gov)**

City of Colonial Heights  
Purchasing Department  
201 James Avenue – P.O. Box 3401  
Colonial Heights, VA 23834-9001  
Judi L. Whitt, Procurement Specialist  
(804) 520-9358 Fax (804) 524-8723  
[whittj@colonialheightsva.gov](mailto:whittj@colonialheightsva.gov)

January 6, 2022

Addendum #1

# 22-011302-1125

This Addendum is issued to make the following changes:

1. **Bid Opening Date to change to no later than 2:00PM, Thursday, January 27, 2022**
2. **Pre-Bid showing of Courthouse is scheduled for 9:00AM on January 13, 2022, the location address is 550 Boulevard, Colonial Heights, VA 23834.**

On page 12 of the Invitation for Bid, the Bidder Qualifications is to change to the following:

### 3. Bidder Qualifications

Bidders are required to have engaged in commercial or institutional custodial service contracting in the Commonwealth of Virginia for a period of no less than one (1) year and have sufficient staff currently in their employment adequately service the buildings listed.

## Address questions about IFB and give Windows & Floor type information

The following are questions that were asked about the IFB# 22-011302-1125 Contract for Custodial Services for City of Colonial Heights VA. Sealed Proposals, subject to the specifications and conditions contained in the Request for Proposal and herein this Addendum #1, will be received at the City of Colonial Heights, Purchasing Department Office, 201 James Avenue, 2<sup>nd</sup> Floor, Colonial Heights, VA 23834 until, but no later than 2:00PM, January 27, 2022.

- Is there a deadline for questions? **An addendum will go out stating deadline for questions is no later than 5:00PM, EDT, January 5, 2022. \*change January 13, 2022.**

- Is registration or RSVP required for the pre-bid conference and site visits on January 5, 2022? **No RSVP required.**

Will a site visit schedule be provided? **No. After the pre-bid conference, a bus/van (provided by the City) will take bidders around to all sites for visiting the facilities. \*change Site visit Courthouse January 13, 2022 at 9:00AM.**

- For planning purposes, and to ensure the submittal package is mailed on time, we would like to know if you can provide an estimated date for issuance of final addenda, if any? **The final Addendum will be issued on January 6, 2022. \*change January 7, 2022.**

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- How many originals and copies of the response submittal are needed? **Page 2 of the IFB specifies the original is to be submitted and you are to keep a copy. Note that with the Addendum, a signature page acknowledging receipt of the addendum is to be submitted with the sealed bid.**

With regard to the required Bid and Performance bonds:

- Could the Surety Company's *Standard Bond Forms* be acceptable, if properly notarized, or must the bond forms provided with the ITB be used? **No. Page 4 of the IFB specifies the Bid Bond Form Provided Must Be Used and submitted.**
- Is a letter of bonding capacity required to be submitted with the response? **Page 4, 5, 24, 27, 28, & 30 of IFB specifies all information. Each proposal must be accompanied by a certified check equal to 5% of the amount of the proposal or a bid bond equal to 5% of the amount of the proposal. Such Bid Bond or check shall be submitted with the understanding that it shall guarantee that the bidder will not withdraw his bid for a period of ninety (90) days after the scheduled closing time for receipt of bids, and that if his bid is accepted, he will enter into an agreement with the owner in accordance with the Form of Agreement as indicated herein. Any mistakes or error on the part of the bidder in preparing his bid confers no right upon the bidder to withdraw his bid after the designated time in said Contract and give stipulated Guarantee Bond within fifteen (15) days after written notification of award, the bidder in any particular hereof. Checks will be returned to the unsuccessful bidders promptly after it is determined who the successful bidder is and the award has been made.**
- Would annual performance bond forms required for optional renewal years? **A performance bond will be needed only the first year of contract.**

Scope or additional information questions:

- Who is your current custodial services contractor? **Professional Maintenance Co LLC**
- What is the annual contract cost or monthly cost per facility for the services outlined in the ITB? **The total monthly cost for services for all the facilities is \$14,133.16. City Hall \$2,393.05; Community Building \$789.51; Courthouse \$5,583.79; Public Library \$1,744.93; Health Department \$269.22; Public Works Department \$59.83; Public Safety Building-Police \$1,202.81; Public Safety-Fire \$1,242.99; Recreation & Parks \$129.62; Recreation & Parks Director Office \$29.91; Window Cleaning \$687.50.**
- Is the current contract scope and frequencies same or different that the scope/frequencies outlined in the ITB? If different, what changed? **The scope of work only has one difference in this new IFB. The change is requesting separate invoices for buildings for departments to sign off/approve cleaning is being done and payments for the specific departments buildings. Note that the City is changing over many maintenances to come out of Buildings & Grounds and to separate to each department to track how much it costs for each separate departments buildings.**

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- Is the contract subject to any wage scale, min. wage or any other pay requirements? **Page 4 states Choice of Law and Venue. Any resulting contract shall be governed by the laws of the Commonwealth of Virginia. The contractor shall comply with all applicable federal, state and local laws and regulations. Any resulting contract shall be governed by the laws of the Commonwealth of Virginia. The contractor shall comply with all applicable federal, state and local laws and regulations.**

Responded to Christel Pineda of Sentral Services on Monday, January 3, 2022 at 9:45AM via email  
[CPineda@SentralServices.com](mailto:CPineda@SentralServices.com)

- Please clarify if the bid submittal package should include:  
**Returning the entire IFB solicitation document (pages 1-37) completed and the Addendum signature sheet, signed and notarized where required.**
- It appears that page 29, Contractor's Affidavit is to be completed after award, please confirm that completion of this form is not required during bid submittal.

~~Page 29 is to be completed and returned with the submittal of the bid.~~ **\*change Page 29 is part of the performance bond and does not need to be filled out unless awarded the contract. Note that the bid bond has to be completed and submitted with the sealed bid and the performance bond is done after bid is submitted and in the award process.**

- Please advise if any supplementary information such as bidder's capabilities and programs are also to be included.

**Page 7 & 8 has the specifications of the Certificate of Insurance that needs to be sent in by the Contractor. No other supplementary information is needed.**

- Evaluation Criteria. **Lowest Responsive and Responsible Bidder.**

\*Note: The Addendum will be issued, posted online, and emailed to all bidders that attended the pre-bid meeting.

Responded to Christel Pineda of Sentral Services on Monday, January 6, 2022 at 7:52AM via email  
[CPineda@SentralServices.com](mailto:CPineda@SentralServices.com)

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January 6, 2022 Addendum #1 # 22-011302-1125

Continued Information

		Floors	Approximate # Windows	Approximate % Carpeted Floor
1. City Hall	201 James Avenue	2	112	70
	Approximately 24,000 square feet			
2. Senior/Teen Center	157 Roanoke Avenue	1	21	2
	Approximately 7,918 square feet			
3. Courthouse	550 Boulevard	2	109	60
	Approximately 56,000 square feet			
4. Fire Department	100 B Highland Avenue	1	48	40
	Approximately 12,466 square feet			
5. Health Department	200 Highland Avenue	1	6	50
	Approximately 2,700 square feet			
6. Police Department	100 A Highland Avenue	See Below		
	Approximately 12,063 square feet			
7. Public Library	1000 Yacht Basin Drive	1	32	95
	Approximately 17,500 square feet			
8. Public Works Building	501 Lake Avenue	1	6	100
	Approximately 600 square feet			
9. Rec & Parks Building	901 Meridian Avenue	1	5	100
	Approximately 1,300 square feet			
10. Rec & Parks Building	200 Roanoke Avenue	1	1	100
	Approximately 300 square feet			

Note

Fire & Police Department buildings were combined as they share the same building.

1. Glass exterior doors were not included with the window count.

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January 6, 2022 Addendum #1 # 22-011302-1125  
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**All questions must be received no later than 5:00pm on January 13, 2022, for this IFB #22-011302-1125. Question received after this time may remain unanswered at the City’s discretion.**

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

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Bidder’s Name (Print) \_\_\_\_\_

Office number (\_\_\_\_)\_\_\_\_\_ Cell Phone Number (\_\_\_\_)\_\_\_\_\_

Email \_\_\_\_\_