



ADDENDUM OF SOLICITATION
INVITATION FOR BIDS (IFB No. 025-003)
ADDENDUM No. 1
Issued: December 18, 2024

IFB No. 025-003

Title: PRTC Custodial and Janitorial Services

Contact: LaWana Glymph

Email: lglymph@omniride.com

Phone: 703-580-6158

This addendum is hereby incorporated into the solicitation documents of the above referenced IFB. The following items are clarifications, corrections, additions, deletions and/or revisions to the IFB, which shall take precedence over the original documents. Bidders must acknowledge receipt of this amendment by returning the signed original with the Bid package prior to the hour and date specified in the solicitation.

DESCRIPTION OF ADDENDUM

The above numbered solicitation is amended as follows:

1. **PRE-BID ATTENDEE LIST, PRESENTATION AND ANSWERS TO SUBMITTED QUESTIONS –**
Providing pre-bid meeting attendee list, pre-bid presentation, and a matrix of answers to all submitted questions and attached herewith, **PRTC Custodial and Janitorial Services.**

2. **III. SCOPE OF WORK**
Deleting Paragraph III.6.K. (Contractor Responsibilities) and Revising III.9.B.1.h. (Monthly Board Meetings-Facility Interior)

DELETE: **Page 12 & 14**

REPLACE WITH: **Page 12 & 14 (Revised) attached herewith**

3. Attachment A.1 (PRTC Transit Center & Western Facility Floor Plans & Exterior Areas)

Revising PRTC Transit Center & Western Facility Floor Plans to clearly define PRTC and Bus Contractor (Keolis Transit Services) Areas and Adding Diagram of PRTC Transit Center Exterior Areas as described in the Scope of Work III.3.C.1.d.

DELETE: Pages 28-30

REPLACE WITH: Pages 28-30 (Revised) attached herewith

ADD: PRTC Transit Center Exterior Areas Diagram

4. Attachment B (Pricing Schedules)

Revising Option Year Pricing Schedules (*Not-To-Exceed Grand Total*)

DELETE: Pages 38-41

REPLACE WITH: Pages 38-41 (Revised) attached herewith

Except as specifically amended herein, all other terms and conditions of this solicitation remain unchanged and in full force and effect.

Bidders must acknowledge receipt of this amendment by returning signed original with the Bid package prior to the hour and date specified in the solicitation. Failure to acknowledge receipt of this Addendum may be grounds to declare your Bid unresponsive.

Company _____

Address _____

City _____ State _____ Zip Code _____

Name of Person Authorized to Sign _____
Print

Signature _____ Date _____

Pre-Bid Sign-In Sheet

Solicitation No: IFB No. 025-003

PRTC Custodial and Janitorial Services

Date: December 4, 2024 Time: 11:00 AM

Location: PRTC Transit Center - Virtual: Zoom Meeting ID: 820 2717 7739



	Name	Company	Phone	Email	In- Person or via Zoom
1.	Crystal McConnell	In and Out TBM	540-805-0065	crystal@sparklegirl.com	In-Person
2.	Curt McConnell	In and Out TBM	540-805-0594	curt@inandout.com	In-Person
3.	Lacario Perkins	Global Maintenance Group	571-992-7328	gmglacario@gmail.com	In-Person
4.	Ashley Thacker	Professional Building Maintenance	540-226-5255	athacker@pbmclean.com	In-Person
5.	Edward Brooks	Brooks & Brooks Services	301-773-2001	ebrooks@brooksandbrooks.com	In-Person
6.	Derinda Mosley	Beltway Logistics Services	703-675-4357	apbeltway@gmail.com	In-Person
7.	Lavonne Serrano	LSS Realty Management	202-374-9615	support@lssmanagement.com	In-Person
8.	Anthony F. Walton	A & B Cleaning Services	571-382-8613	anthonyfwalton@yahoo.com	In-Person
9.	Edwin Velasquez	J.V. Cleaning	703-586-2644	edwin@jvcleaningva.com	In-Person
10.	Abraham Mehrabi	inoZone	571-230-0369	abraham@inozonetech.com	In-Person

Pre-Bid Sign-In Sheet

Solicitation No: IFB #025-003

PRTC Custodial and Janitorial Services

Date: December 4, 2024 Time: 11:00 AM

Location: PRTC Transit Center - Virtual: Zoom Meeting ID: 820 2717 7739



	Name	Company	Phone	Email	In- Person or via Zoom
11.	Ja-Rod P	J's Big Motion Cleaning	929-492-1359	jsbigmotioncleaningllc.com	In-Person
12.	Nathaniel Woodson	1Above Quality Service	931-561-6391	nathaniel.woodson@1aboveqs.com	In-Person
13.	Carl Coppadge	Staff Solvers	703-906-5665	ccoppadge@staffsolvers.com	In-Person
14.	Deborah Kennedy	Office Pride	703-637-2362	deborahkennedy@officepride.com	In-Person
15.	Maurice Wyatt	Unlimited Perfections, LLC	571-325-6427	maurice@unlimitedperfections.com	In-Person
16.	Derrick Mosley	Beltway Logistic Services	703-675-4353	apbeltway@gmail.com	In-Person
17.	Johnny Chavarria	J&F General Contractors	571-232-4897	alconjunior@me.com	In-Person
18.	Billy Alston	Mister Janitor	703-594-3710	misterjanitor96@aol.com	In-Person
19.	N. Berham	Green Star Tech, LLC	407-492-9483	info@greenstartech.io	In-Person
20.	Jackie Klioze	Clean Advantage	703-932-7097	jackie@cleanadv.com	In-Person

Pre-Bid Sign-In Sheet

Solicitation No: IFB #025-003

PRTC Custodial and Janitorial Services

Date: December 4, 2024 Time: 11:00 AM

Location: PRTC Transit Center - Virtual: Zoom Meeting ID: 820 2717 7739



	Name	Company	Phone	Email	In- Person or via Zoom
21.	William Nguyen	Capital Building Services	703-241-8900	william-capital@hotmail.com	In-Person
22.	Mirwas Shriwasi	Evergreen Commercial Cleaning Services	571-488-3152	evergreencsllc@outlook.com	In-Person
23.	Luis Sandoval	Alianza Building Services	301-519-7500	lsandoval@alianzaservices.com	In-Person
24.	Roy Hodges	VCS	571-775-0947	postmaster@vernettacleaningservices.com	In-Person
25.	Marshall Kennedy	Office Pride	757-328-7031		In-Person
26.	Pierre Holland	Credible Solutions	623-224-1297	Pierre.Holland@thecrediblesolutions.com	In-Person
27.	Francisco Jimenez	Metropolitan Cleaning Services	301-830-6744	fjjimenez@bdcomnpass.com	In-Person
28.	Tom Correa	Aerroc Group	703-718-6455	tcorrea@aerrocgroup.com	In-Person
29.	Phyllis Cobbinah	Guavamaid Cleaning	540-661-6276	guavamaid@aol.com	Zoom
30.	Nikki Kennedy	Office Pride Springfield-Woodbridge	703-420-3041	nikikennedy@officepride.com	Zoom

Pre-Bid Sign-In Sheet

Solicitation No: IFB #025-003

PRTC Custodial and Janitorial Services

Date: December 4, 2024 Time: 11:00 AM

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	Name	Company	Phone	Email	In- Person or via Zoom
31.	Schlandria Edwards	L&D Cleaning Service	703-712-9802	Schlandria.edwards@gmail.com	Zoom
32.	Kalkidan Melaku	Excel Property Solutions	301-263-6950	k.melaku@excelpropertysolutionsllc.com	Zoom
33.	Bryan Hurdle	New Catch, LLC	571-732-3701	newcatch20@outlook.com	Zoom
34.	Michele Munford	Clean Guard, LLC	804-429-7740	michele@cleanguard.com	Zoom
35.	Doris Lookabill	PRTC	703-580-6153	dlookabill@omniride.com	In-Person
36.	Cynthia Johnson	PRTC	703-580-6147	cporter-johnson@omniride.com	In-Person
37.	LaWana Glymph	PRTC	703-580-6158	lglymph@omniride.com	In-Person
38.	Rick Brown	PRTC	703-580-6165	rbrown@omniride.com	Zoom
39.	Vince Walker	PRTC	703-580-6150	vwalker@omniride.com	In-Person

IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024

Question/Clarification	Date Submitted/ Prospective Bidder	Response
1. What is the square ft of each, PRTC Transit located at 14700 Potomac Mills Road and 7840 Doane Drive?	November 13, 2024/ Clean Guard Pro	<p>The PRTC Transit Center (14700 Potomac Mills Rd) - second floor of the admin building is approximately 10,000 sq feet, the enclosed walkway is 197 sq feet, and the passenger terminal is 967 sq feet.</p> <p>The PRTC Western Facility (7840 Doane Dr.) - second floor of the admin building is 8,485 sq feet, the first floor is approximately 1,000 sq feet.</p>
2. What is the expected start date for each or both contracts?	November 13, 2024/ Clean Guard Pro	There is only one (1) Contract for both facilities. The current Contract expires February 28, 2025, and this Contract will be effective and have a start date of March 1, 2025.
3. What was last or current contractors' price for each or both buildings?	November 13, 2024/ Clean Guard Pro	The current Contractor's price is approximately \$63,000 annually for both buildings.
4. How many Days Porters does the last or current contractor use?	November 13, 2024/ Clean Guard Pro	The current contractor uses one (1) Day Porter; however bidders are to determine the level of staffing needed to meet the requirements in the FB.

**IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024**

5. How many night porters are needed at each PRTC location (Potomac Mills and Doane Rd) for this contract?	November 13, 2024/ Clean Guard Pro	Bidders are to determine the level of staffing needed to meet the requirements in the IFB.
6. . Is the contractor required to supply the paper products (tissue, paper towels) and hand soap?	November 13, 2024/ Clean Guard Pro	Yes. Please see Scope of Work III.7 Equipment and Supplies in the IFB.
7. Is there a bid bond requirement?	December 1, 2024/ James McKesson	No. There is no bid bond required.
8. Can you disclose the square footage of the Transit Center and Western Facility Admin Building?	December 1, 2024/ James McKesson	<p>The PRTC Transit Center (14700 Potomac Mills Rd) - 2nd floor of the admin building is approximately 10,000 sq feet, the enclosed walkway is 197 sq feet, and the passenger terminal is 967 sq feet.</p> <p>The PRTC Western Facility (7840 Doane Dr.) - 2nd floor of the admin building is 8,485 sq feet, the 1st floor is approximately 1,000 sq feet.</p>
9. Can you disclose who the current contractor is and price being paid?	December 1, 2024/ James McKesson	The current Contractor is In and Out Total Building Maintenance Cleaning Services of Fredericksburg, VA. The current Contractor's price is approximately \$63,000 annually.

IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024

10. Could you please provide the total cost of the previous year's custodial and janitorial services contract, including a breakdown of additional and emergency services?	December 2, 2024/ inoZone Technologies	The current Contractor's price is approximately \$63,000 annually, with additional services at \$0.37 per square ft. and emergency services approximately \$188.00 per event.
11. Were there significant changes in the scope of work for this year's contract compared to the previous one?	December 2, 2024/ inoZone Technologies	Yes, the scope of work and expectations have increased for this year's contract compared to the previous one.
12. What was the historical workload for the required services (e.g., square footage cleaned, trash volume, or average labor hours per week)?	December 2, 2024/ inoZone Technologies	The workload for the required services in addition to the trash volumes varies from time to time. Bidders are to determine the number of hours that will be needed to meet the requirements in the IFB.
13. How frequently were additional or emergency services required under the previous contract?	December 2, 2024/ inoZone Technologies	Under the previous contract, additional or emergency services were seldom needed.
14. Are there restrictions on the brands or types of cleaning supplies and equipment used, or can we propose cost-effective alternatives?	December 2, 2024/ inoZone Technologies	Please see Scope of Work III.7 Equipment and Supplies in the IFB.

IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024

15. Does PRTC supply any equipment, or will the contractor provide all tools and materials?	December 2, 2024/ inoZone Technologies	The contractor is responsible for supplying all equipment, tools, and materials. Please see Scope of Work III.7 Equipment and Supplies in the IFB.
16. Can the bid include an annual price adjustment clause for optional years to account for inflation or increased costs?	December 2, 2024/ inoZone Technologies	No. Bidders are asked to provide the base year cost and the cost for subsequent option years using the provided pricing schedules. Inflation or increased costs should be considered when submitting your bid.
17. Are payment terms negotiable, such as allowing partial upfront payments or milestone-based invoicing?	December 2, 2024/ inoZone Technologies	No. The Contractor shall submit invoices identifying the services performed.
18. Can certain weekly, monthly, and quarterly services be bundled to minimize repeated visits while ensuring compliance?	December 2, 2024/ inoZone Technologies	Yes, it may be possible to bundle weekly, monthly, and quarterly services. The selected Contractor may submit a request to bundle services to the Facility Manager for consideration.
19. Is there flexibility in scheduling Day Porter services during lower-demand hours to improve efficiency?	December 2, 2024/ inoZone Technologies	The selected Contractor may submit a request to reschedule services to the Facility Manager for consideration.
20. Can non-essential services be performed outside peak hours or during weekends to reduce labor costs?	December 2, 2024/ inoZone Technologies	The selected Contractor may submit a request to reschedule services to the Facility Manager for consideration.

IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024

<p>21. Which line items in the pricing schedule are most critical in the evaluation of bids?</p>	<p>December 2, 2024/ inoZone Technologies</p>	<p>All line items in the pricing schedule are equally important in the evaluation of bids, however, together those line items (except Additional and Emergency Services) will be included in the total bid amount. The total bid is what is used to determine the lowest bidder.</p>
<p>22. Would including value-added services (e.g., air fresheners, minor maintenance, or complimentary supply restocking) enhance our bid?</p>	<p>December 2, 2024/ inoZone Technologies</p>	<p>No. PRTC is looking for the lowest responsive and responsible bidder.</p>
<p>23. Are subcontracting arrangements allowed for specific tasks, such as specialized cleaning?</p>	<p>December 2, 2024/ inoZone Technologies</p>	<p>Yes, subcontracting arrangements are allowed, however, the selected Contractor is ultimately responsible for management of the Contract and ensuring that the cleaning is completed per the Scope of Work.</p>
<p>24. Does PRTC handle maintenance of any equipment or supply refills, such as soap and hand sanitizers?</p>	<p>December 2, 2024/ inoZone Technologies</p>	<p>PRTC maintains soap dispensers and hand sanitizer dispensers. However, the selected Contractor is responsible for providing supplies, please see Scope of Work III.7 Equipment and Supplies, in the IFB.</p>

IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024

<p>25. Were there common challenges faced by the previous contractor that we should address proactively in our proposal?</p>	<p>December 2, 2024/ inoZone Technologies</p>	<p>Any challenges encountered by the previous Contractor have been incorporated in the Scope of Work of the IFB. Bidders are encouraged to fully read the IFB and prepare bid accordingly.</p>
<p>26. What are the business hours for each facility?</p>	<p>December 2, 2024/ J.V. Cleaning Service</p>	<p>The lobby at the PRTC Transit Center and Western Facility is staffed from 7:00 am to 7:00 pm, however bus operations at the PRTC Transit Center are approximately 2:30 am – 11:30 pm and bus operations at the Western Facility are approximately 2:30 am – 11:00 pm.</p>
<p>27. Can PRTC clarify what is the total square footage of each facility? Only the Maintenance Building total is provided. Totals are not listed for: Omniride transit center, Western Facility Admin Building, Fuel/Wash Building, or grounds to be policed.</p>	<p>December 2, 2024/ J.V. Cleaning Service</p>	<p>The PRTC Transit Center (14700 Potomac Mills Rd) - second floor of the admin building is approximately 10,000 sq feet, the enclosed walkway is 197 sq feet, and the passenger terminal is 967 sq feet.</p> <p>The PRTC Western Facility (7840 Doane Dr.) - second floor of the admin building is 8,485 sq feet, the first floor is approximately 1,000 sq feet. Fuel/Wash building is not included in the IFB.</p>

IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024

<p>28. As a follow up to the square footage question, what is the total square footage of carpeted flooring and tiled flooring at each facility?</p>	<p>December 2, 2024/ J.V. Cleaning Service</p>	<p>The PRTC Transit Center – The carpeted area of the second floor of the admin building is approximately 10,000 sq feet. The tiled area is approximately 1,000 sq feet.</p> <p>The PRTC Western Facility –The carpeted area of the second floor of the admin building is approximately 4,500 sq feet. The tiled/concrete area of the second floor of the admin building is approximately 4,000 sq feet. The tiled/concrete area of the first floor is approximately 1,000 sq feet.</p>
<p>29. Does PRTC provide instructions or references for background checks listed in section III.6.L.1?</p>	<p>December 2, 2024/ J.V. Cleaning Service</p>	<p>No. PRTC does not provide instructions for background checks. Contractors will be liable for ensuring that all background checks and investigative processes are completed.</p>
<p>30. Are janitorial staff expected to provide services after the monthly PRTC Board of Commissioners Meeting? As in, are the services listed in Section III.9.B.1 to be performed before and after the meeting? What procedure should janitorial staff follow if the meeting runs past 10PM?</p>	<p>December 2, 2024/ J.V. Cleaning Service</p>	<p>No. Janitorial staff are not expected to provide services after the monthly PRTC Board of Commissioners Meeting. Scope of Work, III.9.B.1.h. is being revised to read “All other Nightly Service tasks shall be suspended.” and will be included as part of Addendum 1.</p>

IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024

31. What is the current number and/or required number of day porters at PRTC Transit Center?	December 2, 2024/ J.V. Cleaning Service	Bidders are to determine the level of staffing needed to meet the requirements in the IFB.
32. Are holidays deducted from monthly payments?	December 2, 2024/ J.V. Cleaning Service	No. The contractor is not expected to work on holidays when the facility is closed.
33. Would you kindly advise of the total distance between the buildings?	December 3, 2024/ Clean Solution Services	The total distance between the buildings is approximately 24 miles.
34. Would you kindly advise of the total net cleaning area of each building?	December 3, 2024/ Clean Solution Services	<p>The PRTC Transit Center (14700 Potomac Mills Rd) - 2nd floor of the admin building is approximately 10,000 sq feet, the enclosed walkway is 197 sq feet, and the passenger terminal is 967 sq feet.</p> <p>The PRTC Western Facility (7840 Doane Dr.) - 2nd floor of the admin building is 8,485 sq feet, the 1st floor is approximately 1,000 sq feet.</p>
35. Would you kindly advise of total exterior cleaning area sq. footage?	December 3, 2024/ Clean Solution Services	The Transit Center passenger terminal area is 967 sq feet. The remaining area footage is unknown, see attachment for area included in the IFB.
36. Are there any differences between the new service contract and the current one. If there are, could you please specify the changes that have been made?	December 3, 2024/ Capital Building Services, Inc.	Yes, the scope of work and expectations have increased for the new service contract versus the current one. Bidders are to determine their bid based on the requirements in the IFB.

IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024

37. Is the day porter also responsible for setting up tables/chairs in conference rooms?	December 9, 2024/ J.V. Cleaning Services	No. The day porter is not required to set up tables and chairs for scheduled meetings.
38. PRTC has expressed they will award this contract to the lowest priced, responsive, and responsible bidder. Does the lowest price apply to the 1st year only or a total of the 1st year in combination of all option years?	December 9, 2024/ J.V. Cleaning Services	PRTC will consider the base price to determine the lowest bidder.
39. On Attachment B, all option year pricing schedules say "Base Year NOT-TO-EXCEED-GRAND TOTAL". Should the option years state "Total for Option Year X"? or is PRTC asking us to repeat the total of the base year (year 1) on all pages?	December 9, 2024/ J.V. Cleaning Services	No. There is an error in the wording on the option year pricing schedules. The Option Year Pricing Schedules will be revised and included as part of Addendum 1.
40. The IFB does not mention window cleaning (exterior). Is this service not expected at the facilities under this IFB?	December 9, 2024/ J.V. Cleaning Services	Exterior window cleaning is not a requirement in this IFB.
41. Who is expected to supply the hand sanitizer at each facility?	December 9, 2024/ J.V. Cleaning Services	The Contractor is responsible for all supplies. Please see Scope of Work III.7 Equipment and Supplies in the IFB.

**IFB No. 025-003 - PRTC Custodial and Janitorial Services
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December 18, 2024**

<p>42. During the pre-bid conference it was stated that the outside automatic restrooms were not to be cleaned, only stocked as necessary. However, the IFB states that the outside automatic restrooms should be cleaned in section III.4.D. Can PRTC clarify whether the exterior Exeloo restrooms should be cleaned or only stocked?</p>	<p>December 9, 2024/ J.V. Cleaning Services</p>	<p>The Contractor is responsible for cleaning the exterior restrooms and for stocking supplies. See Scope of Work, III.4.D. (Exterior Exeloo Restrooms) in the IFB for details.</p>
<p>43. Section III.6.J states that the contractor shall not have employees employed by PRTC or Keolis. However, if Keolis contacts the winning bidder are they allowed to provide janitorial services to Keolis areas?</p>	<p>December 9, 2024/ J.V. Cleaning Services</p>	<p>Yes, if asked, the selected bidder can provide janitorial services for Keolis to their areas.</p>
<p>44. During the walkthrough at the Woodbridge location, a manager mentioned that cleaning services are currently being conducted during the day. Do we need a nighttime crew as well?</p>	<p>December 10, 2024/ Capital Building Services</p>	<p>Contractors are required to provide various services. See Scope of Work III.3 (General Requirements) in the IFB for details.</p>
<p>45. Who is the incumbent vendor?</p>	<p>December 10, 2024/ Capital Building Services</p>	<p>The current vendor is In and Out Total Building Maintenance Cleaning Services of Fredericksburg, VA.</p>

IFB No. 025-003 - PRTC Custodial and Janitorial Services
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<p>46. Please provide the square footage of the carpet and tile floors that require cleaning during the bi-annual service for each location.</p>	<p>December 10, 2024/ Capital Building Services</p>	<p>The PRTC Transit Center – The carpeted area of the second floor of the admin building is approximately 10,000 sq feet. The tiled area is approximately 1,000 sq feet.</p> <p>The PRTC Western Facility –The carpeted area of the second floor of the admin building is approximately 4,500 sq feet. The tiled/concrete area of the second floor of the admin building is approximately 4,000 sq feet. The tiled/concrete area of the first floor is approximately 1,000 sq feet.</p>
<p>47. Should we use green products as our chemical selection?</p>	<p>December 10, 2024/ Capital Building Services</p>	<p>See Scope of Work III.7 Equipment and Supplies for product requirements.</p>
<p>48. Is there a floor plan for PRTC—Second Floor? If so, can we get it?</p>	<p>December 10, 2024/ Capital Building Services</p>	<p>Revised floor plans will be included as part of Addendum 1.</p>
<p>49. In the walkthrough for the Western Facility, can you confirm if this IFB is to provide services to the "Yellow areas" since we were informed otherwise?</p>	<p>December 10, 2024/ Capital Building Services</p>	<p>Revised floor plans will be included as part of Addendum 1.</p>
<p>50. Which facility do the following pages belong to pag.31 "Floor Plans Maintenance Building – Total SF – 25,629" and the subsequent pages?</p>	<p>December 10, 2024/ Capital Building Services</p>	<p>Revised floor plans will be included as part of Addendum 1.</p>

IFB No. 025-003 - PRTC Custodial and Janitorial Services
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December 18, 2024

<p>51. Could you confirm the total cleanable square footage for the contractor responsible areas?</p>	<p>December 11, 2024/ Credible Solutions</p>	<p>The PRTC Transit Center - 2nd floor of the admin building is approximately 10,000 sq feet, the enclosed walkway is 197 sq feet, and the passenger terminal is 967 sq feet. The footage of the remaining exterior area is unknown, see the attachment for area included in the IFB.</p> <p>The PRTC Western Facility - 2nd floor of the admin building is 8,485 sq feet, the 1st floor is approximately 1,000 sq feet.</p>
<p>52. Who is responsible for providing consumer products, such as paper towels, toilet tissue, and soap dispensers?</p>	<p>December 11, 2024/ Credible Solutions</p>	<p>The contractor is responsible for providing supplies, see Scope of Work, III.7 Equipment and Supplies in the IFB for details.</p>
<p>53. If the contractor is responsible, are there specific brands or environmental standards that must be met?</p>	<p>December 11, 2024/ Credible Solutions</p>	<p>See Scope of Work, III.7 Equipment and Supplies in the IFB for details on products.</p>
<p>54. The IFB references the necessity of a Prince William County (PWC) business license, but the pre-bid conference suggested a general Virginia license might suffice. Could clarification be provided regarding which is required?</p>	<p>December 11, 2024/ Credible Solutions</p>	<p>Section I.10 in the IFB states, “ the Contractor must be registered and licensed, as necessary, to perform the requested services in the Commonwealth of Virginia.” Scope of Work, III.6.K will be revised to remove this requirement and will be included as part of Addendum 1.</p>

IFB No. 025-003 - PRTC Custodial and Janitorial Services
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December 18, 2024

55. Are there additional requirements or certifications for cleaning products, such as Green Seal or EPA compliance?	December 11, 2024/ Credible Solutions	See Scope of Work, III.7 Equipment and Supplies in the IFB for details on products.
56. What is the timeline for issuing security badges to contractor personnel following the completion of background checks?	December 11, 2024/ Credible Solutions	Security ID Badges can be issued within five to seven business days.
57. Are there restrictions on contractor parking or facility access during peak operation hours?	December 11, 2024/ Credible Solutions	Yes. The Contractor shouldn't park in the 30 minute parking but is allowed to park in the visitor or employee parking lots.
58. Can you provide historical data on the frequency of emergency service calls, and what is the expected response time for these situations?	December 11, 2024/ Credible Solutions	Emergency service calls seldom occur. For required response times, See Scope of Work, III.11 (Emergency Services) of the IFB.
59. What is the anticipated average daily workload for the day porter role?	December 11, 2024/ Credible Solutions	The selected Contractor is responsible for determining staffing levels based on the requirements contained in the IFB.
60. Will performance be evaluated based on specific metrics or key performance indicators?	December 11, 2024/ Credible Solutions	The selected Contractor performance will be evaluated on how well they meet the requirements in the IFB.

**IFB No. 025-003 - PRTC Custodial and Janitorial Services
PRTC Response to Prospective Bidders' Questions and Requests for Clarifications
December 18, 2024**

61. Who is the current company?	December 11, 2024/ Star Janitorial and Integrated Services	The current vendor is In and Out Total Building Maintenance Cleaning Services of Fredericksburg, VA.
62. What is the current price?	December 11, 2024/ Star Janitorial and Integrated Services	The current Contractor's price is approximately \$63,000 annually.
63. Are the current employees in a union?	December 11, 2024/ Star Janitorial and Integrated Services	The current employees of In and Out Building Maintenance Cleaning Services are not employed by PRTC. Bidders would need to contact In and Out Building Maintenance Cleaning Services directly regarding this inquiry.



IFB No. 025-003
PRTC Custodial and Janitorial Services
Pre-Bid Meeting
December 4, 2024

AGENDA



OMNIRIDE
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- **Introductions**
- **About PRTC/OmniRide**
- **Background/Purpose of Project**
- **Discussion of Scope of Work/Site Plans & Drawings**
- **IFB Requirements and Forms**
- **Timeline**
- **Questions & Answers**

INTRODUCTIONS

PRTC/OmniRide

LaWana Glymph, Contract Specialist

Cynthia Johnson, Mgr. of Grants and Procurement

Vince Walker, Project Manager (PRTC Transit Center)

Rick Brown, Project Manager (PRTC Western Facility)

Doris Lookabill, Director of Facilities



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ABOUT PRTC/OMNIRIDE



OMNIRIDE
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Commuter, Metro Express, Local and Para-transit bus services

MicroTransit

Vanpool Alliance

Rideshare and TDM programs

Employer Services program

BACKGROUND/PURPOSE



The Potomac and Rappahannock Transportation Commission (PRTC) seeks a qualified company to provide custodial and janitorial services on the grounds and at buildings at PRTC's two facilities: PRTC Transit Center, 14700 Potomac Mills Road, Woodbridge, Virginia 22192 and the PRTC Western Maintenance Facility, 7850 Doane Drive, Manassas, Virginia 20109.

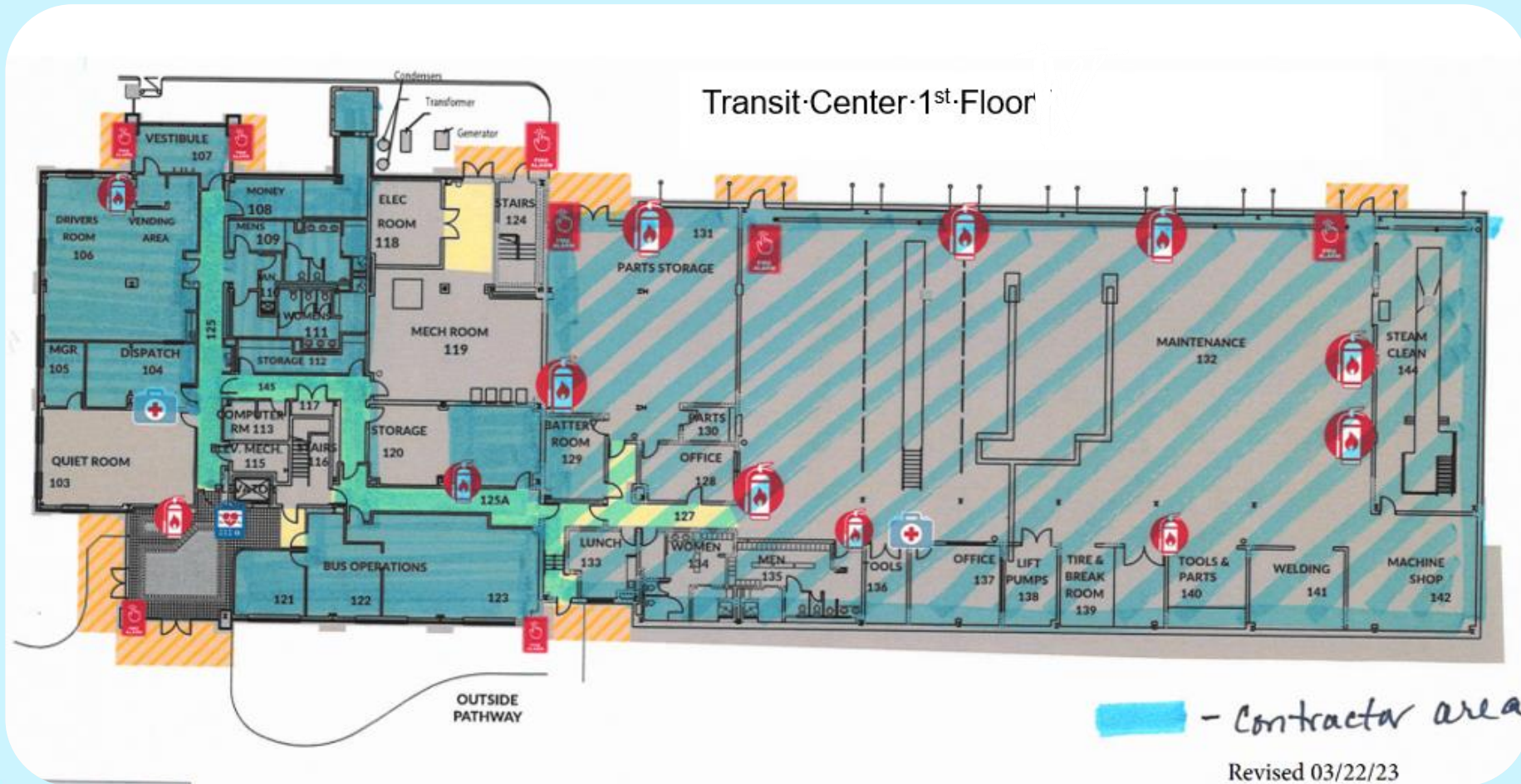
PRTC facilities are used on a frequent basis by various organizations, including state and local elected officials, for meetings. The ultimate responsibility of the Contractor is to maintain the cleanliness of both facilities at a level of service that equals or exceeds ordinary tidiness. Each building is unique and has unique needs and there are situations that will determine the frequency of services that the contractor will need to provide.

PRTC also shares facility space with its bus services contractor, Keolis Transit Services, LLC. However, this Scope of Work **DOES NOT** apply to facility areas assigned to Keolis Transit Services, LLC. Keolis is responsible for providing cleaning and janitorial services for their shared facility space.

Site Plans/ Drawings



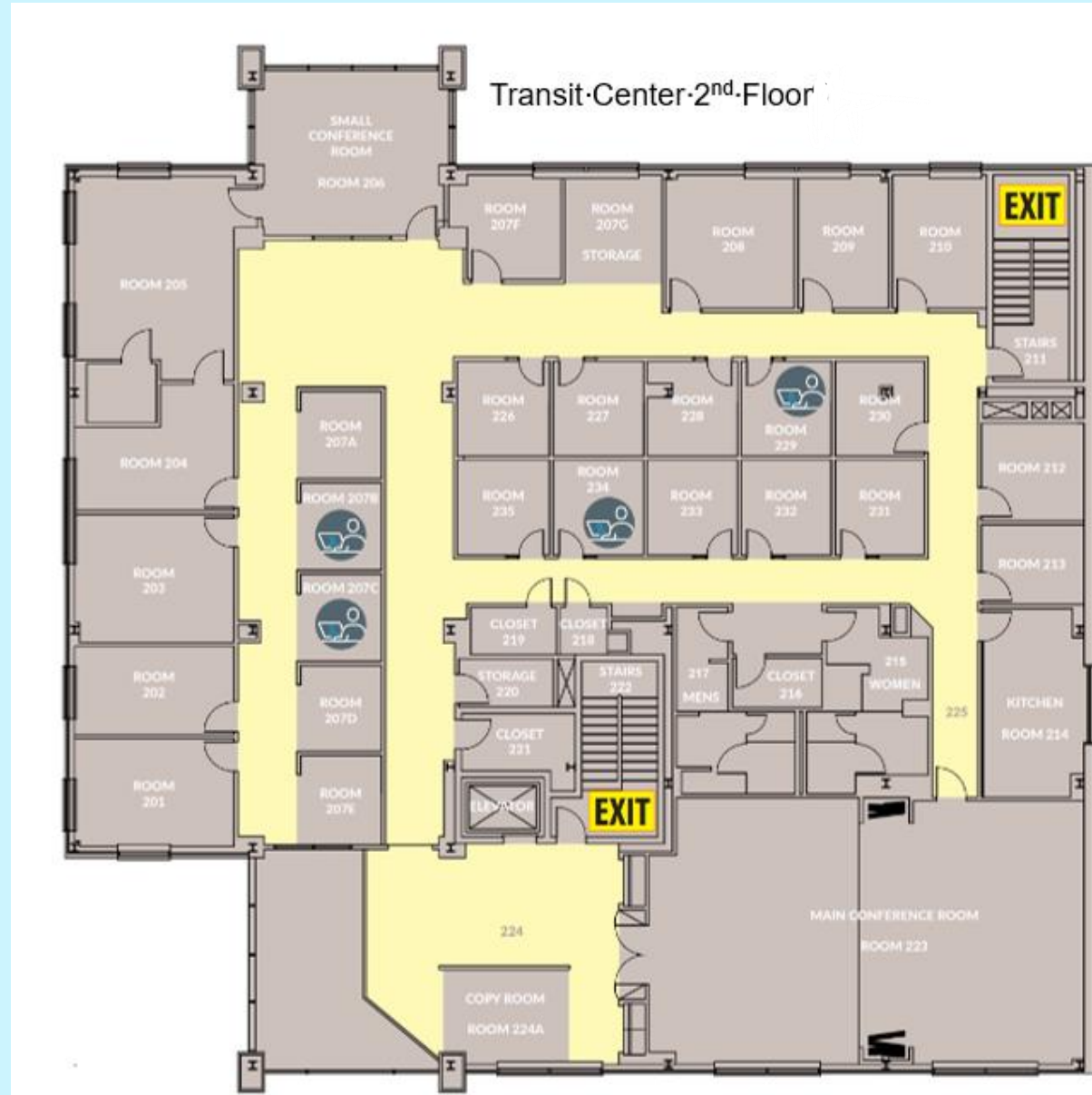
OMNIRIDE
GET THERE SMARTER



Site Plans/ Drawings



OMNIRIDE
GET THERE SMARTER



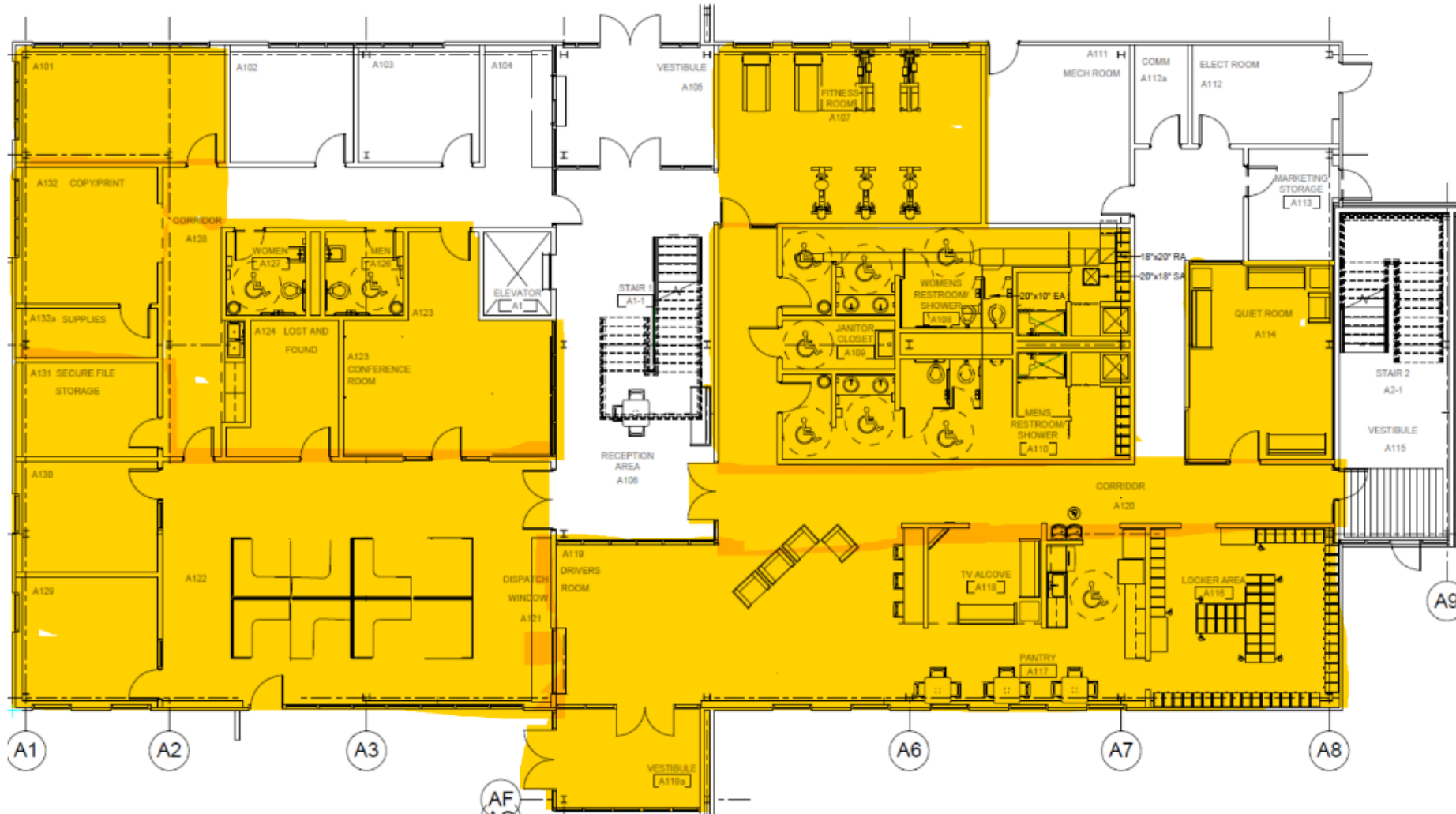
Site Plans/Drawings contd.



OMNIRIDE
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Western Facility Admin Building - 1st Floor

CONTRACTOR ASSIGNED AREAS IN YELLOW



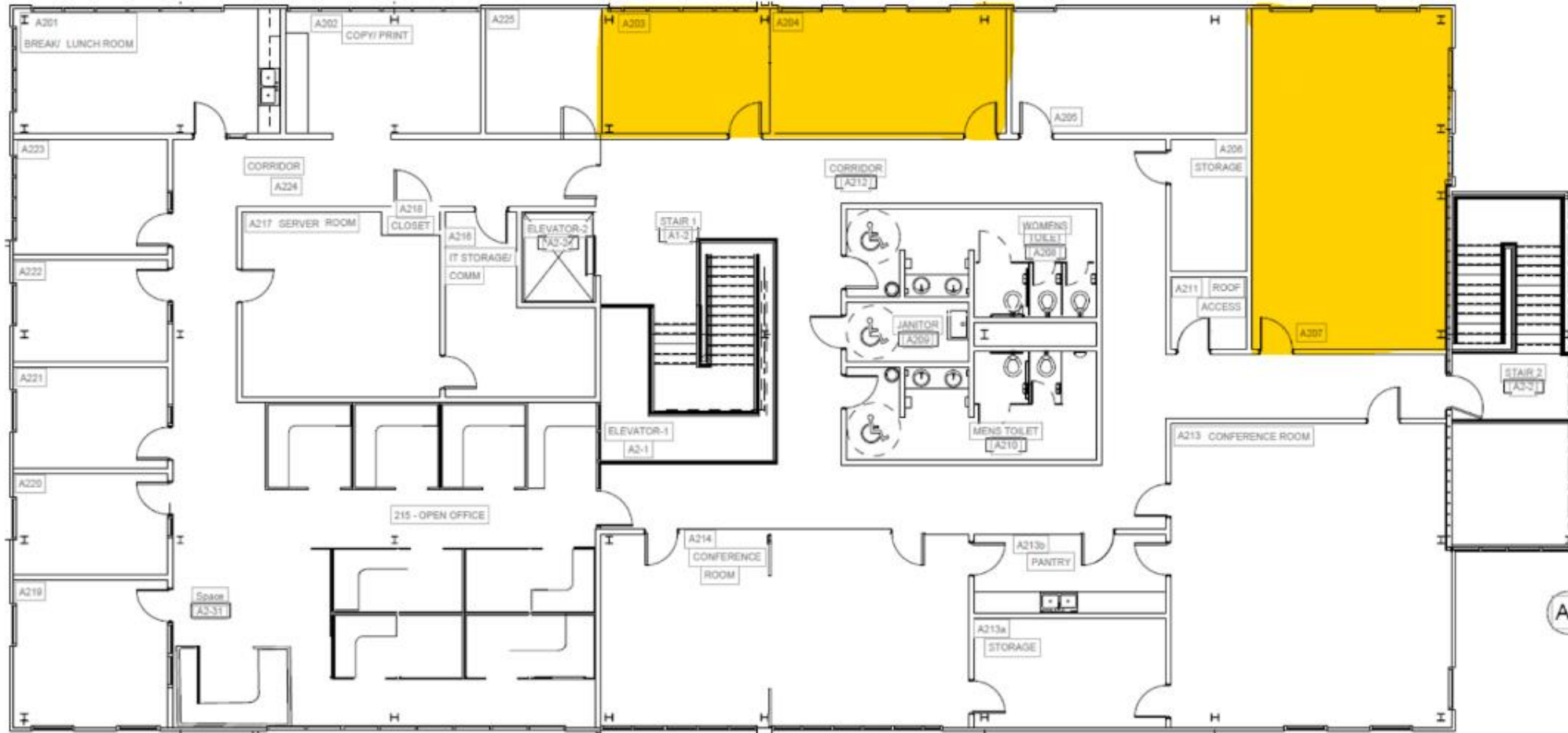
Site Plans/Drawings contd.



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Western Facility Admin Building – 2nd Floor

CONTRACTOR ASSIGNED AREAS IN YELLOW



SCOPE OF WORK



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Services:

- Night Services
- Weekly Services
- Monthly
- Quarterly
- Bi-Annual
- **Day Porter – PRTC Transit Center Only**
- Facility Grounds & Bus Circle Areas
- **Exterior Exeloo Restrooms – PRTC Transit Center Only**

It is the responsibility of the Contractor to review the entirety of the Scope of Work due to its complexity.

IFB REQUIREMENTS AND FORMS



Failure to provide all the required certifications and documents listed and described in the Invitation for Bids (IFB) may cause the bid to be rejected and be considered non-responsive.

Price Schedule –
Attachment B

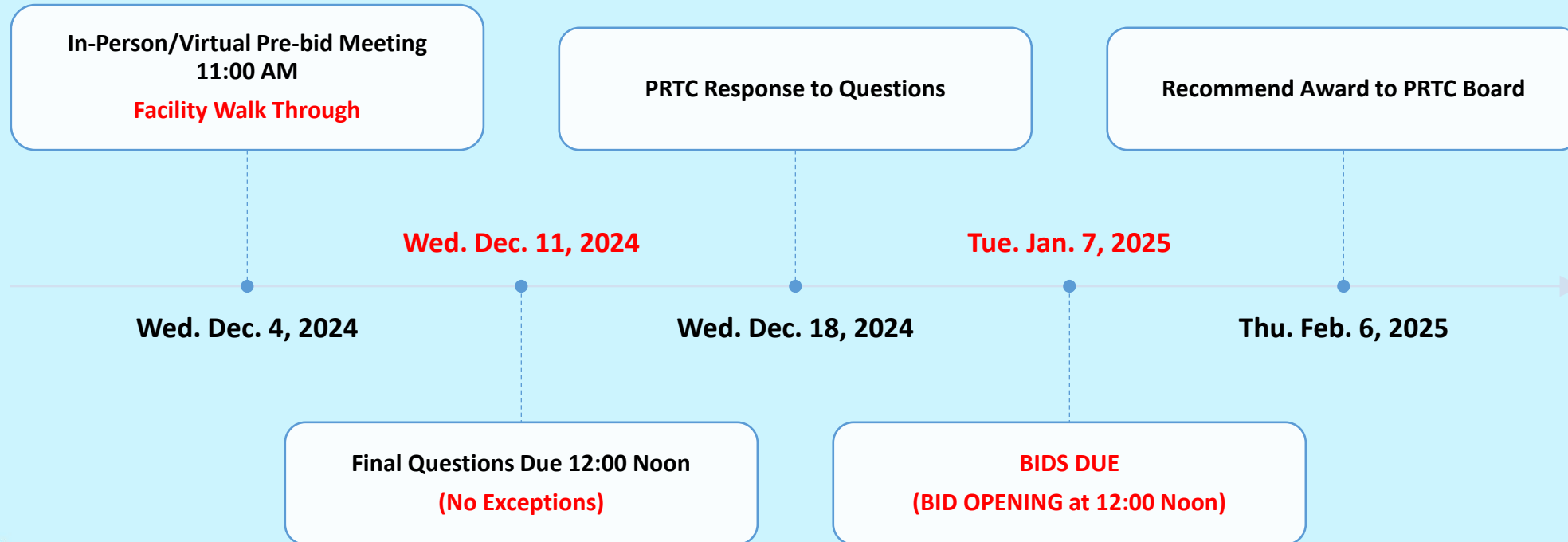
Reference
Form –
Attachment C

IFB Submission
Form –
Attachment D

Insurance
Checklist –
Attachment E

Addendum(s)

TIMELINE





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Need to Schedule a Site Visit ?

Contact:

Vince Walker, Facility Manager (PRTC Transit Center, Woodbridge)

vwalker@omniride.com

703-580-6150

Contact:

Rick Brown, Facility Manager (PRTC Western Facility, Manassas)

rbrown@omniride.com

703-580-6165



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Questions?

LaWana Glymph

Contract Specialist

lglymph@omniride.com

703-580-6158

Cynthia Porter Johnson

Mgr. of Grants & Procurement

cporter-johnson@omniride.com

703-580-6147

- A. During the term of this contract, the Contractor shall not be allowed or be part of or have employees that are currently employed by PRTC or its Bus Operations Contractor.
- B. ~~The Contractor must be licensed to operate within Prince William County for the services as contained herein and provide a copy of the Prince William License.~~
- C. Due to the unrestricted access given to these services, employees hired by the Contractor, shall have Full Background Investigations (National) completed by an Agency, Firm, or Company fully vested in performing such investigations. Until the Contractor is in full receipt of completed background checks and investigative reports, employees assigned to PRTC must only be utilized by the Contractor while in full contact (sight and sound) with another Contractor employee already cleared through the investigative process. Contractors will be liable for ensuring that all background checks and investigative processes are completed as follows:
 - 1. Pre-Employment Full Background Investigation (National) and Reports consisting of the following:
 - a. Verification of Vital Statistics through the Department of Homeland Security (DHS) – Name, date of birth, and Social Security Number (SSN).
 - b. Residence History – Places of residence over a minimum of the last 10 years, used to research criminal and civil records.
 - c. Criminal Convictions History – Reveals a minimum of a 10-year history of misdemeanor and felony records in jurisdictions based on residence history.
 - d. Driving Record – Reveals driving record obtained from states based on residence history to determine habits and general responsibility.
 - e. Civil Records – Research civil actions against the applicant, including lawsuits, judgments, state and federal liens, and bankruptcies.
 - f. Employment History – Verifies the applicant’s previous employment record portrayed in each application.
 - 2. Contractor employees will not be utilized for PRTC services if there is any report that indicates or causes PRTC or the contractor to believe that an employee is not completely trustworthy in any respect, including but not limited to the following:
 - a. Crimes and criminal convictions as identified in **Title 18.2. Crimes and Offenses Generally in the Code of Virginia** can disqualify an applicant. However, the same is true for crimes and convictions for similar offenses under laws of another state or jurisdiction, regardless of the name given to the offense by another state or

III.9 Monthly Board Meetings (PRTC & VRE Board Meetings)

- A. The PRTC Board of Commissioners conducts a meeting on the first Thursday every month from 7:00 p.m. – 10:00 p.m. in the large conference room at the Transit Center, except in the month of August.
- B. The following services shall be completed no later than 5:30 p.m. and is to be performed ONLY at the Transit Center, 14700 Potomac Mills Rd, Woodbridge, VA 22192, on the day the Board of Commissioners are scheduled to meet. **Note: The normal cleaning and janitorial services at the PRTC Western Facility are not affected.**

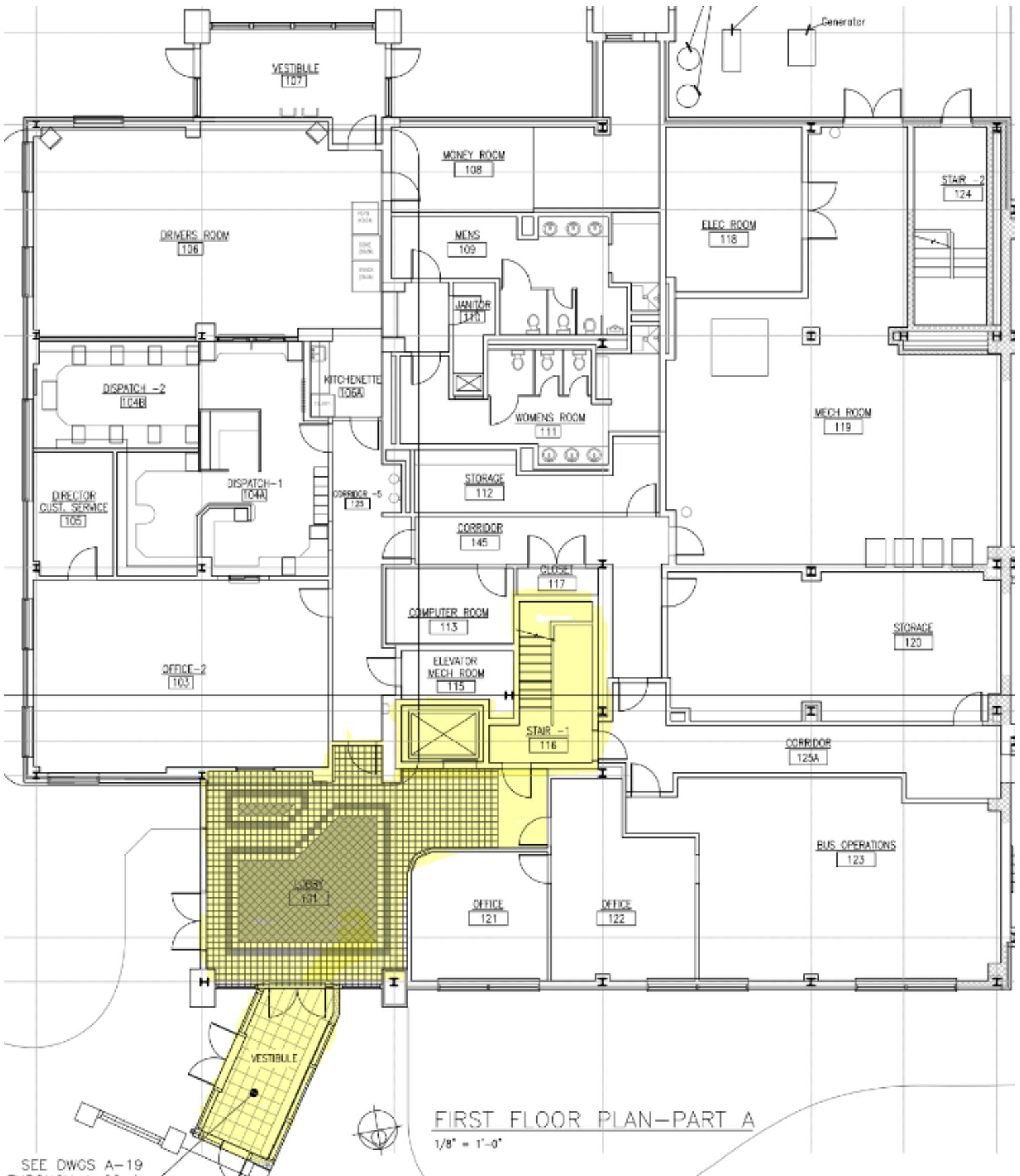
1. Facility Interior:

- a. All tabletop and credenza surfaces in the large conference room shall be damp wiped with an appropriate disinfectant/detergent solution then wiped thoroughly dry.
- b. Carpeting on the second floor in large conference room, the hallway where the restrooms are located, and the common area in front of the elevator shall be power vacuumed.
- c. The second-floor restrooms shall receive a Nightly Service cleaning.
- d. The second-floor breakroom shall receive a Nightly Service cleaning.
- e. Remove all trash and debris, empty all waste baskets, waste containers, and trash receptacles in the second-floor large conference room, the common area in front of the elevator, and hallway where the restrooms are located.
- f. Vacuuming the remainder of the second-floor carpeting shall be exempted on these occasions.
- g. Care shall be taken to ensure loud noises and other disturbances do not affect the meeting taking place. Courtesy is of the up most importance.
- h. All other Nightly Service tasks shall be ~~completed as indicated above~~ suspended.

Virginia Railway Express (VRE) Operations Board Meeting

- A. The VRE Operations Board conducts a meeting every third Friday each month from 9:00 a.m. – 12:00 p.m. in the large conference room at the Transit Center, 14700 Potomac Mills Road, Woodbridge VA 22192, except the month of August. Care shall be taken to ensure loud noises and other disturbances do not affect the meeting while it is in session.

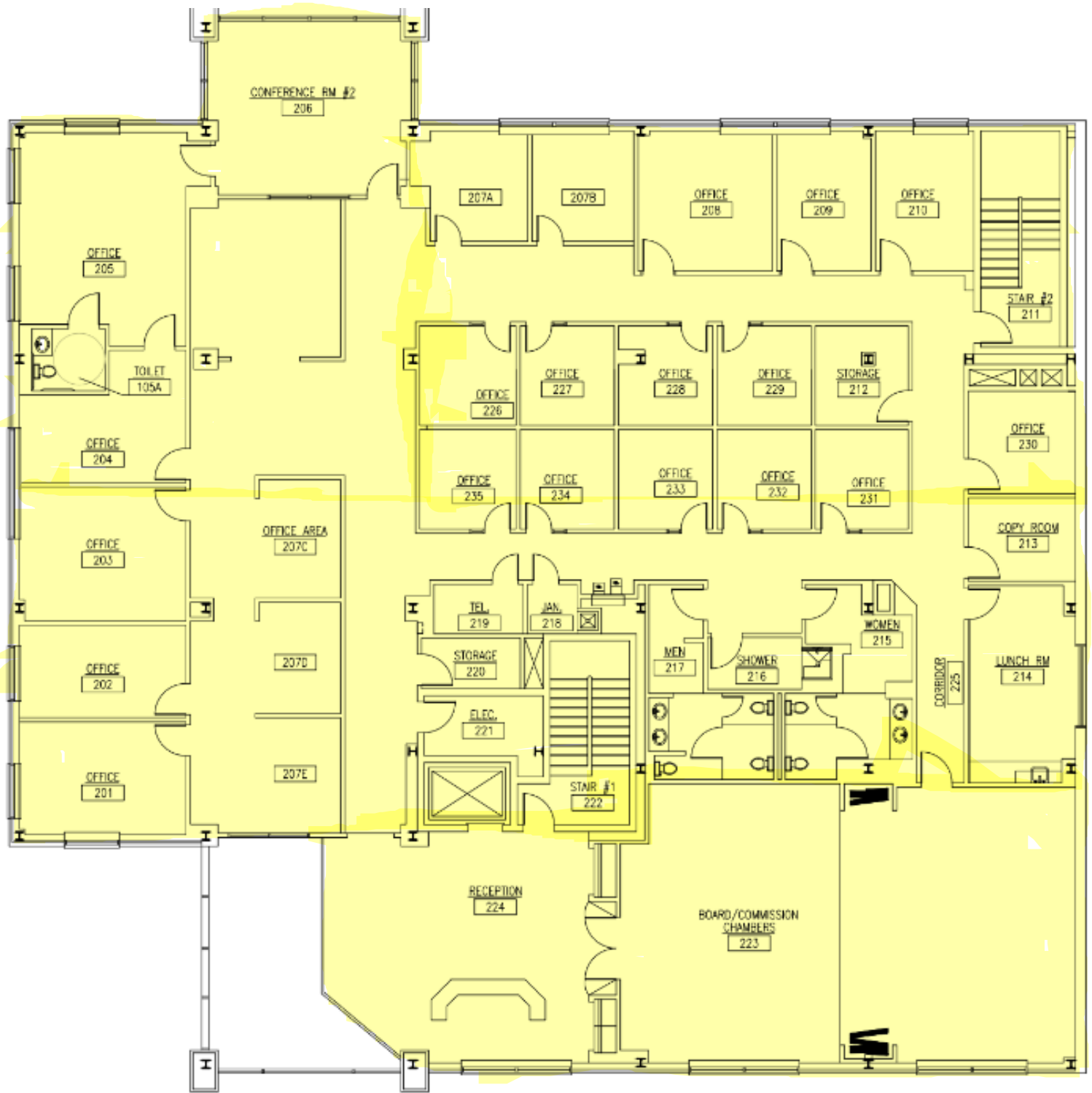
Transit Center 1st Floor – PRTC Areas to be Cleaned in Yellow



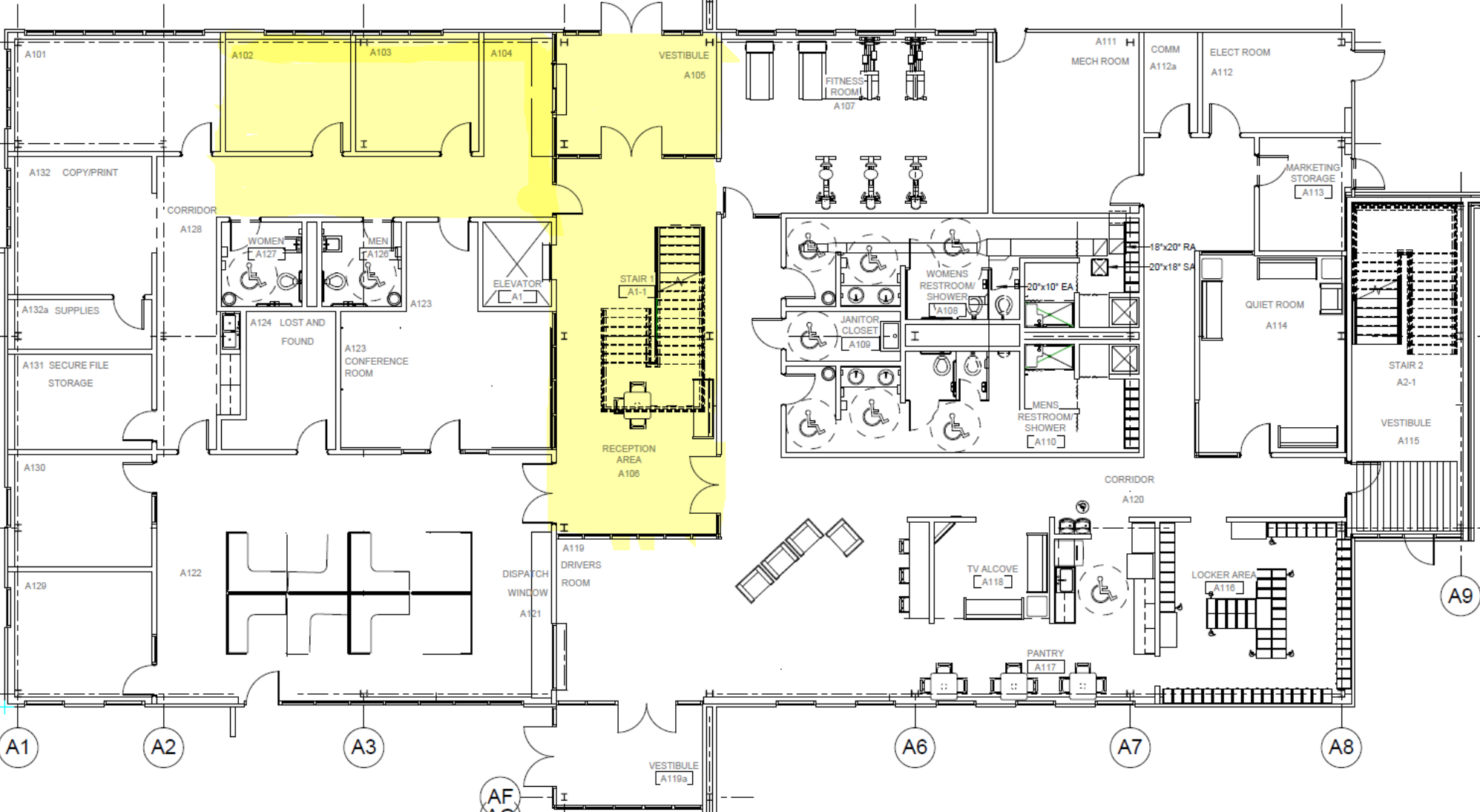
FIRST FLOOR PLAN-PART A

1/8" = 1'-0"

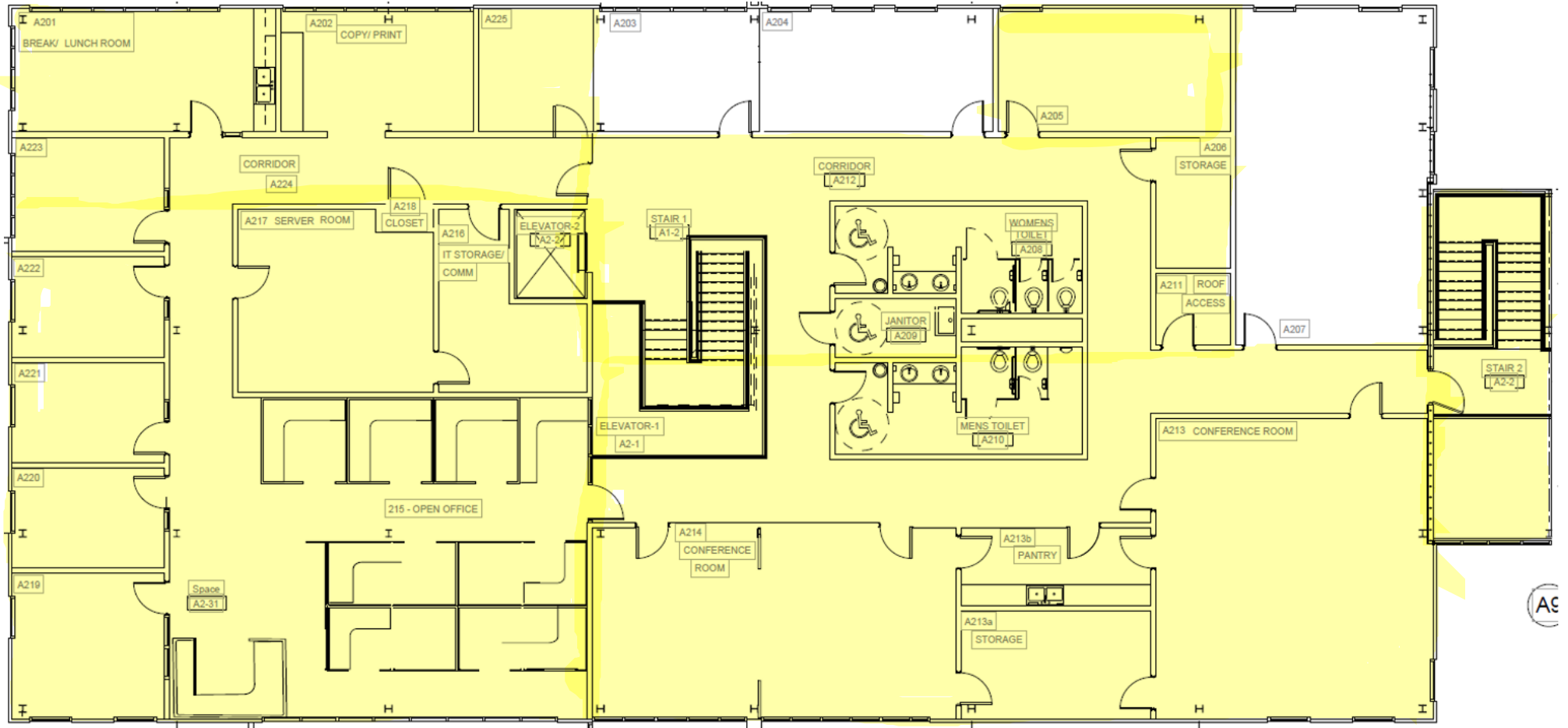
Transit Center 2nd Floor – PRTC Areas to be Cleaned in Yellow



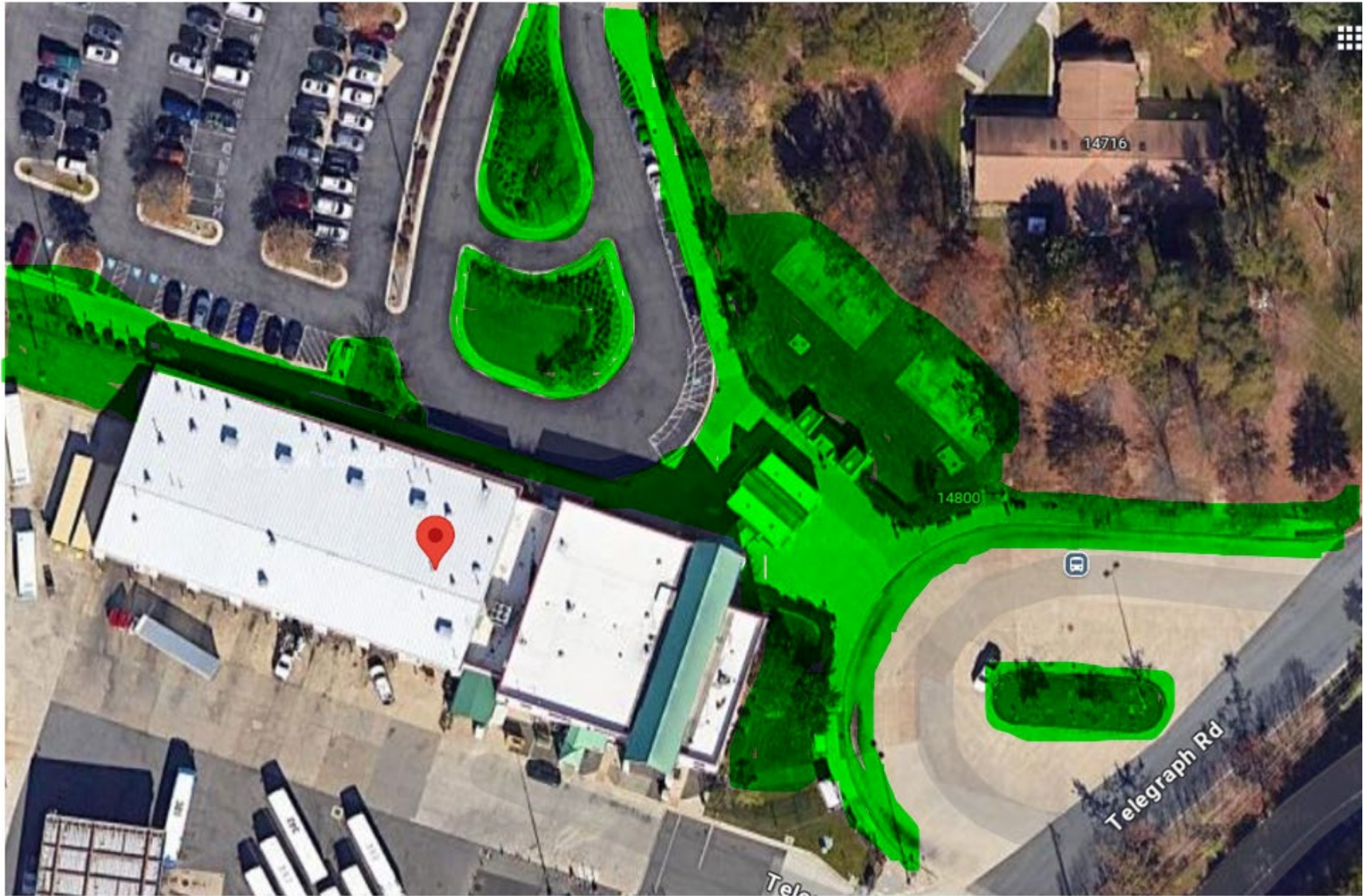
Western Facility Admin Building - 1st Floor - PRTC Areas to be Cleaned in Yellow



Western Facility Admin Building – 2nd Floor - PRTC Areas to be Cleaned in Yellow



PRTC Transit Center Exterior Areas (as described in the Scope of Work III.3.C.1.d.- Facility Exterior)



**PRTC CUSTODIAL AND JANITORIAL SERVICES
PRICING SCHEDULE**

Pricing shall be based on services outlined in the SOW per location, per month.

NAME OF BIDDER OR CONTRACTOR:	SOLICITATION NUMBER:
	IFB No. 025-003

SCOPE OF WORK

The Potomac and Rappahannock Transportation Commission (PRTC) seeks a qualified company to provide custodial and janitorial services for its facilities and grounds at both facilities: PRTC Transit Center at 14700 Potomac Mills Road, Woodbridge, Virginia and the PRTC Western Maintenance Facility located at 7840 Doane Drive, Manassas, Virginia 20109.

OPTION YEAR 1

Contract Line Item No.	ITEM DESCRIPTION	PRTC Transit Center (A)	PRTC Western Facility (B)	Monthly Total (A + B = C)	Annual Price (C X 12) = Total
001	Night Services				
002	Weekly Services				
003	Monthly Services				
004	Quarterly Services				
005	Bi-Annual Services				
006	Day Porter Services (Transit Center only)				
007	Additional Services (Hourly Rate)				
008	Emergency Services (Hourly Rate)				

Option Year 1 NOT-TO-EXCEED GRAND TOTAL

Printed Name of Authorized Official: _____

Signature of Authorized Official: _____

Title of Authorized Official: _____

Date: _____

**PRTC CUSTODIAL AND JANITORIAL SERVICES
PRICING SCHEDULE**

Pricing shall be based on services outlined in the SOW per location, per month.

NAME OF BIDDER OR CONTRACTOR:	SOLICITATION NUMBER:
	IFB No. 025-003

SCOPE OF WORK

The Potomac and Rappahannock Transportation Commission (PRTC) seeks a qualified company to provide custodial and janitorial services for its facilities and grounds at both facilities: PRTC Transit Center at 14700 Potomac Mills Road, Woodbridge, Virginia and the PRTC Western Maintenance Facility located at 7840 Doane Drive, Manassas, Virginia 20109.

OPTION YEAR 2

Contract Line Item No.	ITEM DESCRIPTION	PRTC Transit Center (A)	PRTC Western Facility (B)	Monthly Total (A + B = C)	Annual Price (C X 12) = Total
001	Night Services				
002	Weekly Services				
003	Monthly Services				
004	Quarterly Services				
005	Bi-Annual Services				
006	Day Porter Services (Transit Center only)				
007	Additional Services (Hourly Rate)				
008	Emergency Services (Hourly Rate)				
Option Year 2 NOT-TO-EXCEED GRAND TOTAL					

Printed Name of Authorized Official: _____

Signature of Authorized Official: _____

Title of Authorized Official: _____

Date: _____

**PRTC CUSTODIAL AND JANITORIAL SERVICES
PRICING SCHEDULE**

Pricing shall be based on services outlined in the SOW per location, per month.

NAME OF BIDDER OR CONTRACTOR:	SOLICITATION NUMBER:
	IFB No. 025-003

SCOPE OF WORK

The Potomac and Rappahannock Transportation Commission (PRTC) seeks a qualified company to provide custodial and janitorial services for its facilities and grounds at both facilities: PRTC Transit Center at 14700 Potomac Mills Road, Woodbridge, Virginia and the PRTC Western Maintenance Facility located at 7840 Doane Drive, Manassas, Virginia 20109.

OPTION YEAR 3

Contract Line Item No.	ITEM DESCRIPTION	PRTC Transit Center (A)	PRTC Western Facility (B)	Monthly Total (A + B = C)	Annual Price (C X 12) = Total
001	Night Services				
002	Weekly Services				
003	Monthly Services				
004	Quarterly Services				
005	Bi-Annual Services				
006	Day Porter Services (Transit Center only)				
007	Additional Services (Hourly Rate)				
008	Emergency Services (Hourly Rate)				
Option Year 3 NOT-TO-EXCEED GRAND TOTAL					

Printed Name of Authorized Official: _____

Signature of Authorized Official: _____

Title of Authorized Official: _____

Date: _____

**PRTC CUSTODIAL AND JANITORIAL SERVICES
PRICING SCHEDULE**

Pricing shall be based on services outlined in the SOW per location, per month.

NAME OF BIDDER OR CONTRACTOR:	SOLICITATION NUMBER:
	IFB No. 025-003

SCOPE OF WORK

The Potomac and Rappahannock Transportation Commission (PRTC) seeks a qualified company to provide custodial and janitorial services for its facilities and grounds at both facilities: PRTC Transit Center at 14700 Potomac Mills Road, Woodbridge, Virginia and the PRTC Western Maintenance Facility located at 7840 Doane Drive, Manassas, Virginia 20109.

OPTION YEAR 4

Contract Line Item No.	ITEM DESCRIPTION	PRTC Transit Center (A)	PRTC Western Facility (B)	Monthly Total (A + B = C)	Annual Price (C X 12) = Total
001	Night Services				
002	Weekly Services				
003	Monthly Services				
004	Quarterly Services				
005	Bi-Annual Services				
006	Day Porter Services (Transit Center only)				
007	Additional Services (Hourly Rate)				
008	Emergency Services (Hourly Rate)				
Option Year 4 NOT-TO-EXCEED GRAND TOTAL					

Printed Name of Authorized Official: _____

Signature of Authorized Official: _____

Title of Authorized Official: _____

Date: _____