

AMENDMENT 3

**Invitation for Bid (IFB)
UOG IFB No. B20-08**

Date Issued: October 12, 2020

JANITORIAL SERVICES

This is to notify all prospective offerors of the following amendment set forth below:

- 1.1 **DELETE** the fourth paragraph on page **20** of the IFB in EXHIBIT A "BID SPECIFICATIONS OR EQUIVALENT and replace with the text:
Due to Executive Order 2020-30, with regard to the ongoing need for janitorial services, there is no mandatory site visit required to be considered for award of this contract. The University of Guam is currently closed to the public, therefore the Residence Life Office has issued pictures (*refer to Amendment 2 issued on September 23, 2020*) of each section to be included in the requirement for cleaning services so that these factors may be considered in the preparation of any submittals. All Bidders will be responsible for any error, omission, or other mistakes contained in their proposal.
- 1.2 **REPLACE** "EXHIBIT B" in IFB package provided with "EXHIBIT B" set forth in the attached.
- 1.3 **ANSWER SHEET** for questions received provided in the attached.
- 1.4 **Deadline for bid submission remains unchanged.**

All other terms and conditions remain the same.

Emily G. Gumataotao
Supply Management Administrator

Please acknowledge receipt and email: procurementoffice@triton.uog.edu:

Name of company: _____

Print Name/Signature/date

EXHIBIT B
UOG BID NO. B20-08
BID PRICE FORM

Table 1.0 Bid Price Form

Janitorial Services shall be performed at the location sites described in **Exhibit A**. The *Bid Price Offer* shall be for the total base cost for a period of three (3) years, with 2 optional years.

BASE PERIOD

No.	ITEM DESCRIPTION	BID Price
1	<u>BASE PERIOD FOR 1ST, 2ND, AND 3RD YEAR (MONTHLY AMOUNT)</u> Daily janitorial services Monday – Sunday (7 days a week from 8:30AM to 4:30PM.) During COVID-19 Pandemic Cleaning supplies to be included: toilet tissue, soaps, and trash bags.	
Grand Total (<i>ANNUAL TOTAL FOR EACH BASE PERIOD</i>)		

Table 2.0 Bid Price Form

No.	ITEM DESCRIPTION	BID Price
2	<u>BASE PERIOD FOR 1ST, 2ND, AND 3RD YEAR (MONTHLY AMOUNT)</u> Janitorial services three times a week (Monday, Wednesday, and Saturday) from 8:30AM to 4:30PM. Cleaning supplies to be included: toilet tissue, soaps, and trash bags.	
Grand Total (<i>ANNUAL TOTAL FOR EACH BASE PERIOD</i>)		

The University reserves the right to accept and/or reject any and all bids, to waive any defects, irregularities, or specification discrepancies and to award the bid deemed to be in the best interest of the University.

NOTE: Name and title of author of specifications:

University of Guam Residence Life Office

Mark Mendiola, Director, Email: mendiolam4561@triton.uog.edu

Emily Gumataotao, Supply Management Administrator, Email: eggumataotao@triton.uog.edu

UOG IFB NO.B20-08: JANITORIAL SERVICES
REQUEST FOR INFORMATION / CLARIFICATION
Answer Sheet for Written Questions & Request For Clarifications Received

INTERESTED BIDDER: ADVANCE MANGEMENT INC.

QUESTION SET A: 1 - 5

1. May we request the name of the current service provider and the winning bid amount?

ANSWER: PLAN B Corporation. Monthly services at \$8,325.00.

2. We are unable to determine the duration of the bid as there is no indication in the bid documents.

ANSWER: Refer to EXHIBIT B set forth in the attached.

3. Exhibit A, paragraph 4, states: "the UOG has designated a time and date above for the Bidders to make site visits....." and that "Bidders ARE REQUIRED to tour the facilities....." Please advise the date and time for the site visit as we are unable to locate that information in the bid document.

ANSWER: Refer to AMENDMENT 3 set forth in the attached.

4. Under Exhibit B, Bid Price Form, it is indicated that "cleaning supplies to be included **but not limited to** toilet tissue, soaps and trash bags." May we request clarification as to what other cleaning supplies UOG may require so we can include those costs in our bid?

ANSWER: Refer to EXHIBIT B set forth in the attached.

5. DOES THIS REQUIRE A CLEANER TO BE ON SITE FROM 8:30AM thru 4:30PM? OR DOES IT MEAN THAT THE WORK IS ONLY TO BE PERFORMED DURING THAT PERIOD, REGARDLESS OF THE LENGTH OF TIME IT TAKES TO COMPLETE?

ANSWER: 8:30am thru 4:30pm are the Hours of work to conduct cleaning.

INTERESTED BIDDER: PLAN B CORPORATION

QUESTION SET B: 1- 4

1. On the bid form, did you want a weekly or monthly bid amount? Also, for the grand total amount, would it be for an annual amount or total contract amount?

ANSWER: Refer to EXHIBIT B set forth in the attached.

2. What is the expected term of the contract?

ANSWER: Refer to EXHIBIT B set forth in the attached.

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3. The bid package says that a site visit to tour the facility is required? Is this still applicable during this PCOR1 period? If so, when will the site visits be scheduled?

ANSWER: Refer to AMEND 3 set forth in the attached.

4) Must windows on 2nd floors be cleaned from the outside? If so, how often?

ANSWER: Yes; once a month.