



COUNTY OF DANE
DEPARTMENT OF
ADMINISTRATION
PURCHASING DIVISION

Room 425 City-County Building
210 Martin Luther King Jr. Blvd.
Madison, WI 53703
608/266-4131

FAX 608/266-4425 TDD 608/266-4941

JUNE BUCHANAN, CPPB
Purchasing Coordinator

BONNIE HAMMERSLEY
Acting Director of Administration

Date: November 27, 2001
To: All Prospective Bidders
Subject: Addendum #1 Custodial Service

The following becomes part of Request For Bid #5201:

A pre-bid meeting was held for purposes of giving prospective bidders an opportunity to ask county and project staff for clarification of the bid document. Staff gave an overview of the submittal and selection process.

Handouts distributed: Janitorial Services Current Contracts
Questions From Vendors
Summary of Quotation

Sec 2.01 Contact persons Laura Huttner – Long. Delete the word Long.

Page 8, 4th paragraph second line. Delete the word proposal and replace with bid.

Sec. 14.0 Add: Reports on paper usage shall be submitted to the County on a quarterly basis.

Sec. 27 Delete Alternate Schedule 1, 2 and 3 pages 46–59. (Do not submit.)

Sec. 29.0 Delete Alternate Cost Attachment B Page 5. (Do not submit.)

The following questions were raised during and prior to the meeting:

QUESTION: Do we have to bid on all of the sites? Or can we choose?

ANSWER: Bidders may bid on any or all sites.

QUESTION: Do we have to pay the County's Living Wage?

ANSWER: Yes. The hourly rate for 2002 is \$8.49.

QUESTION: Reference List Attachment C (Work History) – Do we need to follow that format or can we supply you with a list of our own format since we have upwards of a hundred contracts in the last 3 years?

ANSWER: Do not change format, as it is a mandatory form. Complete form Attachment C (Work History) as is, with the required information. Include three references.

Attach a list of contracts you have performed in the last 3 years.

The County reserves the right to contact reference listed and to randomly select from the list of contracts you have performed in the last year

QUESTION: Do you provide storage space? Is there hot and cold water?

ANSWER: Yes.

QUESTION: What is the Alternate Schedule?

ANSWER: It is the same service contained in Sec 27., but on reduced basis. (NOTE: The Alternate Schedule has been deleted.)

QUESTION: With the 70% of points applied to cost in the bid award, and the 30% of points applied to references/ work history, is it possible to be awarded the bid even if the our bid is higher than the low bid?

ANSWER: Yes. (See page #9.)

QUESTION: What type of quality of paper is expected?

ANSWER: It is expected that the quality of paper will remain the same.

QUESTION: Will there be any type of inventory before the contract begins?

ANSWER: No.

QUESTION: Northport and the Job Center are not in top condition. Are these sites going to be brought to an acceptable level before the new contractor takes over?

ANSWER: No. The new contractors will take over the site as is.

QUESTION: How often should we do spot cleaning?

ANSWER: It must be done regularly.

QUESTION: Can we bill you for consumables, i.e. paper products?

ANSWER No, because the budget is established yearly .

QUESTION: Historically, how many hours does it take to clean up after Rhythm & Booms?

ANSWER: 2-3 hours.

QUESTION: Is there any reference to Bloodborne Pathogens Standards?

ANSWER: Yes. They are referenced on Page 6.

QUESTION: What are the times for cleaning? Is there a limit per night?

ANSWER: Times and limits for cleaning will be established with the Project Manager.

QUESTION: Page 18, how often does moving occur?

ANSWER: Moving occurs very infrequently, though more so at Northport.

QUESTION: Will we be eliminated from the bidding process if we opt not to submit the alternate schedule?

ANSWER: No. (NOTE: The Alternate Schedule has been deleted.)

QUESTION: Are there any provisions to address confidentiality?

ANSWER: Yes. (Attached find the Designation of Confidential and Proprietary Information form. Submit the form along with your bid if necessary.)

Bidders were reminded that late bids will be rejected. Bidders are not to subcontract without prior approval by Dane County. The Living Wage rate will apply to subcontractors if a subcontract is approved.

This addendum becomes part of RFB #5201. All other components of RFB #5201 remain the same, unchanged. If you have any questions regarding the addendum, please contact me at 608/267-3523.

Francisco Silva, CPPB
Purchasing Agent

Attachments

DANE COUNTY JANITORIAL SERVICES CURRENT CONTRACTS
AS OF 1/2001

SITE	AGENCY/DEPT	CURRENT VENDOR	BASE \$ MONTHLY RATE 2001	Number of Cabinets CLOTH TOWELS	Number of Cabinets ROLL PAPER TOWELS	Number of Cabinets FOLDED PAPER TOWELS
A	Job Center 1819 Aberg Ave Madison WI 53704	Page I Cleaning 3640 Breckinridge ct 11 Madison WI 53711	4,875.00			10
B	Human Service 1202 Northport Drive Madison WI 53704	Page I Cleaning 3640 Breckinridge ct 11 Madison WI 53711	5,495.00	31		18
C	Human Service 1206 Northport Drive Madison WI 53704	BUILDING IS EMPTY AS NEEDED BASIS				
D	Human Service 1406 W Main Street Sun Prairie WI 53590	Gibson Enterprises P O Box 45106 Madison WI 53744	399.00			5
E	Human Service 2306 S. Park Street Madison WI 53713	Gibson Enterprises P O Box 45106 Madison WI 53744	1,521.00	8	6	2
F	Human Service 321 S 4 TH ST Stoughton WI 53589	Maintenance Service Of Madison 1022 N Sherman Ave Madison WI 53704	335.50		3	3
G	Human Service 1837 Bourbon st Cross Plains WI 53528	Maintenance Service Of Madison 1022 N Sherman Ave Madison WI 53704	189.50		4	2
H	Public Works Garage 7102 Hwy 12 & 18 Madison WI 53704	Page I Cleaning 715 N. Thompson Madison WI 53704	200.00		3	

Figures on paper usage are not available. For the sites that have cloth towels, the County supplies and will continue to supply the towels.

DANE COUNTY DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION

210 Martin Luther King, Jr. Boulevard, Room 425, Madison, Wisconsin 53709 608/266-4131

SUMMARY OF QUOTATIONS

Subject:	CUSTODIAL SERVICES	Opened at:	CCB #425	Comments:
Bid/Proposal No.	4243	Awarded to Vendor No:		
Department:	VARIOUS	Date of Award		
Opening Date/Hour:	11-15-00 2:00 P.M.	Bond:		

	Building One 1350 W Wisconsin Appleton WI 53914	Dzest Cleaning 2012 Lake Point Dr Madison WI 53713	Brothers Cleaning 4289 Oak Hill Rd Oregon WI 53575	Aztec Cleaning Ser 4725 Femrite Dr Madison WI 53716	Gibson Enterprise P O Box 45106 Madison WI 53744	J & J City Wide 6484 Windsor Pra Deforest WI 53532	Page 1 Cleaning 715 N. Thompson Madison WI 53704	Purity Cleaning 342 Trapp St Sun Prarie WI 53590	Professional Maint 2426 Cochise Trail Madison WI 53711	Maintenance Serv of Madison 1022 N. Sherman Madison WI 53704
	1	2	3	4	5	6	7	8	9	10
HUMAN SERVICES 1202 Northport										
Monthly Rate	5,678.00	12,600	23,333.33				5,495.00			5,895.00
Hourly Rate	18.50 hr	18.50	25.00				16.00			12.50
Miscellaneous work										
Hourly Rate		18.50	25.00				16.00			12.50
Additional projects										
Alternate Schedule 1202 Northport										
Monthly Rate	5,678.00	12,600	23,333.33	14,926.59			2,500.00			2,397.50
Hourly Rate	18.50 hr	18.50 hr	25.00	14.50			16.00			12.50
Miscellaneous Work										
Hourly Rate		18.50 hr	25.00	14.50			16.00			12.50
Additional Projects										
Three Days Per Week										
Monthly Rate	4,853.00	8,000	17,750.00	8,926.85			2,175.00			3,047.00
Hourly Rate	18.50	18.50	25.00	14.50			16.00			12.50
Miscellaneous Work										
Hourly Rate		18.50	25.00	14.50			16.00			12.50
Additional Projects										
HUMAN SERVICE 1206 Northport										
Monthly Rate	57.00	500 per quarter		1,550.00			320.00 per time			125.00 per time

	BUILDING 1	DZEST	BROTHERS	AZTEC	GIBSON	J & J CLEANING	PAGE 1	PURITY	PROFESSIONAL	MAINT SERV
	1	2	3	4	5	6	7	8	9	10
HUMAN SERVICE Sun Prairie										
Monthly Rate	427.00	700.00	2,800		399.00	443.83	400.00	523.00		480.50
DANE COUNTY Job Center										
Monthly Rate	5,297.00		18,000		4,902.50		4,875.00			5,949.50
Hourly Additional Projects			25.00		10.00		16.00			12.50
Alternate Schedule Job Center										
Monthly Rate	5,297.00		15,000	13,964.00	4,902.50		2,000.00		1,495.75	2,475.50
Hourly Rate Additional Projects			25.00	14.50	10.00		16.00		13.50	12.50
Three Days Per Week										
Monthly Rate	4,671.00		13,000	8,346.00	2,997.00		1,950.00		1,075.20	3,047.00
Hourly Rate Additional Projects			25.00	14.50	10.00		16.00		13.50	12.50
HUMAN SERVICE Park Street										
Monthly Rate	1,723.00	4,662.00	7,500	5,066.00	1,521.00		1795.00	2,998.00	1,092.98	2,475.50
Hourly Rate Additional Projects		18.50	25.00	14.50	10.00		16.00	16.00	13.50	12.50
Alternate Schedule Park Street										
Monthly Rate	1,723.00		6,600		1,521.00		800.00	1,588.76	1,023.48	1,195.50
Hourly Rate Additional Projects			25.00		10.00		16.00	16.00	13.50	12.50
Three Days Per Week										
Monthly Rate	1,273.00	3,000.00	5,800	3,042.00	899.00		500.00	847.60	798.00	725.00
Hourly Rate Additional Projects		18.50	25.00	14.50	10.00		16.00	16.00	13.50	12.50
PUBLIC WORKS GARAGE										
Monthly Rate	217.00	962.00	790.00	1,559.88		216.00	200.00			265.00

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to this Bid includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records law. As such, we ask that certain pages, as indicated below, of this bid response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.

Section	Page Number	Topic

Prices always become public information when bids are opened, and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to include this form in the bid response may mean that all information provided as part of the bid response will be open to examination or copying. The County considers other markings of confidential in the bid document to be insufficient. The undersigned agree to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified above.

Signature-Authorized Representative	Company Name
Print Name-Authorized Representative	Date