

Amendment One

Janitorial Services

IFB No. 2016-05

The Personal Service Contract Review Board, on behalf of the State of Mississippi, plans to develop a Preapproved List of Providers for Janitorial Services, and invites your bid.

Questions and Answers for the Janitorial Services Invitation for Bids are attached.

No other changes are made to the Invitation for Bids (IFB).

Please acknowledge receipt of this Amendment by returning it, along with your original bid, by **Friday, November 18, 2016 at 1:00 PM CST**. This acknowledgment should be enclosed in your bid packet following the submission instructions located in the IFB. **Failure to submit this acknowledgment may result in rejection of the bid.**

Signed by: _____

Company: _____

Date: _____

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Question	IFB Section	IFB Page	Question	Response	Links
1	5.2	Page 2	<p>Upon review of the IFB for janitorial services I would like to ask if we only choose to bid in one region will this relinquish a vendor from future opportunities in the outer markets where service could be provided upon company growth?</p>	<p>The preapproved vendor list will be region-specific. The services may be provided in eight different regions of the state, including: (1) North Delta; (2) Northeast; (3) South Delta; (4) East Central; (5) Central; (6) Pinebelt; (7) Southwest; and, (8) Coastal. There will be a separate preapproved vendor list for each of these regions. (See Attachment D for a map showing the regions and a listing of counties in each region). Bidders may bid to provide services in one or more regions, or they may bid on all regions. Bidders placing bids on more than one region should submit a complete and separate bid package for each region and mail or deliver in a separate sealed envelope for each region bid. To bid on a region, bidders must complete the Bid Package and certify that they can provide services for the entire region. For each region, the lowest qualified bidders will be added to the preapproved vendor list. Being placed on the preapproved vendor list does not guarantee contracts will be issued. See Section 5.2 of the IFB.</p> <p>The IFB for a Preapproved List of Vendors for Janitorial Services may be obtained by going to: http://www.mspb.ms.gov/media/69581/pscrb%20ifb%20for%20janitorial%20services%2010-18-16.pdf</p>	<p>IFB for a Preapproved List of Vendors for Janitorial Services</p>

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2	5.3, 6.1	Page 3	<p>I am inquiring for the specifications necessary for the Janitorial Services for the State of Mississippi, and becoming an approved vendor.</p>	<p>Detailed scope and specific requirements of the work required will be provided by the Contracting Agency when a Vendor on the preapproved list is selected for consideration with respect to a specific project or need. Such scope and requirements will include, but are not limited to, description of work activities, definition of particular deliverables, time frames, and budget parameters. Contracting Agencies providing specific services such as mental health, long term care, medical surgical, etc., may require contract janitors with experience in those specialized areas. This information is used to provide information to Contracting Agencies and will not affect awards. See Section 5.3 of the IFB. The PSCRB intends to make awards to the three (3) responsive and responsible bidders per region which provide the lowest costs for janitorial services. (See Attachment E) To determine which bids are lowest, the prices for each janitorial category by a bidder for a particular region will be averaged. After averaging, the three (3) lowest averaged bids will be placed on the list for that region. The list will then be divided into janitorial categories, with the three (3) winning bidders' bids ranked according to the lowest, second lowest, and third lowest price for each janitorial category. (See Attachment E for an example of how bids will be averaged, winning bidders chosen for a region, and winning bidders ranked for each janitorial category. This is for illustrative purposes only.) See Section 6.1 of the IFB.</p> <p>The IFB for a Preapproved List of Vendors for Janitorial Services may be obtained by going to: http://www.mspb.ms.gov/media/69581/pscrb%20ifb%20for%20janitorial%20services%2010-18-16.pdf</p>	<p>IFB for a Preapproved List of Vendors for Janitorial Services</p>
3	5.1	Page 2	<p>In the invitation should we be including in our price, the paper products such as toilet tissue, paper towels, soaps, trash liners, and such?</p>	<p>The contractor will supply all equipment, cleaning chemicals, and labor necessary to perform the tasks as specified. See Section 5.1 of the IFB.</p> <p>The IFB for a Preapproved List of Vendors for Janitorial Services may be obtained by going to: http://www.mspb.ms.gov/media/69581/pscrb%20ifb%20for%20janitorial%20services%2010-18-16.pdf</p>	<p>IFB for a Preapproved List of Vendors for Janitorial Services</p>

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4	8.1	Page 4	I have been in business for a year. It stated in the bid you have to be in business for two years. Is it possible for me to still bid?	<p>Bidder must have been in business and providing janitorial services similar in requirements and scale to those described in this IFB for a minimum of two (2) years. See Section 8.1 of the IFB.</p> <p>The IFB for a Preapproved List of Vendors for Janitorial Services may be obtained by going to: http://www.mspb.ms.gov/media/69581/pscrb%20ifb%20for%20janitorial%20services%2010-18-16.pdf</p>	IFB for a Preapproved List of Vendors for Janitorial Services
5	5.3	Page 3	I would like more information on the job requirements and descriptions. This is the first time that the company will be placing a bid, and I want to ensure that we are following protocol.	<p>Detailed scope and specific requirements of the work required will be provided by the Contracting Agency when a Vendor on the preapproved list is selected for consideration with respect to a specific project or need. Such scope and requirements will include, but are not limited to, description of work activities, definition of particular deliverables, time frames, and budget parameters. Contracting Agencies providing specific services such as mental health, long term care, medical surgical, etc., may require contract janitors with experience in those specialized areas. This information is used to provide information to Contracting Agencies and will not affect awards. See Section 5.3 of the IFB. The PSCRB intends to make awards to the three (3) responsive and responsible bidders per region which provide the lowest costs for janitorial services. (See Attachment E) To determine which bids are lowest, the prices for each janitorial category by a bidder for a particular region will be averaged. After averaging, the three (3) lowest averaged bids will be placed on the list for that region. The list will then be divided into janitorial categories, with the three (3) winning bidders' bids ranked according to the lowest, second lowest, and third lowest price for each janitorial category. (See Attachment E for an example of how bids will be averaged, winning bidders chosen for a region, and winning bidders ranked for each janitorial category. This is for illustrative purposes only.) See Section 6.1 of the IFB.</p> <p>The IFB for a Preapproved List of Vendors for Janitorial Services may be obtained by going to: http://www.mspb.ms.gov/media/69581/pscrb%20ifb%20for%20janitorial%20services%2010-18-16.pdf</p>	IFB for a Preapproved List of Vendors for Janitorial Services
6			Please send detailed information regarding janitorial bids.	<p>The current Janitorial Services Preapproved Vendor List may be obtained by going to: http://www.mspb.ms.gov/media/33377/janitorial%20services%20pvl.2014.pdf</p>	Current Janitorial Services Preapproved Vendor List

7	5.3	Page 3	<p>I would deeply appreciate the specifications for Janitorial Services Please</p>	<p>Detailed scope and specific requirements of the work required will be provided by the Contracting Agency when a Vendor on the preapproved list is selected for consideration with respect to a specific project or need. Such scope and requirements will include, but are not limited to, description of work activities, definition of particular deliverables, time frames, and budget parameters. Contracting Agencies providing specific services such as mental health, long term care, medical surgical, etc., may require contract janitors with experience in those specialized areas. This information is used to provide information to Contracting Agencies and will not affect awards. See Section 5.3 of the IFB. The PSCR B intends to make awards to the three (3) responsive and responsible bidders per region which provide the lowest costs for janitorial services. (See Attachment E) To determine which bids are lowest, the prices for each janitorial category by a bidder for a particular region will be averaged. After averaging, the three (3) lowest averaged bids will be placed on the list for that region. The list will then be divided into janitorial categories, with the three (3) winning bidders' bids ranked according to the lowest, second lowest, and third lowest price for each janitorial category. (See Attachment E for an example of how bids will be averaged, winning bidders chosen for a region, and winning bidders ranked for each janitorial category. This is for illustrative purposes only.) See Section 6.1 of the IFB.</p> <p>The IFB for a Preapproved List of Vendors for Janitorial Services may be obtained by going to: http://www.mspb.ms.gov/media/69581/pscrb%20ifb%20for%20janitorial%20services%2010-18-16.pdf</p>	<p>IFB for a Preapproved List of Vendors for Janitorial Services</p>
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ATTACHMENT D

North Delta

Coahoma
Desoto
Grenada
Panola
Quitman
Tallahatchie
Tate
Tunica
Yalobusha

North Delta



Northeast

Alcorn
Benton
Calhoun
Chickasaw
Itawamba
Lafayette
Lee
Marshall
Monroe
Pontotoc
Prentiss
Tippah
Tishomingo
Union

South Delta

Bolivar
Carroll
Holmes
Humphreys
Issaquena
Leflore
Sharkey
Sunflower
Washington

South Delta



East Central

Attala
Choctaw
Clay
Kemper
Leake
Lowndes
Montgomery
Neshoba
Noxubee
Oktibbeha
Webster
Winston

Central

Hinds
Madison
Rankin
Warren
Yazoo

Central



Pinebelt

Clarke
Covington
Jasper
Jones
Lauderdale
Newton
Scott
Smith
Wayne

Southwest

Adams
Amite
Claiborne
Copiah
Franklin
Jefferson
Jefferson Davis
Lawrence
Lincoln
Pike
Simpson
Walthall
Wilkinson

Southwest



Coastal

Forrest
George
Greene
Hancock
Harrison
Jackson
Lamar
Marion
Pearl River
Perry
Stone

ATTACHMENT E

Illustrative Example of Awarding Placement on Preapproved Vendor List and Ranking of Bids

Bids (per square foot) for all janitorial service categories for Central Region:

<u>Bidder</u>	<u>After Hours Only</u>	<u>With On-site Worker</u>	<u>Business Hours Only</u>
Company A	\$1.15	\$1.90	\$1.50
Company B	\$1.53	\$2.25	\$1.60
Company C	\$2.05	\$2.40	\$2.25
Company D	\$1.00	\$1.65	\$1.25
Company E	\$0.98	\$1.53	\$1.25
Company F	\$1.27	\$2.05	\$1.36

	<u>Averaged Bid Price</u>
Company A	\$1.52
Company B	\$1.79
Company C	\$2.23
Company D	\$1.30
Company E	\$1.25
Company F	\$1.56

Winning Bidders: Company E, Company D, and Company A

Winning Bidders ranked **lowest to highest** in each janitorial category:

After Hours Only: Company E, Company D, and Company A

With On-site Worker: Company E, Company D, and Company A

Business Hours Only: Company D and Company E (tie), and Company A

An agency needing janitorial services after hours only would contact Company E first, then D, then A.

An agency needing janitorial services after hours with an on-site janitor during business hours would contact Company E first, then D, then A.

An agency needing janitorial services during business hours only would first contact Company D or E in any order, then A last.