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**ADDENDUM No. 2**  
**Warehouse Janitorial Services**  
**Camden Yards Warehouse**  
**Project No. 19-001**

**Date Issued:** August 2, 2018

This Addendum is hereby made a part of the Contract Documents dated July 10, 2018 on the subject work as though originally included therein. The following amendments, additions, and/or corrections shall govern this work. **This form shall be acknowledged below and submitted with the response to the Request for Proposals.**

This Addendum incorporates the following items:

1. Questions and Answers.

**Issued by:**

Maryland Stadium Authority  
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Sandra Fox, Procurement Officer

\_\_\_\_\_  
Company

\_\_\_\_\_  
Acknowledgment  
(Name and Title)

\_\_\_\_\_  
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## Questions and Answers

1. **In section 2.1.5 it states: “MSA will provide paper products and hand soap.” Could you please list the other supplies and materials the Contractor will be required to provide as it will determine the cost associated with bidding for contract award?**

*All normal janitorial work implements including but not limited to tip carts, mops, buckets, trash liners, and carts, etc must be supplied by the contractor at no cost to MSA. Soap and paper products are also supplied by the contractor but are billable to MSA. It is up to the contractor to determine how many tip carts, buckets, etc. they will need and what other supplies and materials they will need to get the job done.*

2. **In section 2.2.1.2.2 it states, “Spray, buff and wax laminate and tile floors, not granite (more frequently, if required).” Who determines the increased frequency of spraying, buffing and waxing laminate floors, presumably more than once per week?**

*The Contract Manager – Matthew Kastel or designated person.*

3. **In section 2.2.1.2.2 it states, “Strip and refinish all vinyl tile areas (more frequently if required).” Who determines the increased frequency of striping and refinishing all vinyl tile areas presumably more than once per quarter?**

*The Contract Manager – Matthew Kastel or designated person.*

4. **Are all Day Porters requirement listed in section 2.3.4 of the RFP?**

No. Please see the following requirements for Day Porters:

2.2.1.1.9 Day Porters must have radios compatible with MSA for communication of tenant issues during normal working hours.

2.2.2.1.5 Day Porters to empty trash and recycling bins on Warehouse exterior (sidewalks), and police sidewalks in front of the Warehouse for litter.

*Please reference No. 5 below.*

5. **No Day Porters are required to work at Camden Station? According to the RFP, the Day Porters are responsible for the north warehouse and the south warehouse. Does that mean, a Day Porter is not assigned to Camden Station?**

*No day porter is assigned to Camden Station, but from time to time they may get a call to clean up a spill or empty trash, etc.*

6. **In section 2.2.2.2.1 it states, “From the basement to the eight floors, inspect stairwells, sweep and wet mop as required or vacuum carpeted areas (at least monthly). This task is listed under the “2.2.2.2 Weekly” section of the MSA Project No. 19-001 RFP. Is this task to be completed weekly, bi-monthly or monthly?**

*Weekly.*

7. **In section 3.5.1 paragraph C., It states, “The provisions of this section apply to Key Personnel identified in any Task Order proposal and agreement, if issued, and any Work Order Request and Work Order, if issued.” Could you please clarify what that this means?**

*Occasionally MSA may issue specified work orders for an unscheduled task or project.*

8. **What should be included in the Technical Proposal, Sections 2 & 3?**

*Please reference Section 5 Proposal Format in the solicitation.*

9. **Based on Answer #2 in Addendum No. 1, was the scope of work for the previous RFP and ensuing Contract the same as Warehouse Janitorial Services Camden Yards Warehouse Project No. 19-001? Want to determine if the contract value of the previous contract is equal to the required tasks.**

*Some of the requirements may be different from the prior RFP. MSA does not possess any cost data with respect to any such modifications.*

10. In section 2.2.6. it states, “South Vestibule (All cleaning is to take place between in the hours of 8:00 a.m. and 9:30 a.m.)”. Are Offerors to assume the tasks below are Day Porter duties?

- 2.2.6.1 Sweep and mop floors.
- 2.2.6.2 Dust the entire area.
- 2.2.6.3 Clean interior windows on a bi-weekly basis.
- 2.2.6.4 Trash Removal – trash is to be removed twice daily from the second floor elevator lobby. Trash pickup schedule is once in the morning between 8:00 a.m. and 9:30 a.m. and again in the afternoon between 2:30 p.m. and 3:30 p.m. (as needed). Refuse staged in tip carts.
- 2.2.6.5 The elevator vestibule should be cleaned and vacuumed on a daily basis.

*It is up to the contractor to determine if the Day Porter (s) will perform the tasks in the South Vestibule. The Day Porter must be able to fulfill all required duties in the RFP, if they are assigned to the South Vestibule.*

11. Is 2.2.2.3.5 referring to interior wall glass and sidelights or the building perimeter glass?

*This is for interior glass, not the exterior.*

12. Is 2.2.1.4.1 & 2.2.1.4.3 Please confirm the quarterly requirements for these tasks.

*Confirmed.*

13. Are there any deodorizers or wipes required to be provided by the contractor? We noticed that in the restroom there was a sign that said to use the Lysol wipes and spray to keep restroom sanitized.

*No deodorizers or wipes will be required to be provided by the contractor at the contractor’s cost. Any such items, if provided by the contractor, would be a reimbursable cost in the same manner as the paper and soap products.*