

MEMORANDUM

Date: June 19, 2020
From: Victoria Hunt, Purchasing Agent, Allentown Housing Authority
To: ALL BIDDERS – Office Cleaning Services
Subject: Bid No. 2020-009-900-50-4430023/2020-010-000-50-4430023
NOTES FROM PRE-BID CONFERENCE

Following is the notes taken during discussions at the pre-bid conference held June 9, 2020, pertaining to the Office Cleaning Bid, Bid No. 2020-009-900-50-4430023/2020-010-000-50-4430023:

MEETING OVERVIEW AND CLARIFICATION

Clarifications

Bonding Requirements

1. **Bid Guarantee.** There is no requirement for a Bid Bond with this contract.
2. **Assurance of Completion.** There is no requirement for a Performance Bond with this contract.

Prevailing Wage Rate Requirements

(Bid Section 4, Scope of Work, Page 1, Section I, Item C)

There shall be a prevailing wage requirement for the awarded contract. A survey was performed with several cleaning companies to determine what rates are being paid to the janitor/custodian job classification. As a result of this survey, the new prevailing wage rates for these two new job classifications are as follows:

- Custodian - **\$12.83 – Basic Hourly Wage + Fringe Benefits**
- Lead Custodian - **\$16.58 - Basic Hourly Wage + Fringe Benefits**

The HUD Determined Prevailing Wage Rate is the minimum rate that the awarded contractor must pay their employees when working on this contract. The awarded contractor may pay those employees a higher rate, but at minimum they must be paid the total amounts listed above, taking into consideration the hourly wage rate and any fringe benefits. (See Addendum No. 5)

Term of Contract

(Bid Section 4, Scope of Work, Page 4, Section I, Item K)

It is the intention of the Housing Authority to award a one (1)-year base contract or each of the two specified locations, Bid A: Gross Towers Administrative Office and Bid B: Overlook Park Community Building, with the possibility for two (2) optional extension years for one (1) year each for each contract. Each optional extension year is at the sole discretion of AHA at the pricing offered in the bid submittal.

Basis for Award of Contract

(Bid Section 4, Scope of Work, Page 4-5, Section I, Item L and Bid Section 5, Form of Bid, Page 1-2, Items 1A and 1B)

Since separate contracts may be awarded for Bid A: Gross Towers Administrative Office and Bid B: Overlook Park Community Building, bidders may choose to submit a proposal for one (1) or both of the locations included in the solicitation. It is possible that the same bidder may be awarded a contract for both Bid A and Bid B if they offer the lowest responsible bid for each location.

The award for each contract will be based on the Grand Total offered for the one (1) year base contract period and the two (2) optional extension years.

Business License

(Bid Section 4 Scope of Work, Page 6, Section I, Item N and Bid Section 18, Business License, Page 1)
Bidders are not required to submit this document with the bid proposal. Only the successful bidder is required to submit a copy of this document within fourteen (14) calendar days of the notification of award of contract, and it is to remain current and on file at all times at Allentown Housing Authority. The document is renewable on January 1 of each calendar year.

Sales Tax License – Commonwealth of Pennsylvania

(Bid Section 4 Scope of Work, Page 6, Section I, Item O)

All Bidders shall include a current copy of their *Certificate of Registration Sales tax License* with their bid proposal. If awarded a contract, this license must remain current at all times. Upon renewal, the awarded Contractor must submit a copy to the Purchasing office.

Technical Specifications: Glass Areas

(Bid Section 4 Scope of Work, Page 6, Section III, Item A-8 and Page 20, Section IV, Item A-9)

Regarding both Bid A and Bid B, cleaning of interior glass surfaces refers to glass partitions inside the specified building/office space and entrance doors to the buildings, inner offices, and vestibules only. Interior building and office **window** glass is not included in the Scope of Work.

Similarly, cleaning of the exterior glass surfaces refers to the entrance doors to the buildings, inner offices, and vestibules only. The exterior **window** glass of the building is not included in the Scope of Work.

Additional Information – Enclosure

The following document was discussed at the pre-bid conference and is intended only to augment, illustrate, and clarify the requirements included in Bid No. 2020-009-900-50-4430023/2020-010-000-50-4430023:

- **Pre-bid Conference Agenda.** This agenda includes the Bidding Calendar for this solicitation and summary of required documents for bidders as well as the awarded contractor (s).
- **Pre-bid Conference Attendance List.**

Thank you for your interest and participation in this bidding process.

PRE-BID CONFERENCE

Bid No. 2020-009-900-50-4430023/2020-010-000-50-4430023:
Office Cleaning Services

Tuesday June 9, 2020, 10:00 AM
Allentown Housing Authority
via Zoom Meeting
Administrative Offices
1339 W. Allen Street
Allentown, PA 18102-2191

Agenda

Sign-in

Introductions

Bidding Calendar

Thursday, June. 18, 4:30 PM	Deadline for bidders to submit written questions – June 23, response
Tuesday, July 7, 10:00 AM	Bid Opening Gross Towers Administrative Office, 1339 W. Allen St.
Wednesday, July 22, 9:00 AM	Board of Directors Meeting: Presentation of bid for award of Contract Gross Towers Administrative Office, 1339 W. Allen St.
Friday, August 7	Tentative Contract signing; deadline for submitting required documents
Friday, August 21	Tentative deadline for filing Stipulation Against Liens in Lehigh County Courthouse and submitting receipt to AHA
September 1	Proposed Contract start date

Review bid documents

Summary: Required Documents – Bidder

- Sales Tax License
- HUD 5369-A (Section 3)
- Form of Bid (Section 5)
- Form of Non-Collusive Affidavit (Section 6)
- Statement of Bidders' Qualification (Section 7)
- Certified Statement (Debarment) (Section 9)
- Certificate of Corporate Principal (Section 11)
- Section 3 Criteria Form (Section 16)
- Affirmative Action (Section 17)
- Addenda, if applicable

Summary: Required Documents – Awarded Contractor

- Certificate of Insurance
- Business License 2020 for City of Allentown
- Stipulation Against Liens (within 10 days of contract signing) (Section 13)
- Request for Acceptance of Sub-contractors (Section 19)

Additional questions/information

Site visitation

- Appointments will be set up by request

**PRE-BID CONFERENCE
ATTENDANCE SHEET**

TITLE: Office Cleaning Services **DATE:** 06/09/2020 **TIME:** 10:00 AM

BID NO: 2020-009-900-50-4430023/2020-010-000-50-4430023 – Conducted by Zoom Meeting

PLEASE PRINT

	ATTENDEE NAME	COMPANY NAME	COMPANY ADDRESS
1.	Betty Frasca	Sismour's Janitorial Co. LLC	8387 Kings Highway Kempton, PA 19529
2.	Diane Sismour	Sismour's Janitorial Co. LLC	8387 Kings Highway Kempton, PA 19529
3.	Enid Santiago	Self Pride Cleaning Service	
4.	Yheimy Rodriguez	YCE Express Cleaning	
5.	Brenda Fernandez	Self Pride Cleaning Service	
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