September 1, 2017

To: All Potential Respondents

From: Nancy Wheelock, Purchasing Agent

Subject: RFP1118671003 - Software for Janitorial/Housekeeping Services Administration

**Addendum Two**

**Please amend the subject RFP to include the following answers to timely submitted questions:**

**Q1.** Is the current contract with ABM a matter of public record that can be inspected and if so, where can It be found?

**Suggestion:**  If the current contract with ABM is a matter of public record, it would be useful to have a download link included with the background material of the RFP. Similarly, it would be helpful to examine at least one 'typical' monthly invoice, if possible.

**A1.** The current contract with ABM is a public record along with the original RFP documents. The state will post the requested documents along with this addendum on the DAS Bid Opportunities website.

**Q2.** It is unknown if the contract allows for breaking out project work as a billable item when it is done, or if it is covered as a blanket item. Likewise, we can envision other "on-demand" items that need to be tracked such as, for example, hazardous waste cleanup or patient discharge cleaning.

Based on the information above, does the software need the ability to capture, and report time/cost/FTEs for "on-demand" tasks or jobs that aren't generally included in the blanket specifications of the contract such as the examples mentioned above.

**A2.** Yes. If Contractor’s current system does not capture and report time/cost/FTE’s for “on demand” tasks or jobs, Contractor may propose customization to meet those requirements in the Technical Proposal and provide a cost for customization in the Cost Proposal, as stated in Addendum One, Amendment 3 for Section 4 of the RFP.

**Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).**

I hereby acknowledge receipt of this addendum.

Signature Date

Typed or Printed Name