

COUNTY OF BERKS

Purchasing Department

Berks County Services Center, 633 Court Street, Reading, PA 19601

Tel: 610-478-6168 Fax: 610-898-7404

Kelly A. Laubach, CPPB, Director of Contracts and Procurement

NOTICE TO BIDDERS

Amendment # 1 Issued on April 4, 2024

Re: Invitation to Bid # 24-10-JRNC, Janitorial Services

<p>This Amendment should consist of a total of 2 pages. If you have not received this Amendment in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.</p>
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The County hereby amends the above noted Invitation to Bid (ITB) as indicated herein. All other details of the ITB remain unchanged. Language that is underlined and bold denotes that which has been added. Language that has been stricken denotes that which is hereby removed.

Where conflict exists between these responses and information in the original ITB package, the responses shall prevail.

A pre-bid conference was held on April 2, 2024 at 3:30 PM via Microsoft Teams conference call. The following individuals and companies were represented at the meeting:

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| • Nelson Stubbs | Stubbs Cleaning |
| • AJ Long | Cleantec |
| • Kevin Smith | Vanguard Cleaning Systems |
| • Salvador Carmelino | Nationwide Cleaning & Restoration |
| • Amber Columbo | Workforce Development Board |
| • Jennifer Rhoads | County of Berks Purchasing Department |
| • Nora Corona | County of Berks Purchasing Department |

The following statements were made at the start of the pre-bid meeting.

- In accordance with Attachment A, Bid Form for details on whom the bids must be signed by and acknowledge any Amendments if applicable on the form as identified in Section One, Paragraph 2.6.1.
- In accordance with Section One, subparagraph 2.6.1 the following forms shall be made on the forms included in this ITB and all applicable blanks on such forms shall be filled in. Attachment B, Piggyback Form, Attachment C, Non-Collusion Affidavit, Attachment D, Reference Form and Attachment K Worker Protection and Investment Certification.
- In accordance with Attachment E, Bid Bond & Attachment F, Consent of Surety, all bonds must be submitted on the County's form as identified in Section One, Paragraph 2.3 and Paragraph 2.4. The bid bond must be on our form. You may use other forms of bid security as identified in Section One, Paragraph 2.3 and if bid security is a form other than bond you must submit a letter on company letterhead stating how you intend to provide performance security if awarded as identified in Section One, Paragraph 2.4.

- In accordance with Attachment H, paragraph 9, Insurance, please review carefully with your agency/broker to ensure that you meet or exceed all the limits and the endorsements identified herein.
- In accordance with Section Two, Technical Specifications, Paragraph 3.1 the importance to keep to the times agreed upon to not overlap court proceedings.
- In accordance with Section Two, Technical Specifications, Paragraph 7.3 reschedule cleaning when service is scheduled on a holiday.
- In accordance with Section Two, Technical Specifications, Paragraph 8, ensure adequate amount of supplies are at each location.
- In accordance with Section Two, Technical Specifications, Paragraph 9, follow the requirements for building security and alarm systems.
- In accordance with Section Two, Technical Specifications, Paragraph 11.5, Attachment M, Service Completion Form must be completed for each site per visit and left on specified desk or handed to assigned person at each location.

There were no questions or comments during the pre-bid meeting.

Should you have any questions regarding this Amendment, please contact Jennifer Rhoads, Senior Buyer, via phone at (610) 478-6168 ext. 6278 or via email at jarhoads@berkspa.gov.