

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 March 12, 2025

Re: Invitation to Bid #25-05-MZ, Window Cleaning Services, Rebid

This Amendment should consist of a total of 3 pages. If you have not received this Amendment in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.

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 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 in Agricultural Center Auditorium on March 6, 2025 at 1:30 P.M. The following individuals and companies were represented at the meeting:

<u>Name</u>	<u>Entity</u>
Anthony McCloskey	County of Berks
George Rodrigues	County of Berks
Mansoor Zaki	County of Berks
Luke Ward	VIP Special Services
Patricia Villacis	VIP Special Services
Nate Giorgio	Giorgio Supply Co
Josh Giorgio	Giorgio Supply Co

Several key points were reviewed by the Purchasing Department at the beginning of the pre-bid meeting. They were:

1. As per Section One, Clause 1.5., an amendment will be issued to respond to any and all questions and clarifications submitted and/or identified as needed by the County. Questions answered, or responses not set forth in an amendment shall not be valid and binding upon the County.
2. As per Section One, Clause 1.5., submit all questions in writing to the County point of contact, as detailed therein.
3. Section One, Clause 1.3., The deadline for receipt of Bids. The County Controller's time clock shall be considered the official time. There will be no exceptions to Bid Deadline.
4. Section One, Clause 2.3. and Clause 2.4., Bonds and Consent of Surety must accompany the bid. All bonds must be submitted on the County's form.

5. As per Section One, Clause 1.5.4., a Bid that contains exceptions or offers substitute products not previously approved by the County may result in the County rejecting the Bid as a non-responsive Bid.
6. Attachment H, Clause 9, Insurance – Please review carefully with your agency/broker to ensure you meet or exceed all the limits and the endorsements identified therein.
7. Review Attachment A, the second page of the Bid Form. There is a listing of documents that must be submitted with each bid. Use this listing as a checklist to ensure you have a compliant bid submission.
8. Sign up for notifications on the Purchasing page of www.berkspa.gov.

Following is a list of questions asked at the pre-bid conference or submitted in writing and the County's response to each question. **The responses to these questions form an integral part of the Invitation to Bid (ITB) package and these responses may alter a Bidder's responsibilities in submitting a bid.** Where conflict exists between these responses and information in the original ITB package, the responses shall prevail.

Section One – Instructions to Bidders

- Q1** The ITB discusses evidence of insurance requirements. Can you confirm whether subcontractors' certificates of insurance will be sufficient to meet these requirements, or if the primary contractor must provide separate insurance certificates even if the subcontractor is performing the work?
- A1** As per Section One, Instruction to Bidders, Clause 2.7, all Bidders must provide with their Bid a sample certificate of insurance evidencing, at minimum, the insurance coverage types and levels set forth in the ITB. The County will only accept a certificate of insurance from the Bidder.

Clarification 2

Section Two – Technical Specifications

- 6.1.8 Remove all cleaning equipment and materials from the work site at the end of each day for all locations except the County Courthouse and County Services Center. In the County Courthouse and County Services Center, equipment may be left in an area designated by the County Facilities Campus Manager while work is being performed. However, the County shall not be responsible for any lost or stolen equipment.

Section Two – Technical Specifications

- Q3** The ITB specifies that the cross-over levels are scheduled "on or about" May 1st and November 1st. Would it be possible to shift the May 1st date to June 1st?
- A3** It is expected that the awarded Vendor follow the schedule found in Section Two, Clause 7. The awarded Vendor may discuss any scheduling change requests with the County Facilities Department.

Section Two – Technical Specifications

- Q4** Does the scope of work include the windows above the doors? If so, is there a walkable platform available in that area?
- A4** Section Two, Clause 3, details the windows included in this scope. The scope includes the windows above the doors. However, there are no walkable platforms available in that area.

Section Two – Technical Specifications

Q5 What is the process for scheduling site visits for other locations?

A5 All bidders have the ability to view the current conditions for each site in the manner that the general public can view the sites. Please refer to Section Two, Technical Specifications, Clause 3 – Site Descriptions and Appendix A – I for details regarding each site.

Should you have any questions regarding this Amendment, please contact Mansoor Zaki, Buyer, via phone at (610) 478-6168 ext. 6274 or via email at Mzaki@berkspa.gov.