



STATE OF INDIANA

ADDENDUM 4

Request for Proposal RFP 19-089

INDIANA DEPARTMENT OF ADMINISTRATION

**On Behalf of
All State Agencies**

**Solicitation For:
Janitorial Services**

Response Due Date: June 4, 2020 by 3:00PM EST

Stephanie Nelson, Senior Account Manager
Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W478
Indianapolis, Indiana 46204

Summary of Changes

Question & Answer Response document (Attachment G)

- The response to question #31 has been updated.

RFP Main Document

- Section 1.7, Question/Inquiry Process and Section 1.24, Summary of Milestones have been updated to reflect the Tentative Key Dates listed below.

Please note that the changes are not tracked in the file itself.

COVID-19

Due to ongoing concerns regarding the impact of COVID-19 on the market for Janitorial Services and Products, the Department of Administration has decided to postpone RFP 19-089 for Janitorial Services. Because of the impact of demand on the market for disposables, IDOA understands that the pricing which vendors would be able to extend to the State at this time are likely inflated. Additionally, IDOA recognizes the increased demand on the Janitorial Services vendor community as a result of the pandemic.

In consideration of these concerns, it is the intention of IDOA to postpone the remainder of the solicitation process until such a time that these circumstances improve. For this reason, the timeline for reinstatement of the RFP is fluid and subject to change. At this time, the timeline has been adjusted as outlined in the Tentative Key Dates section below.

Round 3 questions/inquiries have been added to the Tentative Key Dates to address any inquiries/questions related to the new timeline and/or potential impact COVID-19 may have on this RFP. The State will not accept any questions that are related to the Scopes of Work or other RFP attachments since these documents have not changed.

Tentative Key Dates

Deadline to Submit Written Questions – Round Three	May 7, 2020 by 3:00 PM EST
Response to Written Questions/RFP Amendments – Round Three	May 14, 2020
Letter of Intent to Respond Due	May 21, 2020 by 3:00 PM EST
Submission of Proposals	June 4, 2020 by 3:00 PM EST
Submission of Reference Check Forms to State	June 18, 2020 by 3:00 PM EST

<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	August 2020

Our top priority is to do what is in the best interest of the State, our taxpayers, and the vendor community and we strongly believe this change is the best way to serve all parties. We will continue to communicate with you in a timely and transparent manner as the situation becomes more clear. Any updates to this RFP will be posted on the Indiana Department of Administrations Current Opportunities website at <https://www.in.gov/idoa/proc/bids/19-089/>

Since this is an active solicitation, inquiries are not to be directed to any staff member of Indiana Department of Administration or any other participating agency. All inquiries should be directed to Stephanie Nelson (SteNelson@idoa.in.gov).

We appreciate your patience and understanding during this uncertain time.