



## STATE OF INDIANA

### **ADDENDUM 7**

### **Request for Proposal RFP 19-089**

### **INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf of  
All State Agencies**

**Solicitation For:  
Janitorial Services**

**Response Due Date: July 6, 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*

Deletions are indicated via strikethrough and additions have been made in red font. Please note that the changes are not tracked in the RFP document. Please use the updated version of the RFP document and disregard all previous versions.

### 1. The following changes have been made to the RFP 19-089 Document:

#### a. In Section 1.8 - DUE DATE FOR PROPOSALS

**Due to the COVID-19 pandemic, the Indiana Government Center will not be open to the public on the proposal due date. Thus, Respondents will not be allowed to hand-deliver solicitation responses.**

All proposals must be received at the address below by the **Government Center Central Mailroom Procurement Division** no later than the date and time outlined in Section 1.24 Summary of Milestones. Each Respondent must submit **one original CD-ROM / USB Thumb Drive (marked "Original") and one (1) seventeen (17) complete copy on CD-ROM / USB Thumb Drive** of the proposal, including the Transmittal Letter and other related documentation as required in this RFP. The **original CD-ROM / USB Thumb Drive** will be considered the official response in evaluating responses for scoring and protest resolution. **The Respondent's proposal response on this CD-ROM / USB Thumb Drive may be posted on the IDOA website, (<http://www.in.gov/idoa/2462.htm>) if recommended for selection.** Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Stephanie Nelson  
[stenelson@idoa.in.gov](mailto:stenelson@idoa.in.gov)  
Indiana Department of Administration  
Procurement Division  
402 West Washington Street, Room W468  
Indianapolis, IN 46204

#### **If you hand-deliver solicitation responses:**

~~To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South, as of July 21, 2008, the public must enter IGC buildings through a designated public entrance. The public entrance to Indiana Government Center South is located at 10 N. Senate Avenue (East side of building). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.~~  
~~Passing through the public entrance may take some time. Please be sure to take this information into consideration if your company plans to submit a solicitation response in person.~~

**If you ship or mail solicitation responses:** United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Procurement Division. It is the responsibility of the Respondent to make sure that solicitation responses are received by the **Government Center Central Mailroom Procurement Division at the Department of Administration's reception desk** on or before the designated time and date. Late submissions will not be accepted. **Due to COVID-19 restrictions, The Government Center**

~~Central Mailroom Department of Administration, Procurement Division~~ clock is the official time for all solicitation submissions.

All proposal packages must be sealed and clearly marked with the RFP number, due date, and time due. IDOA will not accept any unsealed bids. Any proposal received by the ~~Government Center Central Mailroom Department of Administration, Procurement Division~~ after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

**2. The following document has been added:**

- a. Response to Clarification Request – Document includes the following inquiry and the State's response:

| RESPONDENTS QUESTION  | STATE'S RESPONSE  |
|---|---|
| Please confirm the cleanable square footage for the IDOA Logistics Service Center. The scope states it is 386,000 square feet, but the 2019 spend was only \$44,969 which would indicate a much lower cleanable square footage. | The spend amounts provided are for reference only and based on current contract requirements that may not align with future stated requirements. The square footage listed in the RFP is correct. |