



## ADDENDUM NUMBER TWO RFP 9-20

To: All Prospective Proposers and all others concerned

From: City of Cheyenne, Purchasing Manager, TJ Barttelbort

Date: July 16, 2020

**Subject: Addendum Number Two to Request for Proposal 9-20 for the Janitorial Services for City of Cheyenne Facilities project**

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The changes, clarifications, omissions, additions, and/or alterations in, on, and to the proposal information and specifications shall apply to the Request for Proposal submitted for and to the project indicated above. Except as modified by this Addendum Number Two, all of the terms and provisions of the Request for Proposal for the above listed project remain in full force and effect. This Addendum Number Two supersedes all previous instructions pertaining to the items listed:

### Clarifications

- C1: The cleanable square footage of the Neighborhood Facility is updated to **700 SF**.
- C2: Page 7, PROJECT SPECIFICATIONS AND REQUIREMENTS, Item #2, shall be deleted from the RFP. Proposers shall provide the cleaning services during the times listed for each facility in accordance with the JANITORIAL SPECIFICATIONS. An overlap will not be required.
- C3: Page 7, PROJECT SPECIFICATIONS AND REQUIREMENTS, Item #5 is updated as follows, "Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products."

### Questions

- Q1: The Botanic Gardens location seemed to already have specific chemicals and items they wanted to use. Will this be a site where the chemicals are provided and we supply consumables?

- A1: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products.
- Q2: In regards to Botanic Gardens, they have a full-time day porter/cleaner there that they would like to retain. Will this person be a city employee, or be onboarded to work with the chosen company? If they are chosen to work with us, can you disclose their current hourly wage/salary and any benefits they have?
- A2: The Botanic Garden's full time day porter/cleaner, will remain an Employee of the City of Cheyenne. They will not be onboarded to work with the selected proposer.
- Q3: Consumables and supplies seemed to be a questions throughout and they mentioned that it would come in an addendum. Just asking who will be providing this since it was still unclear, but I am sure everyone is asking.
- A3: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products.
- Q4: Can you disclose current wage costs for the staff you have on board right now?
- A4: Facilities Maintenance does not currently employ janitorial staff. These services are contracted.
- Q5: Will we be provided cleaning supplies & equipment or will we furnish our own?
- A5: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products.
- Q6: Will we be in any way in charge of ordering supplies?
- A6: No.
- Q7: Will carpet cleaning (other than spot cleaning) be in our scope of work? If so... are we allowed to hire outside vendors?
- A7: Yes in areas not requiring security clearance. Facilities which have been identified as requiring clearance will need to be cleaned by the contracted company.
- Q8: What type insurance coverage is required?
- A8: Please see Page 5, 'Insurance Requirements'.
- Q9: We are confused on the R.F.P. received. The R.F.P. states. We will provide all consumable paper products and Cleaning products. When we toured the facilities some of the managers were stating they would like us to use the cleaning product and consumable products that the facilities provides?

- A9: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products.
- Q10: The R.F.P states. We are to clean during business hours and end 2 hours before end of day 5 pm. Most all Managers stated facilities are to be cleaned after business hours and to be completed before opening the following day?
- A10: After hours cleaning will be acceptable. See Clarification C2.
- Q11: The R.F.P. states On requested building Hard floors to be stripped and sealed and maintain (Buff). How many coats of sealer per service?
- A11: Two coats.
- Q12: The R.F.P. States On requested building for extract carpet. Please give definition of extract carpet?
- A12: Water and detergent carpet cleaning.
- Q13: Could you please tell us who will supply cleaning products and equipment on this project? Also, who will supply consumable supplies (paper products, liners, etc.)?
- A13: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products.
- Q14: Can you provide the square footage breakdown for VCT, hard surface flooring and carpeting for each location as this is vital for accurate analysis of the periodic services required?
- A14: The exact data for the square footage breakdown is not available. Please provide pricing based on the information provided during the Project Site Tours.
- Q15: Will the city consider providing the consumables, or a bill back program to eliminate any guesswork and ensures the needs of the city are met without any potential budgeting issues?
- A15: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products.
- Q16: Can you provide a purchasing cost and quantity history, per location for consumables?
- A16: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products.
- Q17: For consistency, ordering efficiency and price negotiation, would the City consider a change of dispensers for all consumable products across all facilities? Typically these dispensers could be provided at no cost to the City.

- A17: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products
- Q18: On page 7 number 2, whereas the proposer will be required to perform janitorial services with a minimum two-hour window of overlap during the City's normal business hours. Is this requirement for all locations? Would the City consider a change to this requirement with understanding of the following:
- a. Most P/T employees work a prior full time job and this requirement would reduce the hiring efforts for janitorial staffing.
  - b. The time of overlap would produce less productive time due to others in the building and not having full-access of all areas.
  - c. Typically this would create a disruptive environment for City employees raising noise levels and performing janitorial functions in work spaces and restrooms.
  - d. May create an environment of communication with the janitorial staff rather than being directed by contractor supervision.
  - e. Inspection and communication should be handled with a contractor supervisor rather directly with the cleaning crew to avoid any mis-directed communication and ensure all communication is directly from the City representative to the contractor and documented.
- A18: After hours will be acceptable to the City.
- Q19: Please confirm the cleanable square footage of the Municipal court for this RFP. It was discussed at the walkthrough, the new facility will be potentially open in September with a square footage of 26,240. The current list describes the square footage as 14,000.
- A19: 13,500 SF main floor 800 SF on second floor.
- Q20: Please confirm the amount of weekly service days for the Municipal building.
- A20: Provide pricing for all frequencies listed on Page 25, Cheyenne Municipal Building.
- Q21: The neighborhood facility building has a cleanable square footage of 12,500, however during the walkthrough it was mentioned that there were areas where service would not be required. Please confirm the actual cleanable square footage for this location.
- A21: See Clarification C1, 700 SF.
- Q22: In regards to the janitorial proposal for Cheyenne Facilities, Some of the Buildings are requiring Stripping & sealing, Buffing, and Carpet Cleaning. To be able to accurately give you a price proposal Please give us a square footage of vinyl commercial tile for each

building to be stripped and sealed or buffed. Also square footage for each building of carpet to be cleaned.

A22: The exact data for the square footage breakdown is not available. Please provide pricing based on the information provided during the Project Site Tours.

Q23: When it comes to the paper products the consumables is that a Separate invoice or do we put that into the bid?

A23: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products.

Q24: What made the City decide to hire a contract service, instead of keeping the janitorial in-house?

A24: The City has, over the last several years, been contracting janitorial services through attrition as a cost saving measure. Recent revenue shortfalls caused us to accelerate the plan.

Q25: On page 7, paragraph 2, it says there is a required 2 hour overlap during normal operating hours. Does that mean our crew can start working as early as 3pm, or stay as late as 10am if working morning hours?

A25: Please see Clarification C2.

Q26: Also on page 7, paragraph 5, it says the contractor is to supply the consumable supplies. Do we have to estimate the annual usage and include it in the overall bid or can it be done as a bill pass-through each month, allowing us to only bill for actual usage? If an estimate is required, can you provide data on consumables purchased for 2019?

A26: Consumable paper and chemical supplies will be provided by the City except for floor cleaning and sealing products.

Q27: In regards to the new Municipal Court Building, does the 14,000sf include the 2nd floor or just the 1st floor?

A27: 13,500 SF main floor 800 SF on second floor.

Q28: Would the City consider alternate proposals with increased frequencies on some tasks?

A28: In order to maintain consistency across Proposal submissions, alternate Proposals will not be considered.

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**ADDENDUM TWO ACKNOWLEDGED:**

BY \_\_\_\_\_ TITLE \_\_\_\_\_

(Addendum **must** be signed and returned with proposal or receipt of the addendum **must** be acknowledged within the submitted Proposal).

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