

SOLICITATION RFP 18-FAC03282018
AMENDMENT 2
JANITORIAL – CITYWIDE

An **original signed** copy of this Amendment shall be received by the City of Maricopa Purchasing Office with your proposal, or prior to the solicitation due date and time. This solicitation is amended as follows:

1. Vendor submitted questions with answers are attached to this Amendment as Attachment 1.
2. A revised page 20 to this RFP is included as Attachment 2.
3. A revised page 17 to this RFP is included as Attachment 3.
4. The closing date for this RFP remains unchanged – June 21, 2018, 2:00 p.m. Arizona time.

Please be sure to include a signed original of this Amendment Form with your submittal. Failure to include a signed original Amendment will result in your firm being deemed as non-responsive.

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN UNCHANGED

Offeror hereby acknowledges receipt and understanding of the above Amendment		
_____ Signature	_____ Date	_____ Company Name
_____ Name and Title	_____ Address	
	_____ City	_____ State Zip

VENDOR SUBMITTED QUESTIONS AND ANSWERS
JANITORIAL – CITYWIDE, 18-FAC03282018

Q1. During our reading of the RFP, we noticed the mention in Section III of the Scope of Services of a full time supervisor that is on-site at all times when work is being completed. Are we able to have an account manager type person that would oversee the account and be onsite when needed or do you specifically want someone that is only focused on your business?

A1. This position is meant to be a working full time on-site supervisor. The individual would manage all sites listed in the RFP as necessary. The objective is for the Contractor to provide continual oversight, on a local level, of all cleaning activities.

Q2. Pacana Park located at 19000 N. Porter Road – 2 sets of bathrooms. Are the 2 sets of bathrooms at 18800 also included? How many total bathrooms at Pacana Park?

A2. There are a total of four (4) restrooms, or two (2) sets, at Pacana Park. One set, two (2) restrooms, at 19000 North Porter Road and one set, two (2) restrooms, at 18800 North Porter Road.

Q3. Can you please provide the address for the Fleet Maintenance/Public Works building and the Fire Administration Building?

A3. Fleet Maintenance/Public Works Building	Fire Administration Building
45695B West Edison Road	45654 West Edison Road
Maricopa, Arizona 85139	Maricopa, Arizona 85139

Q4. It mentions background checks as a requirement, do you have an example or detail of what is required in these background checks? What type and details are needed for these background checks?

A4. No specific type of background check is required. A standard background check to include criminal history and verification of citizenship.

Q5. Page 15 talks about penalties for non-performance, how many penalties has the City assessed in the last 2 years?

A5. The City has not assessed any penalties based on criteria in this RFP.

Q6. Page 20 states we must perform daily inspections but then also says weekly inspections? What is the requirement?

A6. The Contractor shall conduct a daily inspection of each facility during daylight hours as part of the quality control process. A weekly inspection will then be performed by the on-site supervisor. Please see Attachment 2 to this Amendment.

Q7. Do we have water access at the park restrooms? Is there mop sinks or a hose bib to use?

A7. There are hose bibs at the parks that can be utilized.

Q8. The library general scope description mentions inside and outside window cleaning; however, in the specific scope it only states we are to clean interior windows? Are we to clean the outside of the windows monthly as well?

A8. The contractor shall clean all inside and outside window glass surfaces on a monthly basis. Please see Attachment 2 to this Amendment.

VENDOR SUBMITTED QUESTIONS AND ANSWERS
JANITORIAL – CITYWIDE, 18-FACo3282018

Q9. Carpet square footage is stated as 40,000 square feet at City Hall, is this correct?

A9. Carpet square footage is 30,000 square feet at City Hall. Please see Attachment 3 to this Amendment.

Q10. Is there an automatic scrubber located at City Hall?

A10. Yes, there is an auto-scrubber at City Hall.

Q11. Auto-scrubbing page 17 of the RFP – paragraph (g) says weekly, paragraph (i) says bi-weekly?

A11. Auto scrubbing all hard floors throughout the City Hall shall be done on a weekly. Please see Attachment 3 to this Amendment.

Q12. Is Fleet Maintenance open Friday? Are they currently cleaning M-W-F?

A12. The Fleet Maintenance Building is closed on Fridays. The service days for the Public Works/ Fleet Maintenance Building are Mondays, Wednesdays and Fridays.

Q13. What are the insurance and indemnification requirements?

A13. The insurance and indemnification requirements will be spelled out in the Agreement with the Contractor that receives the award.

d. Window Cleaning

Once per month

1. Wipe and clean all window frames
2. Clean all inside and outside window glass surfaces
3. Number and style of windows:
 - i. Eight (8) windows, four (4) panes each, 4' x 7'
 - ii. Sixteen (16) windows, four (4) panes each, 6' x 7'
 - iii. Two (2) side glass doors, three (3) panes each, 4' x 10'
 - iv. Two (2) front doors, eight (8) panes each, 11' x 13'
 - v. One (1) main front door, thirteen (13) panes, 11' x 13'

e. Carpet Cleaning

Semi-Annually on Sundays. Carpet must be dry before Monday, 8:00 a.m.; area is approximately seven-thousand (7,000) square feet.

1. Pre-treat for soils and spots
2. Move all furniture
3. Vacuum entire floor
4. Commercially clean all carpeted floor surfaces
5. Replace furniture and foot traffic mats by entrance doors

f. Non-scheduled rotation carpet cleaning may be required on an as needed basis

g. Preventive Maintenance Requirements

1. Contractor shall maintain in good working condition the fixtures in the rest rooms including, but not limited to, soap dispensers, mirrors, urinals, toilets, wash basins. Stopped toilets, sinks, etc., shall be plunged to dislodge the stoppage and allow cleaning.
2. Contractor shall notify the designated City Representative of problems with plumbing fixtures, door locks, defective vents, and clogged sewer lines on the Daily Work Report.
3. Contractor shall notify the designated City Representative when light bulbs need replaced.

I. PACANA PARK PUBLIC RESTROOMS

Pacana Park is located at 19000 N. Porter Road, Maricopa, AZ. Pacana Park is open seven (7) days per week with janitorial and cleaning services required on a nightly basis.

a. Work Schedule

1. The Contractor shall clean the Pacana Park public restrooms designated areas on a nightly basis. The Contractor's work hours shall begin no earlier than 11:00 p.m. and shall be planned to coincide with the daily closing schedule. Work shall start after 11:00 pm, securing all public restrooms from public access by 11:30pm and locking them at the completion of the cleaning.
2. The Contractor shall conduct a daily inspection of each facility during daylight hours as part of the quality control process. A weekly inspection will then be performed by the on-site supervisor. The Daily Work Report (Exhibit A) shall be emailed to the designated City Representative every Thursday night.
3. The designated City Representative may perform periodic inspections to ensure compliance with contract requirements. It is anticipated that these inspections will be performed on a weekly basis. If deficiencies are noted, a deficiency report will be furnished to the Contractor.
4. The designated City Representative shall decide all questions that may arise as to the quality and acceptability of any work performed under this contract.

- e. Clean Restrooms Nightly
There are four (4) restrooms upstairs and five (5) downstairs. Room sizing: Two (2) @ 18 feet x 13 feet; two (2) @ 21 feet x 10 feet; two (2) @ 9 feet x 20 feet; two (2) @ 10 feet x 19 feet; one (1) @ 9 feet x 8 feet
 - 1. Wipe and disinfect all hard surfaces (counters, mirrors, all partition doors, sinks, toilets, urinals, diaper change stations, walls, and entry doors. Wipe dry with clean rag. Do not leave hard water deposits.
 - 2. Sweep, mop and disinfect exposed floor.
 - 3. Sanitize all sinks, toilets and urinals.
 - 4. Replace air fresheners and toilet deodorants as needed, and
 - 5. Dust off air conditioning vents and around light fixtures.

- f. Stock Paper Products in Restrooms and Break Rooms nightly.
 - 1. Refill all paper towel dispensers as needed.
 - 2. Refill all toilet paper dispensers and toilet-seat dispensers as needed, and
 - 3. Refill all hand soap dispensers as needed.

- g. Sweep, Vacuum or Mop all exposed floors.
 - 1. Hard surface flooring (finished concrete, rubberized flooring, tile) are to be auto-scrubbed weekly with regular mopping in between.
 - 2. Vacuum all carpeted areas in building and use spot remover on soiled areas when found including all carpeted conference rooms and carpeted offices.
 - 3. Sweep all hard floors nightly and mop away any wet or past spills when found, and
 - 4. Clean the lobby staircase, and the staircase located off the Council chamber area nightly.
 - i. Wipe off all splash marks that are caused from mopping, and
 - ii. Remove all cobwebs.

- h. Glass Doors – All glass entry doors are to be cleaned inside and outside daily. This is to include glass, glass framing and the thresholds.

- i. Hard floors in all common areas
Auto scrubbing all hard floors throughout the City Hall on a weekly basis including:
 - 1. Hallways
 - 2. Break rooms
 - 3. Rest rooms
 - 4. Lobby
 - 5. Stairs and landing

- j. Dust inside window ledges nightly. Dust window coverings and treatments weekly.

- l. Carpet Cleaning
Frequency: Every six (6) months, Fridays, Saturdays or Sundays. Carpet must be dry by Monday at 7:00 a.m. Area is approximately thirty-thousand (30,000) square feet.
 - 1. Pre-treat for soils and spots,
 - 2. Move all furniture,
 - 3. Vacuum entire floor,
 - 4. Commercial clean all carpeted floor surfaces,
 - 5. Replace furniture, and;
 - 6. Foot traffic mats by entrance doors are to be cleaned monthly.