

	<b>SOLICITATION ADDENDUM</b> Page 1 of 7	<b>CITY OF PHOENIX</b> <b>Housing Department</b> <b>251 W. Washington Street</b> <b>4th Floor</b> <b>Phoenix, AZ 85003</b>
	Solicitation Number: RFP FY23-086-01 (MBT) Addendum # 1	
	Solicitation Due Date: August 24, 2022, 2:00 p.m., Phoenix Local Time	

### Housing Custodial Services

I. This addendum revises the terms and conditions of the subject solicitation as follows:

1. Section III, Special Terms and Conditions, paragraph 1. **Price**, from the subject solicitation, is replaced with the following:

1. **PRICE:** All prices submitted shall be **firm and fixed for the initial year of** the contract. Thereafter, price increases will be considered annually provided the adjustments are submitted in writing with 30 days' notice to the Procurement Officer. Price increase requests shall be accompanied with written documentation to support the increase, such as a letter from the manufacturer, published price index, applicable change in law, etc. Price decrease requests do not require supporting documentation and are allowed at any time during the contract term.

The City will be the sole judge in determining the allowable increase amount. Price increases agreed to by any staff other than the Deputy Finance Director or Department Director are invalid. The Contractor acknowledges and agrees to repay all monies paid because of a requested price increase unless the increase was specifically approved, in writing, by the Deputy Finance Director or Department Director.

2. Section VII, Exhibits, Group 2 Locations have been updated with the laundry rooms at all three locations, along with the VTC at Sunnyslope and Courtyard at Maryvale Terrace. See New Exhibits attached to this addendum.

II. This addendum answers the following questions, which the City of Phoenix received:

1. Question: Who is the incumbent contractor and how long have they been providing their services?

**Answer:** There are two current contracts with Triangle Services. One is for Housing Facilities and the other is for Senior Housing Facilities.

2. Question: What is the current contracted monthly price and yearly price?

**Answer:** A copy of the current contract can be requested through City of Phoenix Public Records <https://www.phoenix.gov/pio/public-records>

3. Question: Can you provide us with the bid tab sheet form the last bid opening?



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[Answer: See answer to question 2 of this addendum.](#)

4. Question: Can you provide the contract price if it has been increased for the past years?

[Answer: See answer to question 2 of this addendum.](#)

5. Question: Why did these facilities come up for bid at this time.?

[Answer: The City issues a competitive solicitation at the end of the full term of a contract.](#)

6. Question: Will it be awarded a single bidder or multiple bidders?

[Answer: The contract will be awarded by groups that are the most advantageous to the City.](#)

7. Question: Is the scope/size of this bid identical with the current contract? Have there been any changes from the previously awarded contract to current request for bid? Are there any significant changes from the last bid?

[Answer: See answer to question 2 of this addendum.](#)

8. Question: How many hours day porter services are required per day for each building?

[Answer: The sites do not require a day porter.](#)

9. Question: What is the time frame for day porter's services and night shift?

[Answer: The sites do not require a day porter or night shift.](#)

10. Question: Can you provide the flooring type breakdown of all locations? Carpet, Concrete, VCT, Tile, etc.?

[Answer: See Section VII, Exhibits, Exhibit 1 -Housing Department Locations to Clean by Group, for the specifications.](#)

11. Question: Is there collective bargain Agreement with the County or current vendor? Are the current vendor's employees union members?

[Answer: The City is not aware of any other agreements that the current vendor may have.](#)



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12. Question: What is required min. wage for this contact?

[Answer: The City does not determine what the minimum wage requirement is, however, there are some Federal requirements. See Section III, Special Terms and Conditions, paragraph 33 Federal Requirements.](#)

13. Question: Prior to commencement of subsequent renewal terms, will your agent consider a request for price adjustments in accordance with the current National Consumer Price index or the increased minimum wage of State?

[Answer: See Section I, Item 1. of this addendum.](#)

14. Question: Is Exterior Window Cleaning a part of this contract?

[Answer: See Section V, Scope of Work, Paragraph 12. Facilities Specifications, subparagraph 12.6. Bi-Monthly Tasks.](#)

15. Question: Can you provide the current number of staffing- Day Porter, night shift, driver etc?

[Answer: The sites do not require a day porter, night shift, or driver.](#)

16. What is the square footage for the 7<sup>th</sup> Ave areas?

[Answer: See Section VII, Exhibits, Exhibit 1 -Housing Department Locations to Clean by Group, for the specifications.](#)

17. When are bids due?

[Answer: Bids are due August 24, 2022, at 2:00 p.m.](#)

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All other terms and conditions remain unchanged.

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**Offeror is required to sign and return addendum with their bid.**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



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**EXHIBIT 1 – HOUSING DEPARTMENT LOCATIONS TO CLEAN BY GROUP (Group 2 updates only)**

<b>Group 2- LOCATION NUMBER 1</b>			
<b>SUNNYSLOPE MANOR</b>			
<b>SENIOR HOUSING ADMINISTRATION</b>			
205 East Ruth Avenue, Phoenix AZ 85021			
	<b>Flooring</b>	<b>Approximate Square Feet</b>	<b>Hours of Operation</b>
	Carpet	7,500	Mon - Fri 8:00 AM - 4:30 PM
	VCT	100	Excluding City Holidays
	Laminate	5,500	
	Stairwells	2,000	
	<b>Total</b>	<b>15,000</b>	
<b>Building Specifications</b>	<b>Building Description:</b>		
	Offices, Common Areas, Lobby, Public Restrooms, Hallways, Stairwells, Rec Rooms, Jacuzzi Rooms(x2), Elevators floors and walls		
	<b>Restrooms, Kitchens, and Water Fountains</b>		
	4 Restrooms - 3 stalls, 1 urinal, 10 Sinks, 1 water fountain		
	1 Community Kitchen - 2 sinks, 3 laundry rooms		
<b>Cleaning Schedule</b>	Shift 1 - Vendor must be onsite during the following times:	<b>Mon - Fri 10:00 AM -4: 00 PM</b>	
<b>Cleaning Specifications</b>	Please refer to Section V, Item 24, Cleaning Specifications		
<b>Additional Site-Specific Information</b>	Public restrooms in lobby will be cleaned a minimum of two times daily, with detailed cleaning once every 2 weeks		
	Empty outside trash cans and replace liners daily		
	Clean and disinfect trash cans every 2 weeks and replace can liners as needed		
	Weekly Common area sweeping and mopping, vacuuming of carpeted areas and sweep and mopping of stairwells, trash chute, and room disinfecting daily		
	Rotate out Recycle bins to the rear of the property		



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Solicitation Due Date: August 24, 2022, 2:00 p.m., Phoenix Local Time

<b>Group 2- LOCATION NUMBER 2</b>			
<b>FILLMORE GARDENS</b>			
<b>SENIOR HOUSING ADMINISTRATION</b>			
802 N 22nd Place, Phoenix, AZ 85006			
	<b>Flooring</b>	<b>Approximate Square Feet</b>	<b>Hours of Operation</b>
	Carpet	10,380	Mon - Fri 8:00 AM - 4:30 PM
	VCT/Stairwells	324/1000	Excluding City Holidays
	Ceramic	250	
	Laminate	10,842	
	<b>Total</b>	<b>22,796</b>	
<b>Building Specifications</b>	<b>Building Description:</b>		
	Offices, training rooms, common areas, common kitchen, 4 restrooms, hallways, stairwells, Elevators floors, and walls		
	<b>Restrooms, Kitchens, and Water Fountains</b>		
	6 Restrooms - 9 stalls, 3 urinals, 8 sinks, 4 water fountains		
	1 Kitchen - 1 sink, <b>4-Laundry Rooms</b>		
<b>Cleaning Schedule</b>	Shift 1 - Vendor must be onsite during the following times:	<b>Mon - Fri 10:00 AM -4:00 PM</b>	
<b>Cleaning Specifications</b>	Please refer to Section V, Item 24, Cleaning Specifications		
<b>Additional Site-Specific Information</b>	Public restrooms in the lobby will be cleaned a minimum of two times daily, with detailed cleaning once every 2 weeks		
	Empty outside trash cans and replace liners daily		
	Clean and disinfect trash cans every 2 weeks and replace can liners as needed		
	Weekly Common area sweeping and mopping, vacuuming of carpeted areas and sweep and mopping of stairwells, trash chute, and room disinfecting daily		



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<b>Group 2- LOCATION NUMBER 3</b>			
<b>MARYVALE TERRACE</b>			
<b>SENIOR HOUSING ADMINISTRATION</b>			
4545 N Maryvale Pkwy, Phoenix, AZ 85031			
	<b>Flooring</b>	<b>Approximate Square Feet</b>	<b>Hours of Operation</b>
	Carpet	8,818	Mon - Fri 8:00 AM - 4:30 PM
	Laminate	2,382	Excluding City Holidays
	Ceramic	250	
	Stairwells	<b>1,164</b>	
	<b>Total</b>	<b>12,614</b>	
	<b>Building Description:</b>		
<b>Building Specifications</b>	Offices, Rec rooms, Lobby area, kitchen, restrooms, Community Room, <b>Courtyard</b>		
	<b>Restrooms, Kitchens, and Water Fountains</b>		
	2 Restrooms - 3 stalls, 1 urinal, 4 sinks, 1 water fountain		
	1 Kitchen - 2 sinks, <b>4 elevators, 6 Laundry rooms</b>		
<b>Cleaning Schedule</b>	Shift 1 - Vendor must be onsite during the following times:	<b>Mon - Fri 10:00 AM -4:00 PM</b>	
<b>Cleaning Specifications</b>	Please refer to Section V, Item 24, Cleaning Specifications		
<b>Additional Site-Specific Information</b>	Public restrooms in lobby will be cleaned a minimum of two times daily, with detailed cleaning once every 2 weeks		
	Empty outside trash cans and replace liners daily <b>Clean the courtyard of trash, sweep and wash down.</b>		
	Clean and disinfect trash cans every 2 weeks and replace can liners as needed		
	Weekly Common area sweeping and mopping, vacuuming of carpeted areas and sweep and mopping of stairwells, trash chute, and room disinfecting weekly		