

ADDENDUM ONE

(please sign and return with the submittal)

VENDOR'S INQUIRIES AND CITY'S RESPONSES

Please make the following changes to the above-referenced solicitation:

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
1.	Will it be awarded a single bidder or multiple bidders?	The City anticipates a multiple award, but nothing prohibits a single vendor from being awarded if they have demonstrated capability.
2.	Can you give sizes for 4019, 4020, 4035 & 4155 W. GLENROSA AVENUE separately since we have to submit price for each address	The size of each facility has been added to the addendum below with the Glenrosa Service Center Breakdown
3.	Is the scope/size of this bid identical with the current contract?	There have been some minor modifications within the scope.
4.	Please verify if the staffing for group 2, for buildings less than 30,000sf require that staff to stay whole 8 hours per shift as specified or is it time frame to service the location?	Staff will be required to be there the full eight hours as there are multiple bldgs. and departments with different shift end times.
5.	What is required min. wage for this contract?	The current Arizona State requirement which can change each year.
6.	What are the areas you would like to see improvement with a new vendor?	Consistency and proper staffing levels with all aspects with the scope of work.

CHANGES

1. **Additional Site Visit: UNION HILLS SERVICE CENTER BUILDING A-H**
 - a. **138 E. UNION HILLS DRIVE Friday, June 28, 2024, at 8:00am**
2. **Attachment A - Glenrosa Service Center Breakdown – see below**

Request For Proposal #RFP 25-FMD-007

Title: Custodial Services

Offer Due Date: July 3, 2024, 11:00 am

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company:

Address:

Authorized Signature:

Print Name and Title:

Title: Custodial Services

Offer Due Date: July 3, 2024, 11:00 am

Attachment A

BID ITEM NO. 11A, 11B, 11C, 11D			
GLENROSA SERVICE CENTER			
Building Specifications – Building 1 Fleet Ops	Flooring	Approximate Square Feet	Hours of Operation 6am-2:30pm
	Concrete	5,768	
	Ceramic Tile	1,377	
	VCT	260	
	Total	8,668	
	Address: A. 4019 W. Glenrosa Phoenix, AZ 85019		
	Building Description: Offices, break room, vehicle and equipment maintenance shop, restrooms and showers.		
	Restrooms, Kitchens, and Water Fountains 1. 2 Restrooms - 4 stalls, 2 urinals, 2 sinks, 1 water fountain 2. 1 Kitchen - 1 sink 3. 2 Locker room – 2 showers		
Specifications – Building 2 Administration	Flooring	Approximate Square Feet	
	VCT	5,600	
	Carpet	3,400	
	Ceramic Tile	1,700	
	Concrete Patio	800	
	Total	11,500	
	Address: B . 4020 W. Glenrosa Ave Phoenix, AZ 85019		
	Building Description: Offices, work cubicles, conference rooms, lunch room, break rooms, crew assembly rooms, restrooms with lockers and showers, and patio.		

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	Restrooms, Kitchens, and Water Fountains <ol style="list-style-type: none"> 2 Restrooms - 9 stalls, 6 urinals, 9 sinks, 2 water fountains 5 Kitchens - 6 sinks 2 Locker rooms – 8 showers 		
Building Specifications – Building 3 Administration	Flooring	Approximate Square Feet	
	Carpet	8,820	
	Concrete (polished)	1,400	
	Concrete Patio	570	
	VCT	500	
	Ceramic Tile	430	
	Vinyl (rolled)	60	
	Total	14,636	
	Address: C. 4155 W. Glenrosa Ave Phoenix, AZ 85019		
	Building Description: Offices, reception area, work cubicles, conference rooms, kitchen, and patio.		
	Restrooms, Kitchens, and Water Fountains <ol style="list-style-type: none"> 4 Restrooms - 8 stalls, 3 urinals, 6 sinks, 2 water fountains 3 Kitchens - 3 sinks 1 Assembly room 		
Building Specifications – Building 4	Flooring	Approximate Square Feet	
	Ceramic Tile	368	
	VCT	1,000	
	Total	5,270	
	Address: D. 4035 W. Glenrosa Ave Phoenix, AZ 85019		
	Building Description: Offices, various mechanical shops, lunchroom, restrooms with lockers		
	Restrooms, Kitchens, and Water Fountains <ol style="list-style-type: none"> 2 Restrooms - 5 stalls, 3 urinals, 3 sinks, 1 water fountain 1 Break room - 1 sink 		

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Cleaning Schedule For all three buildings	<p>Mon – Fri6:00am – 2:30pm (1-custodian)</p> <p>Mon – Fri.....9:30am – 6:00pm (1-custodian)</p>
Cleaning Specifications	<ul style="list-style-type: none"> • Please refer to Section IV, Item 24, Cleaning Specifications <p>Additional Cleaning Specifications:</p> <ul style="list-style-type: none"> • Clean restrooms, showers and locker rooms a minimum of one time each custodial shift • Empty trash can and replace liners daily in Fleet Services shop bays • Empty outside trash cans and replace liners daily including trash cans at fuel island • Clean patio area tables and benches daily. Sweep patio areas daily. • Sweep concrete floors in Fleet Services shop bays weekly • All weekly spray buffing of sealed hard surface floors will be done in addition to daily required custodial services and the price will be included in the regular monthly cleaning bid price. • All weekly machine scrubbing of ceramic tile floors will be done in addition to daily required custodial services and the price will be included in the regular monthly cleaning bid price. • All monthly machine scrubbing of concrete floors in the Fleet Services shop bays will be done in addition to daily required custodial services and will be included in the regular monthly cleaning bid price.
Additional Site-Specific Information	<ul style="list-style-type: none"> • The Glenrosa Service Center campus will be cleaned as one unit but priced separately.