

ADDENDUM TWO

(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.	On Attachment C-Cleaning Tasks and Frequency Under frequency, it is weekly, but under detail description, it is monthly for concrete floor. Would you clarify which information is correct?	Weekly would be a sweep/dustmop style and actual washing would be monthly. Spot checking daily will ensure that the monthly time line goes smoother. All sites have different needs and scheduling adjustments can be accommodated.
2.	Do we invoice for ADDITIONAL SERVICES: PER OCCURRENCE TASKS addition to monthly price unless it is requested to include the price in monthly price?	Yes, additional Services should be invoiced separately as this will keep the monthly invoices to its true dates. Additional Services may be charged internally to other departments but Public Works would follow up on all invoice and ensure payments are completed.
3.	There are few task items without requesting to include the cost in monthly price, and please confirm that these are the tasks that we invoice as we provide services. 1) Carpet & Upholstery Cleaning - Clean - As requested 2) Hard Surface Floors - Strip and Wax - As requested 3) Marble & Terrazzo Walls and Floors - Strip and Seal - As requested 4) Pressure Wash - Clean - As requested 5) Sealed Concrete Floors - Strip and Seal - As requested 6) VCT Floors - Strip and Wax - As requested 7) Window Cleaning - Clean - As requested	Public Works is requesting what the cost for such additional services would be for each type of floor care or other auxiliary services. The City would need to know what to expect when comparing the contracted costs to frequencies or requests from city departments.

4.	Do you pay via direct deposit or mailing physical checks?	These selections are made to your Vendor Profile when setting up your procurePHX profile. If you need help with changes, you can contact @Vendor Support FIN to update that profile. You can also offer a percentage discount and receive payment earlier than The City's Net 45 payment terms (Cost and Payments of the Submittal Packet). The City does offer ACH payment options.
5.	If you mail out the check, are we going to receive it within 30-45 days or do you mail out within that time frame?	These selections are made to your Vendor Profile when setting up your procurePHX profile. If you need help with changes, you can contact @Vendor Support FIN to update that profile. You can also offer a percentage discount and receive payment earlier than The City's Net 45 payment terms (Cost and Payments of the Submittal Packet). The City does offer ACH payment options.
6.	Can you provide the number of outside trash cans per each location?	Parks and Recreation services the trash cans located on the outside of the downtown campus buildings. Exterior Trash Can Count 2024 Service Centers/Satellites is posted in a table below.
7.	P 72, 9.1 Solicitation Response Check list, - "D - Submittal Forms" requires to complete and sign the submittals: I couldn't find forms in Submittal Packet or any other part of RFP- 2. Place of Business 5. Contractor Licensing Requirements.	Adding both requirements to the Submittal Packet (see Changes below). The new Submittal Packet has been added to the Solicitation Webpage.
8.	When I was comparing Group 2 locations with current contract, information about "#4 FLEET SERVICES ADMINISTRATION & MAINTENANCE SHOPS A-H" is missing some information.	Contract 15589 (IFB 22-FMD-023) FLEET SERVICES ADMINISTRATION & MAINTENANCE SHOPS A-H 2441 S. 22ND AVENUE – Total Square Footage = 6,320 Current Solicitation - RFP 25-FMD-007

	As the title shows it is for A -H, but the facility information is only for one location, 6,320 sf in this new bid while the current contract shows 93,093sf for A-H. Would you please clarify it?	FLEET SERVICES ADMINISTRATION & MAINTENANCE SHOPS A-H 2441 S. 22ND AVENUE – Total Square Footage = 6,320 These two match and 6,320 is the total SF to be cleaned.
9.	We are a small cleaning business in the valley and would like to know if we can partner with the winning bidder to complete a portion of the daily cleaning task?	Subcontractors are allowed on the contract, but that is something you would have to work with the awarded vendor/vendors to be assigned a specific location.
10.	Will the contract be awarded to multiple vendors? Can one vendor be awarded all four groups?	Yes. Yes, potentially. That is a matter left to the Evaluation Panel
11.	Can you give the specs and hours for service for the Glenrose locations?	The work hour times needed Monday-Friday 1-custodian from 6am-2:30pm 1-custodian from 9:30am-6pm
12.	Is there an estimated go live and award date?	On or before 1/1/2025
13.	The city if responsible for all consumables including trash liners correct?	The City will furnish hand towels; hand soap; toilet tissue; toilet seat covers and feminine hygiene products. Contractor will be responsible for the trash can liners and their own cleaning chemicals. Contractor will supply all their cleaning equipment (mops; mop buckets; brooms; dust pans; vacuum; maid's cart, etc.). Contractor will also be responsible for their team's Personal Protective Equipment (PPE).
14.	What are the payment terms?	Terms vary depending on you response in the Submittal Packet, but The City's standard terms are Net 45.
15.	It states we will begin at Phoenix City Hall and only two sites are listed underneath. Are those listed 200 W. Washington and Calvin C Goode Building the only two we will be able to walk? I am just confirming for my calendar and understanding.	Yes, those are the only two site visits for tomorrow. There is an additional site visit to 138 E. UNION HILLS DRIVE Friday, June 28, 2024, at 8:00am. Those will be the only site visits for this Solicitation.

16.	<p>I am reaching out about tomorrow's site visit.</p> <p>Can you please share where we need to meet tomorrow at 9am, please?</p>	<p>9:00am is the Pre-Offer Conference on the 7th floor of the City Hall Building (Public Works Department). The Site Visit will immediately follow the Pre-Offer Conference. I will let security know we will meet near the Starbucks on the main floor of City Hall (200 W Washington St, Phoenix, AZ 85003).</p>
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Group 2. Exterior Trash Can Count 2024

Service Centers/Satellites

Building	Location	Trashcans	Ash urns/Trashcans
27th Transfer Station	27th Ave	8	0
NRC Resources	24 ST Broadway	1	1
City Clerk	2640 S. 22nd Ave	0	0
Fleet Services	2441 S. 22nd Ave	11	0
Facility Mgmt.	2631 S. 22nd Ave	8	1
Okemah	3828 E. Anne ST	1	2
Salt River	3045 S. 22nd Ave	6	1
Streets Desing & Construction	1034 E. Madison	2	0
Streets Traffic Services	1101 E. Jefferson	3	0
Streets Traffic Signal	2141 E. Jefferson	3	0
Glenrosa 4019	4019 W. Glenrosa	3	0
Glenrosa 4020	4020 W. Glenrosa	3	0
Glenrosa 4035	4035 w. Glenrosa	0	0
4155 Glenrosa	4155 W. Glenrosa	3	2
Gateway Transfer Station	30205 N. Black Canyon	5	0
Graffiti Warehouse	3325 W. flower ST	1	1
Drive Academy	3535 S. 5th Ave	0	0
Union Hills	138 E. Union Hills DR	12	7

CHANGES

1. Adding two requirements to the Submittal Packet:
 - a. Place of Business
 - b. Contractor Licensing Requirements.

2. Requesting each awarded vendor apply as a Disadvantaged (DBE), Small (SBE) & Airport Concession Business Enterprise (ACDBE) Programs Frequently Asked Questions with the City of Phoenix using the link below:

<https://phoenix.diversitycompliance.com/>

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: _____