



**Trailhead Janitorial Services
Request for Proposals**

SOLICITATION ADDENDUM #1

Solicitation Number: PKS-RFP24-TJ02 Addendum #1

Solicitation Due Date: November 8, 2024 @ 12:00 p.m. Local Time

**CITY OF PHOENIX
Parks and Recreation
Department
Phone: (602) 262-6862
Procurement Officer:
Andrew Hassoun**

QUESTIONS:

QUESTION #1	Is there an area for storage of products and supplies for Contractors?
ANSWER #1	Yes, however this space is limited to janitorial consumables (paper products) only. The City will not provide storage for the Contractor's tools, equipment, materials, and chemicals as outlined in SECTION III. SCOPE OF WORK (H.4) of the solicitation for additional information.
QUESTION #2	Are Contractors responsible for correcting any plumbing issues?
ANSWER #2	The Contractor is not responsible for correcting any plumbing issues however, any issues must be reported to the City immediately per protocols provided to the Contractor.
QUESTION #3	Are you able to clearly define what is considered the "grounds" area?
ANSWER #3	The "grounds" area at trailhead sites refers to the designated space surrounding the trail entry point, typically including parking, signage, restrooms, and amenities that facilitate access and enhance the visitor experience.
QUESTION #4	If the trash bags rip, is the Contractor responsible for cleaning out the bins?
ANSWER #4	The Contractor is expected to empty and clean trash cans on a daily or as-needed basis as outlined in SECTION III. SCOPE OF WORK (H.) of the solicitation.
QUESTION #5	Who will be responsible for opening the gates and unlocking the bathrooms?
ANSWER #5	This will be determined during contract negotiations and will vary based on each trailhead site's requirements.
QUESTION #6	Is the restroom log in Attachment E to be provided in electronic or hard copy format?



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ANSWER #6	The City will provide the Contractor an electronic copy of Restroom Facility Maintenance Log in Attachment E. The Contractor is responsible for printing and posting this log in hard copy format as outlined in SECTION III. SCOPE OF WORK (H.2.3) of the solicitation.
QUESTION #7	Are the reports and checklists in Attachments A, B, C and D to be provided in hard copy or electronic format?
ANSWER #7	Electronic format is recommended for communication and record keeping purposes.
QUESTION #8	Do all the Ramadas have water sources?
ANSWER #8	Please refer to Attachment F – Trailhead Locations and Specifications for details on sites that are waterless and have unique cleaning requirements.
QUESTION #9	Are you able to provide the type of soap dispensers, paper towel, and toilet paper rolls used at each site?
ANSWER #9	The types of soap dispensers, paper towels, and toilet paper rolls vary across the different trailhead sites, however the City is responsible for providing the hand towels, toilet tissue, and hand soaps as outlined in SECTION III. SCOPE OF WORK (H.1.3) of the solicitation. Specifications and details on these items will be provided during contract negotiations.
QUESTION #10	What is the current or previous price for this solicitation?
ANSWER #10	The City Clerk Department maintains contracts and other public records for the City of Phoenix. This information can be requested on the Public Records webpage.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____