



## SOLICITATION ADDENDUM

Solicitation Number: IFB 22-FMD-023 (KP) Addendum #1 Page 1 of 5

Solicitation Due Date: Wednesday, August 25, 2021 1:00 p.m. Local Time

**CITY OF PHOENIX**  
Procurement Division  
200 W. Washington Street  
7th Floor  
Phoenix, AZ 85003  
Phone: (602) 256-5634

### CUSTODIAL SERVICES – PUBLIC WORKS LOCATIONS

#### **QUESTIONS:**

##### **Question 1:**

Pages 55-74- IFB 23 – Section 5 Scope of work- 15 buildings- The cleaning schedule for each building – I will use Building 1 for example- 37th Ave Transfer Station- 10,700 SQ FT- Cleaning Schedule times – Mon-Fri 6:00 am to 2:30 pm & Mon-Fri 9:30 am – 6:00 pm. Are these times Monday through Friday that cleaning will take place (building is available to clean) meaning we use our own production rates and cleaners based off the cleanable square footage and specifications? For all 15 buildings based off cleaning times provided can we use our recommended staffing and production cleaning rates.

##### Response 1:

The times for cleaning are 6:00am-6:00pm with most of the cleaning occurring from 6:00am-2:30pm and a continuation of services with a smaller crew for the 2:30pm-6:00pm time period. The five large Service Centers (Okemah; Salt River; Glenrosa; 22<sup>nd</sup> Ave and Union Hills Service Centers) need the full day coverage. The 15 smaller satellite locations can be worked in partnership as these sites are much smaller but the need for cleaning is still required in the morning and then again late afternoon. Addresses that are close to each other (zone area) can be combined.

##### **Question 2:**

Do you require a Day Porter for IFB 23- 15 Buildings?

##### Response 2:

The hours posted are 6:00am-2:30pm and then some coverage from 2:30pm-6:00pm at the five large Service Centers.

##### **Question 3:**

Will there be one vendor selected to provide services to the city of Phoenix? Or will it be multiple vendors?

##### Response 3:

The solicitation is an all or none bid, however, the City reserves the right to multiple award if deemed most advantageous.

##### **Question 4:**

If multiple vendors are selected, do you happen to know how much square footage will each one be given?

##### Response 4:

If multiple vendors are selected, square footage has not yet been determined.

##### **Question 5:**

How many employees on last contract?

##### Response 5:

The service centers and satellite locations have 21 staff members.

##### **Question 6:**

How much was annual amount awarded for last contract?

##### Response 6:

The contracts for the previous award were awarded with an estimated annual expenditure of \$1,230,000.

##### **Question 7:**

Are all times listed in the IFB in Mountain Standard Time?



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Response 7:

All times are local Phoenix time.

**Question 8:**

Is the scope/size of this bid identical with the current contract?

Response 8:

The size and scope of this solicitation has changed from the current contract. A public records request may be submitted through the City Clerk's office to view the current contract.

**Question 9:**

Is there no M/WBE requirement for this bid?

Response 9:

There is no Minority or Women's Business Enterprise requirement in this solicitation.

**Question 10:**

Are there any significant changes from the previous bid?

Response 10:

This solicitation has changes from the previous bid. A public records request may be submitted through the City Clerk's office to view the current contract.

**Question 11:**

Who is responsible for furnishing supplies; paper products, trash can liner, hand soaps, and chemicals?

Response 11:

The City will furnish hand towels; toilet tissue; hand soap; toilet seat covers and feminine hygiene product. The vendor will be responsible for the trash can liners and their own cleaning chemicals. Vendor will supply all of their cleaning equipment (mops; mop buckets; brooms; dust pans; vacuums; maid's cart, etc.). The vendor will also be responsible for their team's PPE.

**Question 12:**

What is the required minimum wage for this contract?

Response 12:

The Contractor is responsible for all employee wages in accordance with local, State, and Federal laws. This solicitation, and any resulting contract, does not set the minimum wage requirement.

**Question 13:**

Why is this facility up for bid at this time?

Response 13:

The current contract term is near expiration.

**Question 14:**

How many hours day times services are required per day?

Response 14:

Cleaning will occur between the hours of 6:00am-6:00pm, Monday through Friday. The bulk of the work needs to be completed 6:00am-2:30pm with day porters on site from 2:30pm-6:00pm.



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**Question 15:**

What is the time frame for day porter's services if required?

Response 15:

The bulk of the work needs to be completed 6:00am-2:30pm with day porters on site from 2:30pm-6:00pm.

**Question 16:**

Who is responsible for furnishing floor mats?

Response 16:

The City will provide entrance mats if needed.

**Question 17:**

Is there a collective bargaining agreement with the County or current vendor?

Response 17:

There is not a collective bargaining agreement.

**Question 18:**

Are the current vendor employees union members?

Response 18:

The contracted vendors are not part of a collective bargaining unit.

**Question 19:**

Who is responsible for providing event set up and post event cleaning?

Response 19:

Contractor will provide the set ups (if needed) and cleanup afterwards to ensure the room/area is ready for the next group.

**Question 20:**

What is the bid proposal evaluation criteria for this IFB? What sections of a proposer's proposal is graded more heavily?

Response 20:

The Group 1 Grand Total will be used to determine the lowest bid(s), as listed on the Section VI – Submittal Spreadsheet. Also see Section I, Item 16 for award of contract criteria.

**Question 21:**

Can you confirm the hours for scheduled work to be performed in Bid items 4 and 5? The RFP shows 6am-230p and 930a-6p. Is the city requesting two day time porters at this location? Just looking at the scope of work, the majority of scrubbing, and buffing hard surfaces would necessitate closure. Or are the cleaning schedules just windows during which cleaning is to be performed?

Response 21:

The City is requesting the bulk of the cleaning be conducted between 6:00am-2:30pm. The coverage then continues with Day Porters to be available from 2:30pm-6:00pm to maintain the full 12-hour shift of custodians on site. The 2:30pm-6:00pm time frame can be worked out for an example of 9:30am-6:00pm. This example of the added shift could be for assistance in the morning yet cover the role of having a custodian until 6:00pm to cover the third cleaning touch on restrooms and common areas.

**Question 22:**

The term as stated in RFP Section I Article 1.1 on page 4 of the RFP includes "four one-year options to extend." Are contract extensions subject to the mutual agreement of the parties, or is extension the sole prerogative of the City?



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Response 22:

All agreements shall be in writing and contract changes, including contract extensions, shall be by written amendment signed by both parties.

**Question 23:**

RFP Section I Article 25 on page 13 of the RFP requires the successful bidder to provide a Performance Bond. Are all bidders required to submit a Consent of Surety with their proposal?

Response 23:

See Section I – Instructions, Items 24 – Statement of Bonding Ability. This is a requirement for all Offerors submitting a bid.

**Question 24:**

Can Section II Article 8.2.1 on page 25 of the RFP be revised to give the Contractor the reciprocal right to terminate the contract for convenience on 120 days' written notice to the City?

Response 24:

Section II – Standard Terms and Conditions, Item 8.2.1 will remain unchanged.

**Question 25:**

We note the parameters on price adjustments set forth in Section III Article 1 on page 27 of the RFP. Can that Section be revised to permit further rate adjustments when and as needed to recoup increases in the following costs that are outside of the Contractor's control: Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum, prevailing and living wage rates and other statutory requirements, such as a legally mandated sick leave costs; and medical and other benefit costs?

Response 25:

Offerors have the responsibility to consider all required laws and other factors and price accordingly. Pursuant Section III, Special Terms and Conditions, Item 1, all prices submitted shall be firm and fixed for the initial one-year contract term, thereafter, price increases will be considered annually.

**Question 26:**

We note the liquidated damages provision in Section III Article 28.5 on pages 34-35 of the RFP. How frequently have liquidated damages been assessed under the current contract?

Response 26:

Liquidated damages have not assessed under the current contract.

**Question 27:**

Can Section IV Article 1 on page 40 of the RFP be revised as follows to reflect those parameters?

- On line 6, replace the phrase "caused or alleged to be caused, in whole or in part" with the phrase "to the extent caused or alleged to be caused."
- On lines 16-18, replace the phrase "except where it is proven that those Losses are solely as a result of Indemnitee's own negligent or willful acts or omissions" with the phrase "except to the extent it is established, whether by judgment or settlement mutually agreeable to the parties, that Losses are caused by Indemnitee's own negligent or willful acts or omissions."

Response 27:

Section IV – Insurance and Indemnification, Item 1 will remain unchanged.

**Question 28:**

We note that the City requires that the City's rights as an additional insured extend to the Contractor's entire tower of insurance. Note Section IV Article 2.1.1 3rd bulleted item on page 41 of the RFP and Section IV Article 2.1.2 2nd bulleted item on page 41 of the RFP. Our company maintains insurance limits that are commensurate with our size and scope of



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operations. This requirement may appear facially fair, but in effect it compels big firms to provide much larger amounts of insurance. Although each bidder may offer the specified insurance coverage, in the case of a large bidder, the City would be getting access to tens of millions more insurance than it would from other smaller bidders. Such a result is unfair. That requirement also effectively precludes us from accessing any portion of our insurance to satisfy other claims from time to time. However, we appreciate the City’s desire for additional coverage, and therefore we propose a compromise whereby all Commercial General Liability limits will be increased to \$10 million and Auto Liability limits will be increased to \$5 million per accident in exchange for deletion of the cited sections. Is the proposed compromise acceptable?

Response 28:  
Section IV – Insurance and Indemnification, Items 2.1.1 and 2.1.2 will remain unchanged.

**Question 29:**  
Can Section IV Article 2.1.1 and Section IV Article 2.1.2 on pages 40-41 of the RFP be revised as follows to reflect those parameters?

- Section IV Article 2.1.1 1st bulleted item on page 41 of the RFP:
  - On line 1, replace the word “name” with the word “include.”
  - On line 5, replace the phrase “arising out of the” with the phrase “to the extent caused by or allegedly caused by negligence in the conduct of.”
  - Insert the phrase “and up to the required insurance coverage amount” at the end of the article.
- Delete Section IV Article 2.1.1 2nd bulleted item on page 41 of the RFP in its entirety.
- Section IV Article 2.1.2 1st bulleted item on page 41 of the RFP:
  - On line 2, replace the phrase “arising out of the” with the phrase “to the extent caused by or allegedly caused by negligence in the conduct of.”
  - Insert the phrase “and up to the required insurance coverage amount” at the end of the article.

Response 29:  
Section IV – Insurance and Indemnification, Items 2.1.1 and 2.1.2 will remain unchanged.

**Question 30:**  
Who was previously awarded the contract for these services?

Response 30:  
Triangle Services, Inc.; ISS Facility Services; and GCA Services Group, Inc.

**Question 31:**  
How much was the previous Company awarded these services for?

Response 31:  
City Council awarded \$6,150,000 for the contracts.

The balance of the specifications and instructions remain the same. Interested parties must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the inquiry.

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

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

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

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