



ADDENDUM 2

**CITY OF PHOENIX
Procurement Division
251 W. Washington Street
8th Floor
Phoenix, AZ 85003**

Solicitation Number: RFP 22-067 Addendum 2 Page 1 of 3

Solicitation Due Date: Friday, February 9, 2022, 2:00 p.m. AZ Time

**REQUEST FOR PROPOSAL (RFP 22-067)
Custodial Services Police Department
Requirements Contract**

CHANGES

Section III – Item 30.11 is changed to include an Initial Badge Fee: \$55.00 per application

Section V – Location 19 – Northern Command (p. 100) is changed to read, Cleaning Schedule, Mon-Fri....7AM-4PM, **1 x Weekly, 4 hours shift.**

Section V – Location 24 – Sunnyslope Substation (p. 105) is changed to read, Cleaning Schedule, Mon-Thur....7AM-12PM, **1 x Weekly, 4 hours shift.**

QUESTIONS AND ANSWERS

Item	Question	Response
1.	Can this solicitation be emailed, or do we have to mail it back?	Offers may be submitted by email, mail, or in-person at the addresses listed in Section I – Item 3 (Page 5), Offer Submittal Location.
2.	During the pre-bid meeting it was stated that the City provides consumable supplies (paper products, hand soap, trash can liners, etc.) however item 2.11 of the RFP states that the contractor is responsible for providing these items, please clarify who is responsible for providing consumables.	The City will provide hand towels, toilet tissue, hand soaps, sanitary napkins, and seat covers. Contractor is responsible for providing the items as stated in Section V – Item 2.11.
3.	What is the cost of the background check?	The Initial Badge Fee is \$55.00 per application.
4.	Because CJIS clearance can take up to 30 days, does the City permit CJIS cleared employees to escort employees that have passed initial background checks while their CJIS clearance is processed?	No.
5.	During the new employee background screening waiting period, can the potential employee work directly/alongside a currently badged employee? We've found that most potential employees move on to other employment because they need to work and can't, or don't want to, wait around for the clearance period.	No.
6.	How many KaiVac machines are currently in place/or required, under this contract?	On the current contract, two KaiVac machines and one walk-behind scrubber.
7.	How many walk behind scrubbers are currently in place/or required, under this contract?	For the new contract, some of the large facilities need to have KaiVac on-site for frequent/daily use, and one or two facilities would use Walk-Behind Scrubbers for daily/weekly basis.



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8.	The scope of work details a cleaning schedule for each facility with a range of hours. When this schedule states 2 Custodians Mon-Fri 7AM-4PM does this mean both custodians are onsite and working for the full duration of 7AM-4PM?	The custodian count is provided as a courtesy and reflects current staffing levels being provided. The hours are the available hours for the Contractor to meet the cleaning requirements as stated, they are not necessarily the hours a custodian must be onsite.
9.	What is the value of the current contract for janitorial services at these facilities?	This is beyond the scope of the solicitation document. A public records request would be required. Public records requests may be submitted at Public Records Request Form - City of Phoenix (https://www.phoenix.gov/pio/public-records-request)
10.	What is the previous bid number or contract number for this RFP?	Questions regarding the previous solicitation IFB 17-045 are beyond the scope of the solicitation document. A public records request would be required. Public records requests may be submitted at Public Records Request Form - City of Phoenix (https://www.phoenix.gov/pio/public-records-request)
11.	Regarding security clearance and maximum background screening, is the contractor of the City responsible for paying for the background checks and fingerprint cards? If we are asked to provide fingerprint cards, it is \$109 per employee. We would like to know to factor that price in our bid.	Please refer to Section II – Item 30. All background and security checks are at Contractor’s sole cost and expense.
12.	For an electronic submittal, can you please state the amount of copies needed to submit? If we submit electronically, do we have to submit in person?	One copy for electronic submittals. If you submit electronically, you do not have to submit in person.
13.	Can you please confirm the correct submittal email address?	Offers may be submitted by email, mail, or in-person at the addresses listed in Section I – Item 3 (Page 5), Offer Submittal Location.
14.	Would you like our statement of bonding ability to be included in the submittal or attached separate?	It can be included either way.
15.	If we currently do business with the City of Phoenix, may we list it as a reference?	Yes.
16.	May we list references that are out of state or will we lose points if doing so?	Yes, you may list references that are out of state.
17.	In Section 5 of the RFP, it states cleaning hours with no “cleaning job title” on some locations. May we staff it with what we see fit (Custodian vs Lead Custodian) or must a Lead custodian be at each site?	Appropriate staffing levels to achieve the required cleaning specifications are at the Contractor’s discretion.
18.	Must we have a project manager for this solicitation? Or will an account executive suffice?	The City is awarding all locations to a single vendor and wants a single point-of-contact with the vendor to address all service issues.
19.	How many city holidays fall on the weekend in 2022 for this contract?	City holidays may be found here: City of Phoenix PHX City Calendar . (https://www.phoenix.gov/calendar/holidays)
20.	Please confirm that in the pricing section, that for annual costs, we are to provide the cost for the first year (wanted to confirm since this is a 2-year contact).	See Section III – Item 2.
21.	Please confirm that vendors are to build in the cost at each location (as listed at each location) for equipment needed for this contract per location? If not, are we to price it separately?	See Section V – Item 2. The City seeks a single price based on square footage or a monthly cost per location for provision of all required specifications.



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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: _____