

	<h1>City of Wilson, NC.</h1> <h2>Addendum 1</h2>
<p><u>Please send inquiries and questions about this RFP to:</u>  Ricky Wilson  Purchasing Manager  <a href="mailto:rvwilson@wilsonnc.org">rvwilson@wilsonnc.org</a></p>	<p>RFP: 2022-21</p> <p>RFP Due Date: <b>10/13/2022 @ 3:00 pm</b></p> <p>Contract Type: Janitorial Services</p>

Failure to acknowledge and return this addendum may subject your bid to be rejected based on the below information. Clarifications or additions in red.

Vendor: \_\_\_\_\_

**Question 1: What is the due date and time of the proposal? The proposal is due to the City of Wilson Purchasing Manager by 3pm on October 13<sup>th</sup>, 2022.**

**Question 2: Can the vendor deliver their proposal up front to the receptionist at the Operations Center at 1800 Herring Ave.? Hand deliveries can be made to the receptionist at the front desk of the Operations Center before the due date and time.**

**Question 3: What happens if the City is delayed or closed during a weather related event and how will that be communicated with the Janitorial provider? The awarded vendor contact(s) for the site will need to reach out to the City Facilities Services contact when there is a situation that is causing issues or interruptions with normal Janitorial Services. The City contact will work with the awarded contractor on a solution.**

**Question 4: Will the City provide equipment or on-site transportation for the Janitorial Contracted Staff? It will be required for the Janitorial Contractor to provide all on-site transportation such as a golf cart, manual push cart, van, etc. All equipment will need to be provided by the contractor example (vacuum cleaners, carts, etc.). The contractor will need to determine their needs and have some plan in place in their submittal addressing transportation with staff.**

**Question 5: What is included for the contractor with supplies? Almost any routine consumable supply will be provided by the City if the City awards to supply the consumables. (soap for dispensers, toilet paper for dispensers, paper hand towels for dispensers, cleaning solutions, furniture polish, etc.) The city is not currently interested in changing dispensers due to the City providing the supplies in the current contract. The City anticipates awarding the contract to the vendor based on two alternates: 1 vendor provided supplies, 2 City provided supplies with a deduction. Other specifics will be worked out with awarded vendor.**

**Question 6: Response document for schedule of services? The City is looking for a draft document of how the Janitorial Contractor schedules their services. This is not an exact schedule that will be used but, the City is looking to have a plan for each area allotted and a period of time for cleaning to be done and how it will be approached by the potential contractor with the staff and services they provide.**

**Question 7: Are stripping/waxing, deep cleaning included, how is that handled? This type of work will be priced separately when needed or recommended and approved by the City Facility Services Contact. This contract is for routine cleaning of areas such as on page 23 of the services listed along with the scope of services in this RFP. At times there may be tasks that are not in that list but may be requested, working with the contractor on that will be situationally based. Additional costs or charges other than what is included need to be pre-approved by the City Facility Services contact.**

**Question 8: How many employees are in each building? Knowing that will help us gauge supply usage. The number of employees per building varies and most employees work out in the field during working hours besides the admin. Currently, the City supplies the consumables so, the supply usage would only affect pricing provided by the contractor. This is hard to gauge but, the City is leaving that up to the contractor to determine with a standard or specific industry formula.**

**Question 9: What is our responsibility for the smoking receptacles? These are in the contract on page 23 weekly service, the City expects the cigarette receptacles to be emptied every week and tidy up around it. It is not required to pick-up in the area or outside though. There are roll out trash bins around the facility that the waste can be dumped in.**

**Question 10: Are there Janitorial closets available to store items in at each site? There are areas currently where supplies are stored. Every area does not have a closet and some items are stored in stair wells or corner also. The City understands that these areas are not ideal but, whether there is a closet or not, the City expect the storage area to be clean and organized by the contractor No left out trash or boxes that are not broken down.**

**Question 11: How will the contractor gain access into buildings? The awarded contractor and staff will have ID cards that are used to enter buildings. If no access reader is available to buildings, the staff shall work with the Facilities Services Contact in order to develop a plan to access an area for cleaning services.**

**Question 12: Where are supplies kept in the case that the City supplies them and the vendor needs to access them? The City has an on-site Warehouse in which supplies will be checked out and charged to the correct expense by the Warehouse Staff.**

**Question 13: Are steel toe shoes required? There is not a specific requirement to wear steel toe shoes while providing these services that the City knows of but, if that is the contractor's policy it would their responsibility to manage that.**

**Question 14: Is the gym area in the Police Annex required to be cleaned? Yes, the City is wanting a wipe down of the equipment daily with some type of disinfectant wipe or solution.**

**Question 15: The windows in the parking deck stairwell and elevator areas, will the vendor be required to clean those? Yes, up to a reachable height (usually 6 feet), or whatever the company specifies. Step stools or ladders are not encouraged or required.**

**Question 16: Will the City add on offices or buildings? The City will add or remove offices and buildings if there is a need. This will be communicated with the contractor and an updated list or new list of locations and pricing will be generated.**

**Question 17: How does the vendor need to deal with the mats, are they currently cleaned by a service? All mats in the facilities with the exception of the Garage are owned by the department and to be cleaned by the new contractor.**

**Question 18: Who is your current vendor and what is the pricing breakdown by location? A&B Cleaning Service, Inc. is our current vendor. Pricing is from our original bid in 2018 - six years ago, and not comparable to this contract. The City has several new locations and services being added along with additional requirements the City is going to apply to the awarded vendor.**

**Question 19: Is the current vendor performance meeting acceptable performance levels? As mentioned previously, this contract has different requirements and aspects to performance so, comparatively performance is not relevant to what will be addressed and dealt with between the current and the new contractor. The City is looking for a vendor to submit a proposal based on agreeing and complying with the content in this particular RFP. The City is going through this RFP process to select the best qualified vendor based on the evaluation criteria in this RFP.**

**Question 20: Can you specify which locations require daytime cleanings? Is there a certain during the day they must be cleaned? There will be many locations that require daytime cleanings and some evening, what the City is looking for is a draft schedule of services in the proposal to give us an idea as to how each building will be handled and allotted time. The City will work with the awarded contractor on an exact scheduling plan. The times of day vary but in the RFP the City has our hours listed generally in section 8.0 on page 16 of the RFP.**

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**LOCATIONS AND PRICING:**

Name	Address	Cost per Month	Cost Annually
Municipal Building- (City Hall)	112 Goldsboro St N		
Police Station (Main)	120 Goldsboro St N		
Gig East	127 Goldsboro Street		
Police (Central)	1001 Goldsboro St N		
Transit Building	320 E Nash St		
Customer Service Building-Finance	208 W Nash St		
Police (Annex)	2313 Stantonsburg Rd SE		
Police (Train)	108 Lodge Street		
Wastewater Offices/Lab	3100 Stantonsburg Rd SE		
<b>Wastewater O&amp;M</b>	<b>3100 Stantonsburg Rd SE</b>		
Police Station (South)	700 N Ward Blvd-Hwy 301		
City Hall Annex -Planters Bank Building	104 Goldsboro St./ 201 Nash St NE		
Pistol Range	3100 Stantonsburg Rd SE		
Parking Deck	212 Broad St. W.		
Admin Building - Building # 100	<b>Operations (OPS) Center</b>  <b>1800 Herring Ave E</b>		
Purchasing - Building # 200			
Garage- Building # 300			
Transformer Test Shop # 500			
Gas/Elec Meter Shop #250			
Stormwater Building # 2100			
Broadband-Greenlight Building #100			
Broadband-Greenlight Shop # 2500			
<b>Watermeter Shop Building # 400</b>			
<b>Welding Shop Building # 1400</b>			
<b>Guard Shack (Lot Entrance)</b>			
Employee Health and Wellness Center #1802			
Total Price - (turn-key with supply cost but without tax)		Supervision, Labor, and Equipment with Vendor Furnished Supplies	
Deduct (supply cost)	City Furnished Supplies (Supplies Only)		
Total Price (without supplies and tax)			

**The City is also requesting a price per square foot if any buildings are added, Please enter that number below.**

**New Building Additions per Square Foot: \$ \_\_\_\_\_**

**SITE VISIT LOCATION ORDER (Estimated Square Footages)**

Order	Name	Address	City	State	Zip	Est. Sq Ft
1	Admin Building	<b>Operations (OPS)  Center  1800 Herring Ave E</b>	WILSON	NC	27893	44,546
1	Purchasing - Building		WILSON	NC	27893	2,000
1	Garage- Building		WILSON	NC	27893	3,000
1	Transformer Test Shop		WILSON	NC	27893	400
1	Gas/Elec Meter Shop		WILSON	NC	27893	8,250
1	Stormwater Building		WILSON	NC	27893	500
1	Broadband Building		WILSON	NC	27893	9,250
1	Broadband Line		WILSON	NC	27893	600
1	Watermeter Shop Building		WILSON	NC	27893	5000
1	Welding Shop Building		WILSON	NC	27893	300
1	Guard Shack (Main Lot Entrance)		WILSON	NC	27893	100
1	Employee Health and Wellness Center		WILSON	NC	27893	3,000
2	Police (Annex)		2313 Stantonsburg Rd SE	WILSON	NC	27893
2	Wastewater Offices/Lab	3100 Stantonsburg Rd SE	WILSON	NC	27893	3,529
2	Wastewater O&M	3100 Stantonsburg Rd SE	WILSON	NC	27893	3,000
2	Pistol Range	3100 Stantonsburg Rd SE	WILSON	NC	27893	1,000
3	Police Station (South)	700 N Ward Blvd- Hwy 301	WILSON	NC	27893	2,654
4	Police (Train)	108 Lodge Street	WILSON	NC	27893	1,000
5	Transit Building	320 E Nash St	WILSON	NC	27893	8,275
6	Gig East	127 Goldsboro Street	WILSON	NC	27893	9,048
7	Municipal Building- (City Hall)	112 Goldsboro St N	WILSON	NC	27893	36,000
7	Police Station (Main)	120 Goldsboro St N	WILSON	NC	27893	10,878
7	City Hall Annex -Planters Bank Building	104 Goldsboro St./ 201 Nash St NE	WILSON	NC	27893	8,500
8	Customer Service Building- Finance	208 W Nash St	WILSON	NC	27893	25,000
9	Parking Deck	212 Broad St. W.	WILSON	NC	27893	Stairs/ Elevators
10	Police (Central)	1001 Goldsboro St N	WILSON	NC	27893	5,000