

# Addendum 2

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW, 4<sup>th</sup> floor  
Canton, Ohio 44702

Custodial Cleaning Services for Various City Buildings

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**Item/Project**

Building Maintenance Department

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**Responsible Department**

2:00 PM, 12/13/2023

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**Bids Due**

**Bid Proposal Submitted By:**

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**Company Name**

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**Street Address**

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**City**

**State**

**Zip**

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**Contact Person**

**Phone No.**

**Email Address**

**Clarification 1:**

Per Section 3.2.4 of the Invitation to Bid, the cleaning services of the Police Department shall be conducted seven days per week. The cleaning that will take place on the weekends and any applicable holidays shall only be conducted in the common areas, such as the lobby and where the general public has access. Cleaning will not be required in the individual offices where there are no employees on the weekend.

**Clarification 2:**

The Police Department will be cleaned on the designated holidays listed in Sections 3.2.9 and 3.2.9.1 of the Invitation to Bid.

**Clarification 3:**

Here is a breakdown of the carpet vs. the tile square footage at the various locations. These footages are approximate:

Training Academy:

Carpet-3780 sf

Tile-420 sf

Southeast Community Center:

Carpet-27,518 sf

Tile-6,879 sf

Health:

Carpet-4,500 sf

Tile-13,500 sf

City Hall:

Carpet-42,964 sf

Tile-53,460 sf

Building Code:

Carpet-8,424 sf

Tile-936 sf

Income Tax:

Carpet-7,720 sf

Tile-2,340 sf

**Question 1:**

Section 3.2.22 of the Invitation to Bid mentions a Day Porter at City Hall on site from 7:00am-4:00pm. Will that Porter be utilized at other locations and what will their responsibilities be?

**Answer:**

It is possible that the Day Porter may be utilized at the offices located on Market Ave. N. Their responsibilities will be to clean as assigned in the daytime. The evening cleaners will have their own areas to clean as assigned.

**Question 2:**

We were told the Police Academy is only cleaned 1 day per week, but it's marked 5 on the pricing sheet. Just looking for clarity on expectations and what we should bid it at.

**Answer:**

The specifications for the Police Academy have been changed. The Academy will only be cleaned two (2) days per week.

**Question 3:**

As far as staffing goes, here's my understanding as expectations and want to confirm:

- ❖ City Hall - [1] Day porter and evening cleaning M-F. This also includes a Night Supervisor. On Saturday and Sunday, we're just responsible for the police station areas.  
**-Yes, a minimum of one day porter at City Hall.**
  
- ❖ Health Department, Building Code, and Treasurer's Office - this is all cleaned during the day only. No cleaning at night.  
**-Health Department cleaning is in the evenings and Building Code and Treasure's cleaning is during the day.**
  
- ❖ Community Center and Police Academy cleaned in the evening only.  
**-Community Center cleaning is in the evenings and Police Academy cleaning is during the day.**

**Question 4:**

For the optional pricing, to you have a department count?

**Answer:**

Health, Building Code and Southeast Community Center.

**Question 5:**

What is the square footage for the Police Department at City Hall.

**Answer:**

31,044 SF

**Question 6:**

At the Centennial Plaza restrooms, what is the amount of fixtures at that location?

**Answer:**

The Centennial Plaza restrooms has 9 urinals, 8 faucets and 12 toilets.

**Question 7:**

I was wondering what The City of Canton paid for these services yearly for these services, was under the impression it was public knowledge

**Answer:**

The City of Canton pays monthly and renews a 5-year contract yearly, if both parties agree to the renewal. Attached is the bid tabulation from the last contract, which lists the pricing at the time of the contract award in 2019.

**Question 8:**

How many centralized trash cans if they only empty one central can per department, rather than all the cans in each individual office.

**Answer:**

20 cans at City Hall and 10 at the Sears Building.

**Custodial Cleaning Services for Various City Buildings**  
**Bid Opening - February 12, 2019 at 2:00pm**

<b>Bid Element</b>	<b>Price/Qty/Etc</b>	<b>Quality Facility Service</b>	<b>JSI</b>	<b>Crystal Clear</b>	<b>Davis Cleaning Services</b>
CITY HALL EXCLUDING POLICE	# OF STAFF	12	8	7	2/3
	\$/MONTH	\$17,140.00	\$14,393.00	\$12,990.00	\$3,000.00
	<b>ANNUAL \$</b>	<b>\$205,680.00</b>	<b>\$172,716.00</b>	<b>\$155,880.00</b>	<b>\$36,000.00</b>
	\$/HOUR XTRAS	\$20.00	\$23.00	\$28.00	\$20.00
POLICE DEPARTMENT	# OF STAFF	4	1	4	2/3
	\$/MONTH	\$4,290.00	\$4,235.00	\$7,250.00	\$4,620.00
	<b>ANNUAL \$</b>	<b>\$51,480.00</b>	<b>\$50,820.00</b>	<b>\$87,000.00</b>	<b>\$55,440.00</b>
	\$/HOUR XTRAS	\$20.00	\$23.00	\$28.00	\$20.00
TREASURER'S OFFICE/INCOME TAX	# OF STAFF	1	1	1	1/2
	\$/MONTH	\$644.00	\$681.00	\$900.00	\$660.00
	<b>ANNUAL \$</b>	<b>\$7,728.00</b>	<b>\$8,172.00</b>	<b>\$10,800.00</b>	<b>\$7,920.00</b>
	\$/HOUR XTRAS	\$20.00	\$23.00	\$28.00	\$20.00
POLICE TRAINING ACADEMY	# OF STAFF	1	1	1	1/2
	\$/MONTH	\$190.00	\$492.00	\$525.00	\$660.00
	<b>ANNUAL \$</b>	<b>\$2,280.00</b>	<b>\$5,904.00</b>	<b>\$6,300.00</b>	<b>\$7,920.00</b>
	\$/HOUR XTRAS	\$20.00	\$23.00	\$28.00	\$20.00
<b>Total Annual Cost</b>		<b>\$267,168.00</b>	<b>\$237,612.00</b>	<b>\$259,980.00</b>	<b>\$107,280.00</b>
		4	2	3	1