



City of Alamogordo

Purchasing Office 2600 N. Florida Alamogordo NM 88310 Phone (575)439-4116

April 3, 2022

To: All Bidders

Re: **Addendum No. 1**

RFP No. 2022-008 Custodial Services

Each bidder shall acknowledge receipt of this Addendum Number One (1) by including in Proposal packet. This addendum will not be counted as part of the maximum page limit.

Addendum Number 1 is issued to provide changes and/or clarifications to the above referenced RFP as per the following:

Clarification: Protection glass in the municipal court area is NOT to be cleaned. Glass requires a specialized cleaner.

QUESTIONS:

- 1. Question:** Is it possible to get the square footage of the buildings, specifically the city hall and library.

Answer:

- | | | |
|-------------------------------|----------------------|----------------------|
| 1. City Hall: | APPROX: 23,650 SQ FT | 1376 E. Ninth St. |
| 2. Public Works Admin Office: | APPROX: 1,200 SQ FT | 2600 N. Florida Ave. |
| 3. Purchasing Department: | APPROX: 1,124 SQ FT | 2600 N. Florida Ave. |

4. City Library: 920 Oregon Ave.
APPROX: 20,076 SQ FT
5. Police Department: 700 Virginia Ave.
APPROX: 12,700 SQ FT of which only a portion is associated with this contract
6. Animal Control 2910 N Florida Ave.
APPROX: 5,040 SQ FT of which only a portion is associated with this contract
7. PD Training Office Area 1175 26th Street
APPROX: 5,000 SQ FT of which only a portion is associated with this contract
8. Otero-Greentree Regional Landfill 4276 U.S. Highway 54
APPROX: 3,575 of which only a portion is associated with this contract.

2. **Question:** There are several buildings that we feel need what we call a deep clean prior to regular janitorial services. The deep clean is a top to bottom clean, including cleaning light fixtures, walls that need washing, flooring that needs special attention, all restrooms and break room fixtures that we can remove any build up, and appliances that need cleaning. We feel once this deep clean is done, it makes it a much easier to maintain a clean building. Would this additional cost be acceptable by the City of Alamogordo? To be specific the buildings that we feel would need special attention are Animal Control, PD Training Office Area, and the Landfill. Would this require an addendum and specific deep clean prices for each building?

Answer: Since RFP's are based on criteria and not just pricing, if the responder would like to add that or any other additions to their proposal, it will be evaluated through the criteria process. It will not deem the proposal non-responsive.

3. **Question:** The bid submission calls for (1) electronic copy, is this meant for a flash drive or email submission?

Answer: Flash Drive

4. **Question:** The landfill is listed as being serviced – Mon. Wed. & Fri., however, during the site visit it stated that there may be an option to service only Tuesday & Thursday. Which frequency will it be?

Answer: Landfill is to be Services Tuesday and Thursdays

5. **Question:** Do you have a floor plan and square footage for the following sites:

City Hall
City Library

Answer: Attached to this addendum are all the available floor plans

6. Question: Is there a cost associated with the background checks?

Answer: No

7. Question: Is there a breakdown of tile space measurements that will need quarterly waxing or monthly buffing?

Answer: No

8. Question: During our walk through it was mentioned that consumable supplies were to be provided to the Police department, what is the average population at that location? This helps in determining the amount of supplies will be needed.

Answer: Per the scope of work, all consumable supplies is provided by the City of Alamogordo. Those supplies are to be picked up at City Warehouse.

9. Question: Each of the buildings we visited during the walk through were at different levels of need of janitorial services. Several of the buildings were in good condition and janitorial services could be performed with good results. Several buildings require a comprehensive deep clean to bring them up to standard and able to achieve good results with a janitorial service. I am unsure how to address this need and will ask as follows. **Will there be or can there be a plan for deep cleaning each of these areas of considerable concern?**

Answer: Similar to previous question #2 with same response. Since RFP's are based on criteria and not just pricing, if the responder would like to add that or any other additions to their proposal, it will be evaluated through the criteria process. It will not deem the proposal non-responsive.

10. Question: During the walk through in several buildings a manager or representative came to show us what they wanted cleaned. While at the library we were given a walk through and I heard someone say "...current cleaners do not dust...". Under "Miscellaneous - Quarterly" page 17 instructs dusting wall fixtures, window frames inside and out, oil wood doors, etc. In this specific building could clarification be given of what is expected.

Do these instructions pertain to any other area than the offices, entrances, hallways, and bathrooms at the Library?

Answer: Cleaners are not required to dust, the pointed reference was to the "stacks", our many and numerous shelving units. The idea is to make the public areas "presentable" to the public. Spot dusting the window sills in the public

areas, any short book shelves, such as in the "New" book area directly in front of the Circulation Desk, anything eye level that can visibly show dust to our patrons. Our staff wipes down the public "desk/counter" areas as needed, as well as clean the protective glass at those "desk/counters". Spot dusting the public computer carrels is helpful, but we really do not want to much cleaning activity at the public computers because certain chemicals and sprays can damage the technology. The back offices are not included in the cleaning except for staff bathroom, and the trash containers that I pointed out.

- 11. Question:** Weekly carpet spot cleaning is requested, currently there is a very large red dye stain in the children's area of the library. This stain will take chemicals and quite some labor to remove. To what level is expected of the spot cleaning asked for by the RFP?

Answer: Pre-existing issues will be reviewed and addressed after RFP is awarded.

- 12. Question:** Under "Offices" page 16, monthly cleaning includes windows inside and out. **Could you clarify only in offices that are open for the expected cleaning? For exterior, will there be identification of which windows are office windows to be cleaned?**

Answer: The windows for all the accessibly areas are to be cleaned monthly. Please use diagram that are attached or outside locations.

- 13. Question:** Are there any 2nd floor windows to be cleaned?

Answer: Second floor windows will only need to be cleaned on the inside.

- 14. Question:** Are there any known chemical product residue allergies or sensitivities of any of the staff in each building the cleaning staff should take extra care and due diligence?

Answer: None at this time but the City will inform the vendor of any issues in the future.

- 15. Question:** City Hall has court rooms that are not necessarily offices, and in the RFP chairs are to be dusted. **Are they to be considered cleaned as an office would be?**

Answer: Yes Court room is to be cleaned and dusted as usual.

- 16. Question:** Is there any equipment already in existence at each location for use other than the paper supplies?

Answer: No

17. Question: The use of cordless stick vacuums speeds up the cleaning process. Is the storage and recharge of such items in janitor's closets acceptable to the City?

Answer: Yes.

18. Question: Under "Miscellaneous-Quarterly" on page 17 cleaning that is not reached nightly is to be done quarterly. **In what areas of the building will this be required?**

Answer: All buildings

19. Question: In the same paragraph, "Wipe down window frames on all buildings, inside and outside. Clean and oil all interior wood doors, clean door frames, locksets, and closers." This indicates all buildings. **Does that mean the whole building in entirety, and not just the windows and doors in the offices bathrooms hallways and entryways?**

Answer: This again includes all buildings per the specifications. We would ask that the vendor would use their own judgement as to the best way to clean and maintain them.

20. Question: While on the walk through at the landfill the manager giving the tour indicated he would be open to Tues/Thur instead of Mon/Wed/Fri. **Has there been any change in the days desired?**

Answer: Previous question Yes. Tuesday and Thursday.

21. Question: Should the taxes be built into the lump sum given on the Cost Schedule or are they added after the award?

Answer: Do not include tax in pricing. Tax will be added after award

All other provisions of the Contract Documents shall remain unchanged. This addendum is hereby made part of the Contract Documents. Each bidder shall acknowledge receipt of this Addendum Number One (1) using the attached acknowledgement page and submit with each copy of the proposal (not included in page count).

Thank You,

Barbara Pyeatt
Chief Procurement Officer
bpyeatt@ci.alamogordo.nm.us

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM NO. 1

RFP No. 2022-008 Custodial Services

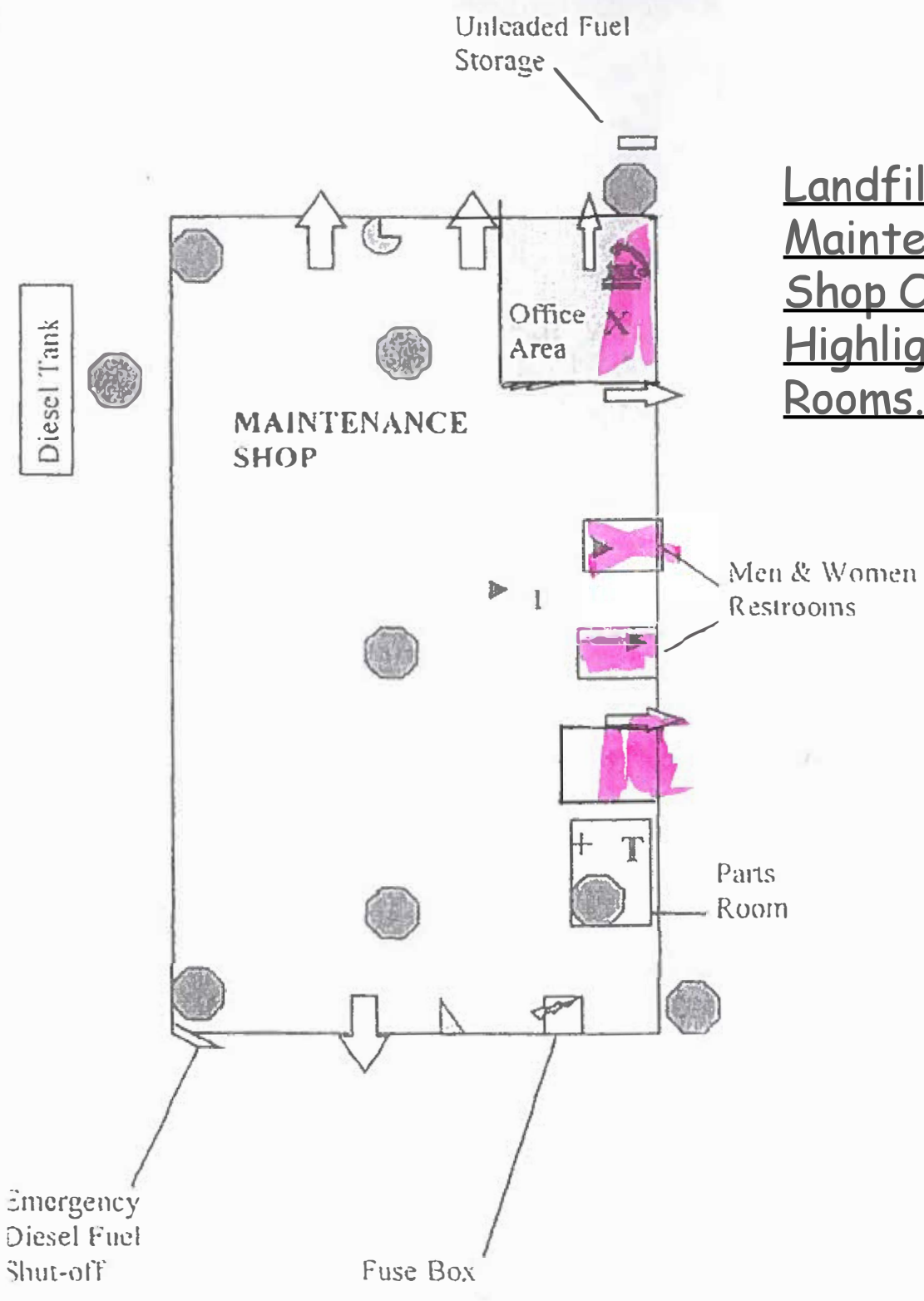
Received By: _____

Date Received: _____

Business Name: _____

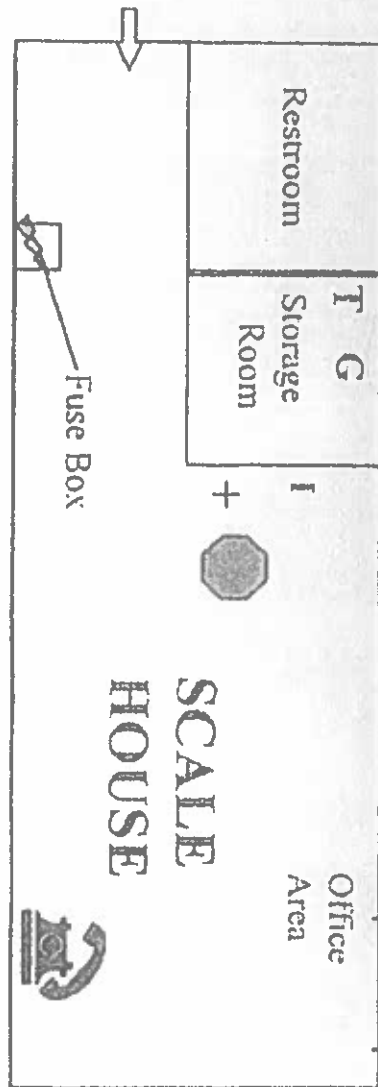
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Signature: _____



Landfill
Maintenance
Shop Only
Highlighted
Rooms.

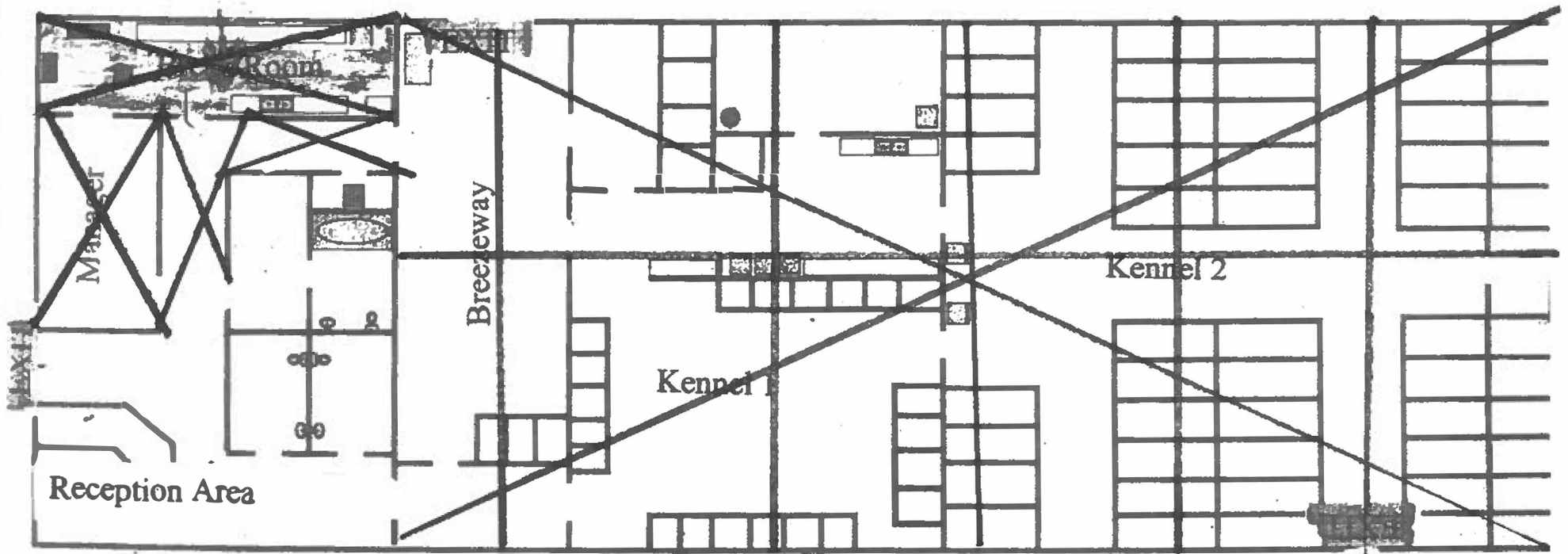
Landfill Scale House
Whole Building.

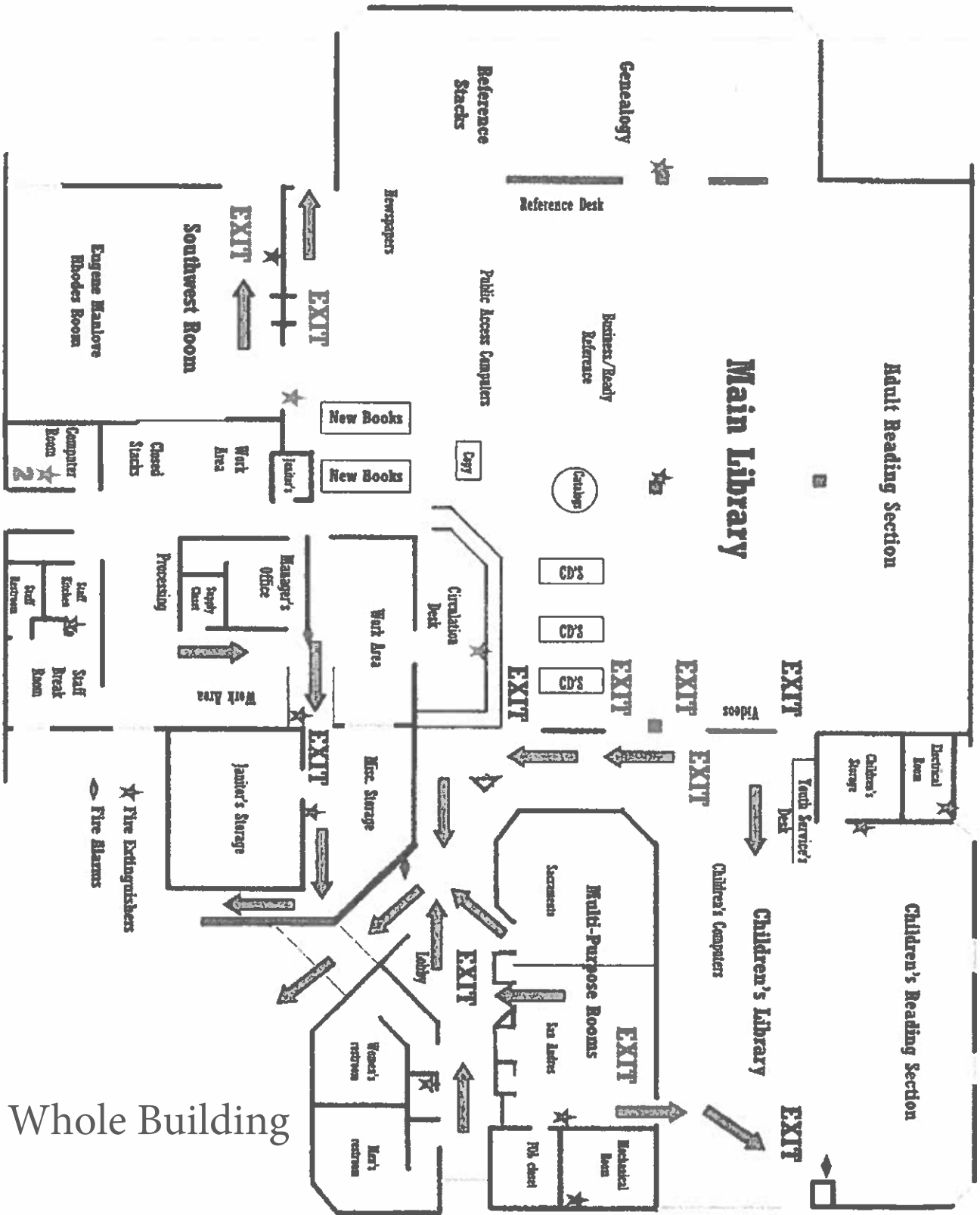


Alamogordo Animal Control

Only rooms not crossed out.

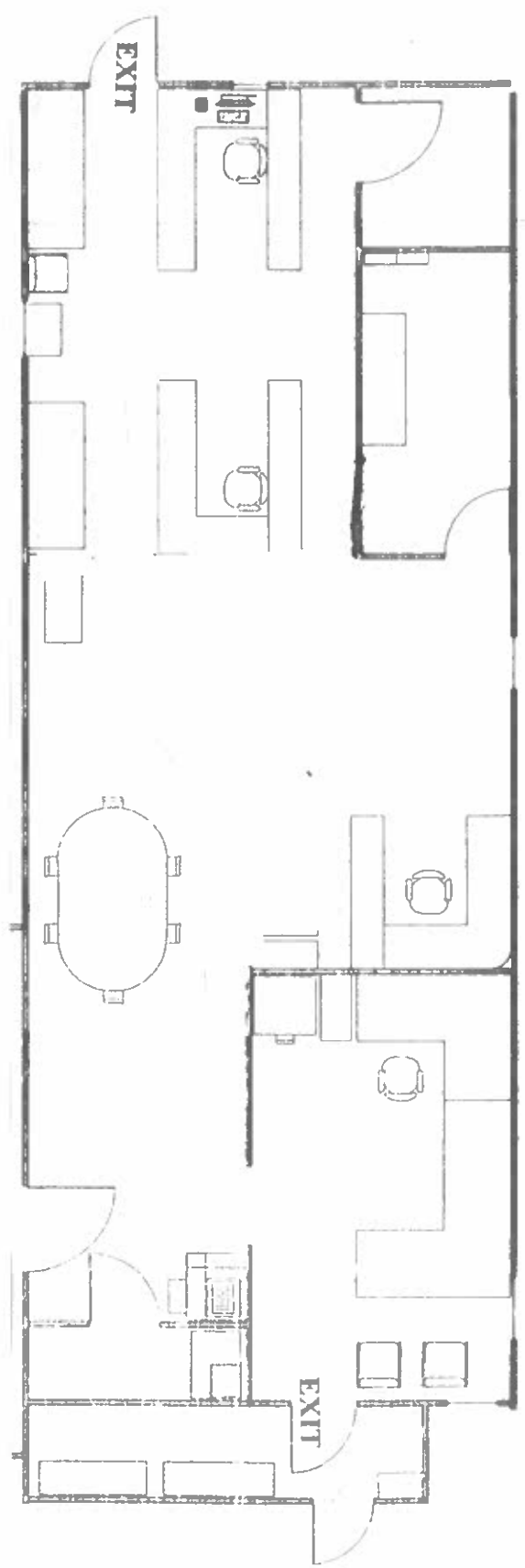
3 Bathrooms and Reception Area





Whole Building

Purchasing Whole Building



Police Department
1st floor only
highlighted area.



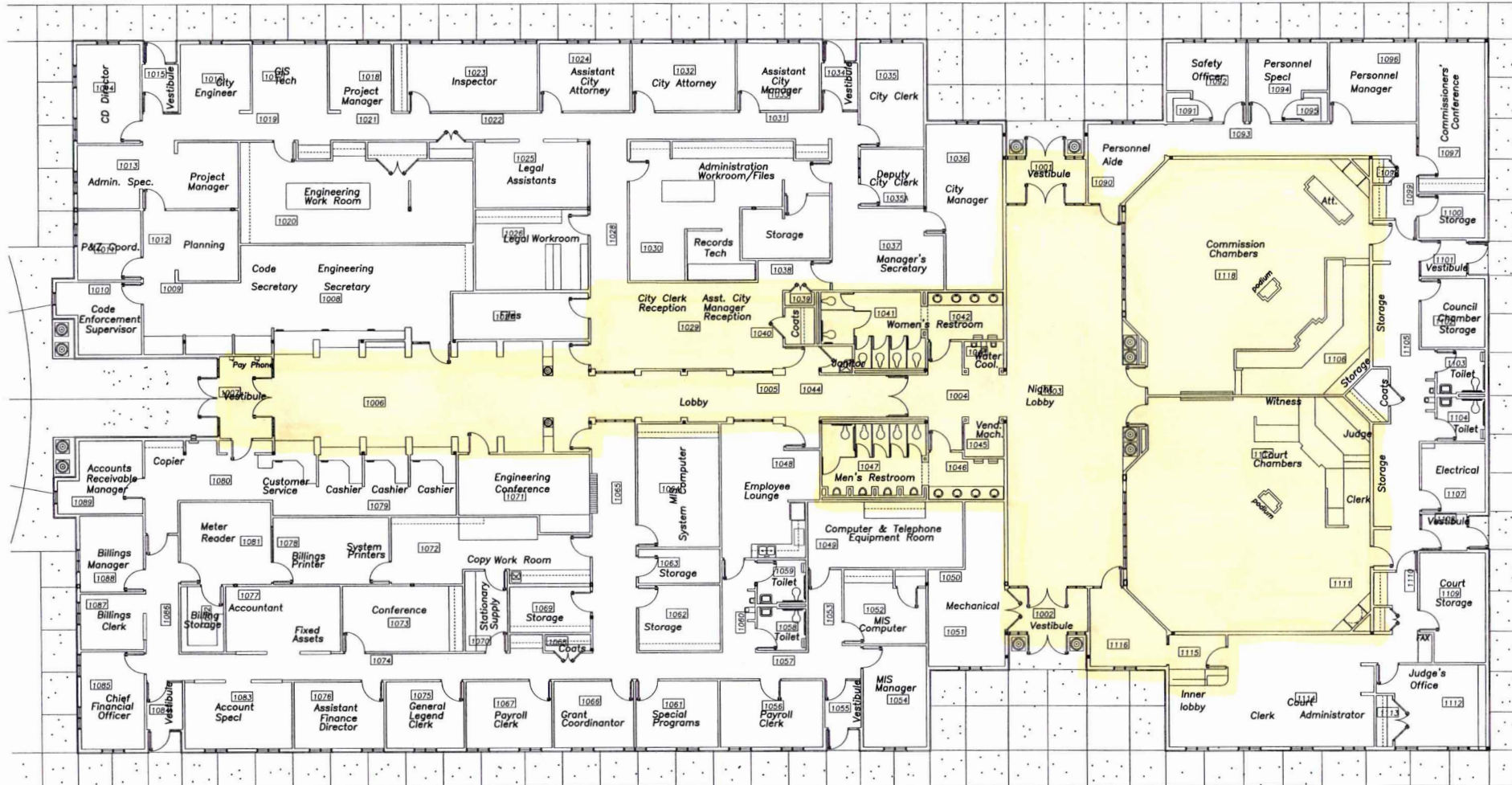
Police Department
2nd Floor only
Highlighted area.



Evacuation Plan
DPS - Second Floor

—▶ Route to primary exits

- - -▶ Route to secondary exits



ALAMOGORDO CITY HALL

Entire City Hall is to be Cleaned