



*City of Alamogordo*

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

August 11, 2023

To: All Bidders

Re: **Addendum No. 1**

**RFP No. 2023-004 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.**

**Clarification: Any additional cleaning deemed necessary will be addressed on a case-by-case basis after award. Cost should reflect only the cleaning required by the RFP.**

**Clarification: Included yearly shampooing for all carpets.**

**QUESTIONS:**

- 1. Question:** Carpet spot cleaning is requested, and during the walkthrough, there were stains that were visible. To what level is expected of the spot cleaning asked for by the RFP?

**Answer:** Spot cleaning is required from the beginning. Any spots requiring more than standard spot cleaning will be reviewed on a case-by case basis.

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

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

**3. Question:** During the walk through some buildings requested to have the document shredders emptied and others asked for them not to be emptied. Could we get clarification of which would like the service?

**Answer:** Extra shredder and trash cans can be noted on each building diagram.

**4. Question:** The City Hall has architectural arch windows/glass inside and out. Will they be included in the monthly cleaning?

**Answer:** Those windows are NOT to be included in the monthly cleaning.

**5. Question:** The Library has graffiti in the men's public restroom and spills/stains on the carpets. The carpet spots are addressed in the RFP for removal when noticed. Graffiti is not addressed. Please consider: stains/graffiti are not typically all the same and may or may not be easily removed. Removal if removable of a stain/graffiti may need stronger chemicals and/or more labor hours there by incurring a cost to the offeror. Could these be acknowledged and handled on a case by case basis?

**Answer:** Any graffiti cleaning requiring more than standard removal will be reviewed and handled on a case-by-case basis.

**6. Question:** The City Hall, Code Enforcement, Library (exterior windows), and other buildings have a significant buildup of minerals in the restrooms, kitchen areas, window and/or flooring. Normal nightly cleaning chemicals will not address the mineral build up. To address this issue: the areas in question will need chemical/mechanical cleaning and a further rinsing to be sure all of the acid is removed and will not deteriorate the surface further. This takes added time and cost with each cleaning. Without these cleaning steps the areas look unsightly, take longer to perform a normal cleaning, and the mineral deposits eventually eat into the surface of whatever they have accumulated on leading to the need for repair or replacement. Removing mineral deposits is critically important to the speed of cleaning and longevity of the surfaces and components. Would the City desire mineral deposit cleaning with each service be included in the response proposal?

**Answer:** Any additional cleaning deemed necessary will be addressed on a case-by-case basis after award. Cost should reflect only the cleaning required by the RFP.

7. **Question:** Page 27- Quarterly : “Clean and oil all interior wood doors, clean door frames, locksets, and closers.” By “oil” locksets does the city want the locksets graphited? (makes the tumblers tumble easier) or just dust them?

**Answer:** Locksets and closer should only be wiped down.

**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. 2023-004 Custodial Services**

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Business Name: \_\_\_\_\_

Name: \_\_\_\_\_

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