



City of San Antonio

ADDENDUM I

SUBJECT: Annual Contract for Custodial Services - Various City Facilities - Request for Competitive Sealed Proposals, (RFCSP 6100004278), Scheduled to Open: July 2, 2014; Date of Issue: June 3, 2014

FROM: Paul J. Calapa, Procurement Administrator

DATE: June 24, 2014

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS.

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. THE SUBMISSION DATE IS HEREBY EXTENDED TO JULY 7, 2014; 2:00PM LOCAL TIME.

2. Change 004 – Specifications / Scope of Services, Specification 4.9: Change fourth sentence to read as “Costs for extended service hours due to emergency situations shall be billed per employee by the hour as shown in Item 7 of Attachment B, ‘Price Schedule’.”

3. Add 004 – Specifications / Scope of Services, Specification 4.18.18, add sentences to read as “Concrete floors at Museo Alameda shall be waxed up to twice monthly as needed as determined by Facility Coordinator. The concrete floor shall also be sealed annually.”

4. Change 004 – Specifications / Scope of Services, Specification 4.18.18, Change first sentence to read as “All windows safely reachable, not to exceed 10 feet in height, shall be cleaned interiorly and exteriorly.”

5. Change 004 – Specifications / Scope of Services, Specification 4.19, second paragraph: Change second sentence to read as “Refer to Attachment B, ‘Price Schedule’; Item 6 - Additional Facilities.”

6. Change 004 – Specifications / Scope of Services, Specification 4.19, third paragraph: Change fourth sentence to read as “City shall pay Contractor for the additional staff requested on an as needed basis by Museo Alameda’s Facilities Coordinator in accordance with Item 7 on Attachment B, ‘Price Schedule’.”

7. Add 004 – Specifications / Scope of Services, Specification 4.19:

All San Antonio Police Department substations and storefronts require the following:

- Background and fingerprinting must be cleared (no felonies or prior misdemeanors).
- A set schedule for each facility/location must be followed.

- San Antonio Police Department personnel will escort all cleaning personnel at any/all San Antonio Police Department secured facilities.
- Schedules must be submitted to Facilities Coordinator in order to communicate to Captains/Lieutenants at each location.
- San Antonio Police Department does not offer any type of storage area for supplies (everything must be brought and taken at the time of visit).
- Sign In/Out sheets will be available for all cleaning personnel to sign in at time of scheduled services.
- ALL schedules must be followed daily because of security regulations.

8. ADDED: ATTACHMENT M – Bid Tabulation for Current Contract. Attached as separate document.

9. ADDED: ATTACHMENT N – Copy of Current Contract. Attached as separate document.

10. ADDED: ATTACHMENT O – Redacted Pre-Submittal Conference Sign-in Sheets. Attached as separate document.

On June 10, 2014, the City of San Antonio hosted a Pre-Submittal conference and site tours to provide information and clarification for the Annual Contract for Custodial Services - Various City Facilities. The City's official response to questions asked is as follows:

QUESTIONS SUBMITTED IN WRITING BY EMAIL IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATION:

Question 1: Is the pre-bid meeting mandatory?

Response: No, the pre-submittal conference is recommended, but not mandatory for the submittal of a response.

Question 2: Is the bid tab for the current contract available?

Response: Yes. The bid tab for the current contract is posted as a separate document, Attachment M, 'Bid Tabulation for Current Contract'.

Question 3: Is the current contract available to prospective bidders?

Response: Yes. A copy of the current contract is posted as a separate document, Attachment N, 'Copy of Current Contract'.

Question 4: Is this contract only for facilities that are located in the San Antonio, TX area?

Response: Yes, the contract is for custodial services to be provided in City of San Antonio facilities. Refer to Attachment I, 'Facility List' for locations of facilities.

Question 5: What is the anticipated award timeframe and what is the start date of the contract?

Response: Any award as a result of this solicitation is anticipated for City Council review in mid-September. The contract shall begin upon the effective date of the ordinance awarding the contract, or November 1, 2014, whichever is later.

Question 6: Will floor plans of the City facilities listed in this contract be available to prospective bidders?

Response: Floor plans of the City facilities listed in this contract will not be available to prospective bidders. Proposals may be prepared utilizing the information provided in Section 004 - Specifications / Scope of Services, Attachment I, 'Facility List', Attachment K, 'List of Additional Information Regarding City Facilities', and this Addendum I. Prospective

bidders are also encouraged to view the sections of the facilities available to the public during the facilities' current operating hours. Please check-in at the reception desk to gain access to the buildings. Per Section 003 - Instructions for Respondents, Restrictions on Communication, prospective bidders are restricted from asking questions of the on-site City staff regarding this RFCSP 6100004278.

Question 7: Will this contract be awarded on the basis of the lowest bid?

Response: Responsive proposals will be evaluated in accordance with Section 003 - Instructions for Respondents, Part B, Evaluation Criteria. Respondent's proposed plan shall describe in detail how Respondent will provide the services.

Question 8: Will there be opportunities for additional interior and/or exterior site visits?

Response: Refer to Question 6.

Question 9: Are there any medical clinics included in the list of facilities?

Response: No.

Question 10: Does this solicitation contain any pressure washing services?

Response: No.

Question 11: Does this solicitation have any type of set aside goals, i.e. 8(a), DBE?

Response: No, this solicitation does not have set aside goals. This solicitation was processed per the City of San Antonio Small Business Economic Development Advocacy (SBEDA) Ordinance, and the Goal Setting Committee applied Small Business Enterprise (SBE) Prime Contract Program at 15 points and Minority / Women-Owned Business Enterprise (M/WBE) Subcontracting Program at 26%.

Question 12: Will detailed reports be available to prospective bidders in regards to the square footage of the facilities and custodial products such as trash liners to be provided by the anticipated contractor?

Response: The square footage of the facilities is provided in Attachment I, 'Facility List'.

The awarded contractor is responsible for providing all cleaning supplies and equipment. Refer to Section 004 - Specifications / Scope of Services, 4.2 Contractor Furnished Supplies and Equipment.

Question 13: Will the City require day porters for this contract?

Response: Daytime custodial support will be required for some City facilities listed in this contract. Refer to Section 004 - Specifications / Scope of Services, 4.3 Contractor Staffing.

Question 14: Does the City require union or non-union workers for this contract?

Response: The City does not require either union or non-union workers for this contract.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

Question 15: If prime contractor is not an SBE, but the subcontractor is an SBE, will the prime contractor receive any of the SBE Prime Contract points?

Response: No, the prime contractor must be certified as a Small Business Enterprise (SBE) in order to qualify for the SBE Prime Contract Program evaluation criteria points.

Question 16: How does bidder notate a 20% business presence on EDD form?

Response: A bidder does not expressly denote significant business presence in the Subcontractor / Supplier Utilization Plan.

QUESTIONS SUBMITTED DURING SITE VISITS:

Question 17: Is the square footage of the second building located at the Brady facility included in the total square footage for Brady?

Response: Yes.

Question 18: What is the service requirement for all City facilities listed on this contract?

Response: Refer to Section 004 - Specifications / Scope of Services, 4.3 Contractor Staffing.

Question 19: Is it required to remove and replace the light covers when cleaning the ceiling-mounted lights?

Response: Yes. Refer to Section 004 - Specifications / Scope of Services, 4.18 Custodial Tasks and Frequencies, paragraph 4.18.7 for information regarding the required service.

Question 20: Are light bulbs and air filters included in the list of custodial products required to be provided by Contractor?

Response: No.

Question 21: How many offices are in the Brady facility?

Response: The Brady facility currently has 75-80 offices, 5-6 conference rooms, and 1 break room.

Question 22: Are refills for the wall deodorizers in the restrooms included in the list of required custodial products?

Response: Yes.

Question 23: Is periodic additional cleaning i.e. cleaning of floors performed by standard custodial staff or additional staff?

Response: The City does not require Contractor to utilize the same custodial personnel to perform the quarterly floor maintenance as those whom are regularly assigned to the location. The standard cleaning tasks are not to be negatively impacted by the performance of additional cleaning tasks.

Question 24: May Contractor utilize the washing machines located at SAFD Services Division?

Response: No.

Question 25: Does the concrete common area located at SAFD Services Division need to be swept?

Response: No.

Question 26: Do the floor mats resting on VCT flooring at the SAFD Services Division need to be cleaned?

Response: Yes. Refer to Section 004 - Specifications / Scope of Services, 4.18 Custodial Tasks and Frequencies, paragraph 4.18.16 for information regarding the required service.

Question 27: Does the City use more than one type of dispenser for paper products at different facilities?

- Response: Yes.
- Question 28: Is the City open to changing out dispensers?
Response: Not at this time. Upon the initiation of the contract, the City's Facilities Coordinators will consider alternatives suggested by Contractor.
- Question 29: Are the showers only located downstairs at the SAFD Services Division?
Response: Yes.
- Question 30: Are paper products included with the contract?
Response: The awarded contractor is responsible for providing and re-stocking all paper products. Refer to Section 004 - Specifications / Scope of Services, 4.2 Contractor Furnished Supplies and Equipment.
- Question 31: Who is responsible for cleaning the countertops in the break rooms at the SAFD Services Division?
Response: The vendor shall perform surface cleaning of countertops, tables and appliances.
- Question 32: What is the frequency of high versus low dusting at the SAFD Services Division? What is the frequency of floor maintenance at the SAFD Services Division?
Response: Refer to Section 004 - Specifications / Scope of Services, 4.18 Custodial Tasks and Frequencies.
- Question 33: Are there any dorms/sleeping areas that will need to receive custodial service?
Response: No.
- Question 34: Is this contract an all or none bid?
Response: No.
- Question 35: What is the square footage of the new building being constructed at Bitters Road Brush Recycling Center? What will be the service level for the new building? Will both the new building and the weigh station receive custodial service? What type of restroom fixtures will be in the new building? When will the new building open?
Response: The new building being constructed at Bitters Road Brush Recycling Center will not be included in this solicitation. Only the weigh station building (scale house) located at Bitters Brush Recycling Center will receive custodial services at the levels listed in the solicitation.
- Question 36: Do any of the San Antonio Police Department gyms require any paper and/or custodial products?
Response: No.
- Question 37: Will Contractor be required to clean the televisions at any of the San Antonio Police Department gyms?
Response: No.
- Question 38: Will the interior and exterior windows at any of the San Antonio Police Department gyms need to be cleaned?

Response: Refer to Section 004 - Specifications / Scope of Services, 4.18 Custodial Tasks and Frequencies.

Question 39: Is Contractor required to clean the art work in the exhibit area of the Museo Alameda?

Response: No.

Question 40: What is the required floor maintenance for the concrete floors at the Museo Alameda?

Response: Refer to Section 004 - Specifications / Scope of Services, 4.18 Custodial Tasks and Frequencies, and Item 3 of this Addendum I.

Question 41: Is Contractor responsible for cleaning the Univision studio space at the Museo Alameda?

Response: Yes.

Question 42: What is the required height for window washing?

Response: Refer to Section 004 - Specifications / Scope of Services, 4.18 Custodial Tasks and Frequencies, and Item 4 of this Addendum I.



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PC/jg