

Request for Proposals to Provide Professional Custodial Services

Posted: March 7, 2025

This Addendum No. 2 shall be considered part of the RFP to Provide Professional Custodial Services and is intended to correct, change, and/or add to the documents as described below. Please make sure to complete the *Addenda Acknowledgement* form included in the *Required Forms* (Exhibit B).

Listed below are questions received with answers from SWACO:

Question #11: *I have a few questions regarding the payment to 4M. Does that include flooring services such as striping, waxing, buffing, and carpet cleaning?*

Answer: Yes, the 2022 RFP, Exhibit A, Section VI, does include Special Floor Care Services such as striping, waxing, and carpet cleaning. Therefore, it was included with 4M’s contract.

Question #2: *How long have they held the contract?*

Answer: 4M Building Solutions was awarded the contract in 2022.

Question #3: *Does it also include cleaning the exterior windows?*

Answer: Yes, the 2022 RFP, Exhibit A, Section II.F, does include cleaning the exterior windows: “Six (6) times per year/ every other month: Clean the interior and exterior of all windows at the Administrative Office Building, Fleet, Operations, Landfill Scale House, Jackson Pike, and Morse Road.” Therefore, it was included with 4M’s contract.

Question #4: *The breakdown of services per location is \$15,882 per month- \$190,584 annually and \$571,752 3 year period. Answer to question #4 says \$454,000, That’s why I am just wanting to confirm current pricing.*

Answer: After reviewing the contract and its modification, the Operations Building monthly charge was incorrect. The day porter cost was included in the three-(3)- year total but was only added to the contract nine (9) months ago. Please see the corrected monthly cleaning charges per building which also shows the calculations for a three-year contract:

Administrative Office Building	\$ 2,632
Fleet Garage	1,228
Operations Building	2,806
Jackson Pike Transfer Station	1,315
Morse Rd. Transfer Station	1,568
Landfill Scale House	593
ERC Trailer	<u>1,400</u>
	\$11,542

(\$11,542 per month x 12 months = \$138,504 per year x 3 years = \$415,512)

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Question #5: *Have you decided if Phoenix Golf Links Club House is weekly or monthly cleaning?*

Answer: The Phoenix club house cleaning is bimonthly or twenty-six (26) times per year.

Question #6: *Do I send 1 proposal for all my buds or individual bids/proposal for each?*

Answer: Proposals should be prepared for the vendor performing the Project work and uploaded to the link provided in the RFP Documents. If the vendor is using subcontractors for the Project work, the subcontractors must be listed along with what work they will be performing.

Question #7: *This is a 2 year contract correct? Asking because on the Addendum No. 1 it says 3 year contract for the current custodial services?*

Answer: The RFP to provide professional custodial services is for a three-year contract.

Question #8: *I am a little confused with regards to the Vendor sheet?*

Answer: I don't see a "Vendor sheet" in the RFP Documents, so we are not sure how to answer. If you are referring to the "Forms and Required Documents" in Section III, subsection C, all Required Forms and Documents "must be filled out in their entirety, fully executed, and included with the Proposal." Forms must be signed and notarized before submitting with your Proposal.

Question #9: *I am currently a sole proprietorship; do I need a Fed. ID#?*

Answer: A business operating in Ohio should have either a federal identification number or social security number for filing taxes.

Question #10: *Could you let me know how many hours it typically takes for the cleaner to clean the building?*

Answer: SWACO does not track the contractor's time per building.

Question #11: *Would you happen to know the square footage per building, so we can work accordingly*

Answer: We do not have the square footage for each building. Please see Addendum No. 1.

The timeframe for questions relating to this RFP is now CLOSED.

Proposals are due no later than 1:30 p.m., March 13, 2025

++ This completes Addendum No. 2 ++