



CITY OF MISSION

"Home of the Grapefruit"

September 16, 2016

**RE: Addendum No. 1/Janitorial Services for Center for Education and Economic Building
Request for Proposal No.: 16-298-09-22**

Dear Prospective Proposer:

The following is to be corrected/added/changed/clarified: Addendum is being sent out in response to the following questions:

- a. This addendum is being provided to all firms. Changes are marked with a vertical line.
- b. Question: Page 2 of the RFP states that General Terms & Conditions are to be submitted. In past RFP's I've worked on, the RFP usually has a Terms & Conditions form the Proposer would sign acknowledging that the Terms & Conditions set forth in the RFP are acknowledged and understood. This particular RFP does not have a form for the Proposer to sign. What Terms & Conditions are you specifically requesting since the RFP has explained them? Should a Terms & Conditions form have been included for signature in the RFP?

Answer: Yes it does, Solicitation Offer and Award Form acknowledges the Terms and Conditions by signature.

- c. Question: Is it a strip and wax or scrub and redcoat that is being requested? Is it Quarterly or Bi-Annually? There is a huge cost difference between them.

Answer: Strip and wax is being requested. Bi-Annually. Only furniture with wheels shall be moved during this process.

- d. Question: The women's bathrooms have toilet seat dispensers installed, however, the toilet seat dispenser paper/refills is not on the supply list. Is the paper needed for the dispensers part of the RFP supply list?
Answer:

Answer: Yes, paper needed for dispensers need to be part of the RFP supply list.

- e. Question: The daily service job duty list indicates shower stalls. I do not recall seeing any showers during the visit, does the facility in fact have shower stalls?

Answer: There are no shower stalls; thus, it does not need to be included.

- f. Question: What is the approximate budget? We know the importance of staying within budget and certainly want to be able to meet your needs.

Answer: Approximate budget range is between five and eleven thousand monthly. City reserves the right to negotiate cost proposal for best value.

- g. Question: How many after hour functions are anticipated during the first year of the contract? This information is crucial in order to budget for the additional cleaner(s) and hours of labor that will be needed for the events. Since the facility is new it may be hard to determine an approximate number of functions, perhaps a separate invoice can be submitted for special functions. If so, then this will need to be clarified in the RFP so that proposals submitted will only include daily staff to maintain the facility with no night crews.

Answer: After hour functions can't be anticipated at this time. Contractor will still be required to provide a night crew to dust and clean offices when tenants are out. We will entertain shift crews in the proposals.

- h. Question: The hours of operation for the facility are 8 to 5, according to the door sign. Will the hours change in the first year of the contract? If the hours are extended then a permanent night crew for the week will need to be hired to service the facility until closing time.

Answer: The hours are from 8 – 5 for the general public; however, tenants and certain members will have 24 hour access to the facility. Hence, a permanent night crew will be required.

- i. Question: Will the solicitation include shampoo scrub and extraction? If so, how many times a year?

Answer: Carpet areas will be spot cleaned as needed and shampoo scrub once a year.

- j. Question: Is there a designated area or room for cleaning supplies?

Answer: Yes, room 130.

- k. Question: Was wax implemented before the opening of the building? If so, how many layers?

Answer: Yes, 3 layers.

- l. Question: Will there be a buff schedule?

Answer: Yes, there will be a buff schedule.

- m. Question: Will pressure washing be part of the solicitation?

Answer: No, pressure washing will not be part of the scope of service.

- n. Question: Will the coffee shop clean the area behind their counter?

Answer: The kitchen area, counter, and behind the counter will be the sole responsibility of the tenant.

- o. Question: Square feet of building?

Answer: Total: 55,000 square feet (VCT: 38,286/Carpet Title: 12,938)

- p. Question: Will you provide specs on furniture?

Answer: Specs on furniture are not available at this time.

- q. Question: How often will windows be cleaned?

Answer: Please refer to Scope of Service under quarterly.

- r. Question: Who is the current contractor and what is the current monthly/annual contract amount?

Answer: No current contractor exists.

- s. Question: What type of hand soap do you prefer for the restroom dispensers? Pink? Sanitizing? Antibacterial?

Answer: Sanitizing

- t. Question: Does the exterior cleaning include up to the building's curb?

Answer: Please refer to the Scope of Service under Cleaning Task: Daily Service.

- u. Is there a designated smoking area?

Answer: Yes, located on the North side of the property, west of the coffee shop patio and contractor will be responsible for maintain this designated area.

- v. Question: How often is high dusting required? Does it include electronic equipment i.e. televisions, computers? Most cleaning services will not touch electronics or computers unless it is included in the scope of work.

Answer: Please refer to the Scope of Service under Daily Floor Care.

- w. Question: Where can I see any updates or changes?

Answer: Please refer to the City of Mission website: <http://missiontexas.us/bid-opportunities-2/>

- x. Request: Can we get a copy of the floor plan?

Answer: CEED Floor Plan has been attached.

- y. The proposal due date has changed. The date for receipt of proposals is **Wednesday, September 28, 2016 at 2:00 p.m. CST**

- z. No other changes result from this Addendum No. 1.

NOTE: This form must be completed and submitted with your bid response. WARNING: Failure of an Offeror to acknowledge receipt of this Addendum, as described herein, may result in REJECTION OF THE OFFER.

We apologize for any inconvenience this may have caused. Authorized signature is needed. Everything else shall remain the same. If you have any questions, please contact me at (956) 580-8667.

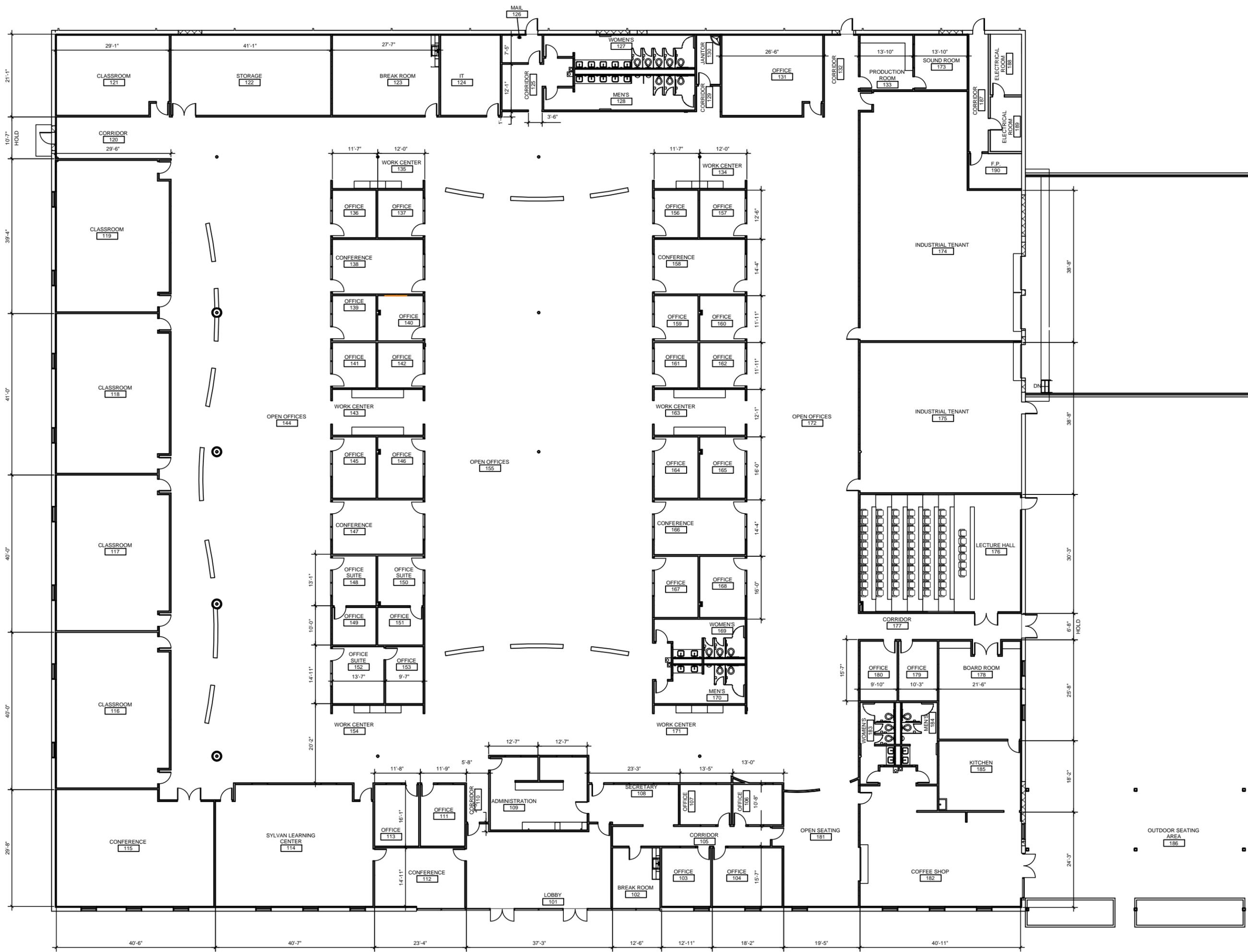
Sincerely,

Eduardo Belmar
Purchasing Director

_____ Acknowledge receipt of Addendum No. 1
Authorized Signature

Printed Name

Company Name



CLASSROOM
121

STORAGE
122

BREAK ROOM
123

IT
124

CORRIDOR
125

WOMEN'S
127

MEN'S
128

JANITOR
129

OFFICE
131

CORRIDOR
132

PRODUCTION ROOM
133

SOUND ROOM
173

ELECTRICAL ROOM
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ELECTRICAL ROOM
183

F.P.
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CORRIDOR
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CLASSROOM
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CLASSROOM
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CLASSROOM
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CLASSROOM
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WORK CENTER
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OFFICE
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OFFICE
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CONFERENCE
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OFFICE
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OFFICE
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OFFICE
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OFFICE
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WORK CENTER
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OFFICE
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OFFICE
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CONFERENCE
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OFFICE SUITE
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OFFICE SUITE
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OFFICE
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OFFICE
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OFFICE SUITE
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OFFICE
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WORK CENTER
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OPEN OFFICES
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WORK CENTER
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OFFICE
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OFFICE
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CONFERENCE
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WORK CENTER
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CONFERENCE
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OFFICE
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WORK CENTER
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WOMEN'S
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MEN'S
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INDUSTRIAL TENANT
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INDUSTRIAL TENANT
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LECTURE HALL
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CORRIDOR
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OFFICE
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OFFICE
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BOARD ROOM
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WOMEN'S
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MEN'S
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KITCHEN
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COFFEE SHOP
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OPEN OFFICES
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CONFERENCE
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SYLVAN LEARNING CENTER
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OFFICE
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OFFICE
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ADMINISTRATION
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SECRETARY
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OFFICE
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OFFICE
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OPEN SEATING
181

LOBBY
101

BREAK ROOM
102

OFFICE
103

OFFICE
104

OUTDOOR SEATING AREA
186

21'-1"
10'-7"
39'-4"
41'-0"
40'-0"
40'-0"
29'-5"

40'-6"
40'-7"
23'-4"
37'-3"
12'-6"
12'-11"
18'-2"
19'-5"
40'-11"

36'-8"
38'-8"
30'-3"
6'-8"
25'-8"
18'-2"
24'-3"