

# ADDENDUM No. 1

## ITB No. 4542

### Janitorial Services - WWTSU

#### **Bids Due: June 19, 2018 at 2:00 P.M. (Local Time)**

The following changes, additions, and/or deletions shall be made to the Invitation to Bid for Janitorial Services - WWTSU, ITB No. 4542, on which proposals will be received on/or before June 19, 2018, at 2:00 P.M. (local time).

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes five (5) pages.**

**Bidder is to acknowledge receipt of this Addendum No. 1, including all attachments (if any) in its Bid by so indicating on Page 7 of the Invitation to Bid Form. Bids submitted without acknowledgment of receipt of this addendum may be considered nonconforming.**

**The following forms provided within the ITB document must be included in submitted bids:**

- Vendor Conflict of Interest Disclosure Form
- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance

**Bids that fail to provide these completed forms listed above upon bid opening will be rejected as non-responsive and will not be considered for award.**

## **I. CORRECTIONS/ADDITIONS/DELETIONS**

Changes to the Bid document which are outlined below are referenced to a page or Section in which they appear conspicuously. The Bidder is to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

### **Clarification to Detail Specifications**

- A. Contractor shall furnish all trash liners, urinal blocks, and cleaning products and supplies necessary for the performance of their work. The City shall supply toilet paper, paper hand towels, and hand soap for the Contractor to utilize at City locations. Any items supplied by the Contractor will be stored on-site in a designated area only.
- B. The following equipment must be supplied by the Contractor and kept on-site at both buildings being cleaned.
  - 1) One - 44 gallon rolling trash container
  - 2) One mop bucket with wringer
  - 3) One wet mop

- 4) One dust mop
  - 5) One broom and dustpan
  - 6) One industrial grade vacuum (only on floors with carpeting).
- C. Wet floor warning signs must be supplied by the Contractor and utilized as needed. One high-speed buffer (minimum 22") must be kept at the Wastewater Treatment Plant (WWTP) or available for use there on short notice.
- D. It will be the Contractor's responsibility to present to the Site Representative at the WWTP, a list of items to be ordered by the City at the beginning of each month.
- E. All materials and equipment furnished by the Contractor shall meet or exceed the requirements of applicable City, State and Federal codes, ordinances, laws and regulations. If the Contractor shall furnish any supplies or equipment contrary to such codes, ordinances, laws and regulations, he/she shall assume full responsibility therefore and shall bear all costs attributed thereto.
- F. Contractor and his/her employees shall report hazardous conditions and items in need of repair (including inoperable lights, leaks, toilet stoppages, etc.) to the Site Representative at the WWTP. A reporting procedure will be mutually agreed upon by the Contractor and Contract Administrator within one week of award of contract
- G. The Contractor will be required to perform all duties related thereto at no extra cost provided that the scope of the contract is not expanded beyond janitorial services outlined in the bid documents.
- H. The Contractor's on-site Supervisor shall meet with the Site Representative at the WWTP for a walk-through at least once a month to check performance and resolve any problems. This meeting shall be scheduled by the Contractor and take place between 7:30am and 3:00 pm Monday through Friday. A list of Site Representatives for the WWTSU will be provided by the Contract Administrator within two weeks of award of contract.
- I. **Locked areas of City facilities shall remain locked at all times unless the Contractor is actively cleaning in that area. The Contractor is require to resecure any locked area.**
- J. MISSED WORK ASSIGNMENTS: The City reserves the right to allow for immediate call back for missed work assignments, or forgotten areas.

## **What are the contractor and employee requirements?**

### **Contractor's Employee Requirements**

- 1) Identification: Contractor shall require all his/her employees to wear an identification pass (showing name and picture of employee) in a prominent position.
- 2) All employees employed by the Contractor will have the requisite skills to perform their designated tasks. Necessary training shall be performed at the Contractor's expense, and untrained individuals will not be brought onto the premises for training.
- 3) Contractor will have all janitorial employees bonded for any losses while employed and assigned to the City of Ann Arbor properties.

4) The City will have the right to require the contractor to remove any employee deemed incompetent, careless, or otherwise objectionable, or any personnel whose actions or appearance are deemed inconsistent with the best interests of the City. The decision of the City of Ann Arbor, acting through the Contract Administrator, or his/her authorized representative, shall be final as to what constitutes incompetent or deviant behavior.

5) Employees must have satisfactory communication skills to read and understand chemical / hazardous material labeling. Employees must be able to speak and understand the English language to communicate and get direction from City staff.

6) If employees are taking breaks or eating in City facilities, then they must only do so in break rooms designated by the City.

7) Employees of the contractor shall not use City telephones or computers for any purpose.

8) Contractor Background Checks of Employees: The Contractor shall conduct a background check on all personnel prior to submitting the employee's information for the City background check. The Contractor is expected to verify work history and references as part of this process.

9) City Background Check of Employees: The City will require each employee of the Contractor to undergo an extensive background check before they can work at a City location. The following information MUST be supplied to the City by the Contractor for each employee that will work at a City location. The employee will not be allowed to work at a City location until their information has been verified and approved by the City.

- a. Employees full name
- b. Date of birth
- c. Photo copy of Driver's License or Michigan ID card
- d. Social Security Number

10) Security: The following security standard should be used to determine whether an employee should be assigned to work Wastewater Treatment Service Unit.

Standard

Any Felony or Misdemeanor conviction involving theft, murder or assault in the last five years.

Restriction

May not work at any City facility.

Any other criminal conviction.

May be allowed to work in a City facility if the Site Representative is notified in advance and agrees to the assignment

**Clarifications to General Conditions: Contract Term**

The City shall have the right to renew the contract for a one-year period provided that forty-five days prior to the date of termination for the respective term of the contract, the City notifies the contractor of its intent to renew the contract. Renewal shall be on the same terms and conditions as the original contract.

The City also reserves the right to extend the contract on a month-to-month basis for a period not to exceed six-months from the date of the initial term termination date. Any such extension shall be on the same terms and conditions as the original contract and not subject to pricing adjustments. Please note that the City of Ann Arbor will not utilize this clause for a lengthy

renewal. This clause will only be used to allow for revising specifications, bidding, and awarding new contracts.

If funds to enable the City to effect continued payment under this contract are not appropriated or otherwise made available, the City shall have the right to terminate this contract without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to the Contractor. The Contract Administrator shall give the Contractor written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.

### **Clarifications to General Conditions: Bid Bond**

- A. 5% Bid Bond A certified check or bank draft payable to the City of Ann Arbor, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five (5) percent of the annual bid amount.
- B. Performance/Labor/Material Bonds The contractor will be required to furnish satisfactory performance/labor/material bonds in the amount of 100% of the annual bid price for locations awarded. Bonds to be renewed annually.

## **II. QUESTIONS AND ANSWERS**

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Offerors are directed to take note in their review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Will the tour begin at 2pm? The information says the meeting is 1pm-2pm.....I am assuming that is just the Q&A portion, and a tour of the facilities will follow?

Answer 1: We will answer quick questions at 1 then start tour answering questions as we go. We hope to have everything concluded by 2pm.

Question 2: Also, is there a printable schematic of the buildings to be serviced?

Answer 2: Estimated square footage, the tour is for the layout of areas cleaned. Estimated square footages on the 2 buildings.

1- Two Story administration building ) **approx. square footage: 19,020**

- a. Upper floor:2 bathrooms,1 conference room, 1-coffee room, 4 storage copy rooms,6 offices approximate square footage: 8,400
- b. Lower level: 3 stairwells, 1 conference rooms, 1 lunch room, 2 storage rooms, 4-offices, 1-mechanical room, 2-lockerrooms, 2 –bathrooms, elevator, hallways and vestibule) approx. square footage: 10,620

2- Areas in the solids handling building **approx. square footage total:3,997**

- a. floor 3F control room approximate square footage: 1020
- b. floor 2F crew/ lunchroom approximate square footage: 400
- c. floor 3F mens locker room and womens locker room approximate square footage: 765
- d. floor 2R ECST area approximate square footage: 1650

e. floor 2R ECST locker and washroom areas approximate square footage: 162

**Approximate total square footage to clean: 23,017**

Respondents are responsible for any conclusions that they may draw from the information contained in the Addendum.