

# ADDENDUM No. 1

## RFP No. 23-28

### JANITORIAL SERVICES

**Due: MAY 18, 2023 at 10:00 A.M. (local time)**

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Janitorial Services, RFP No. 23-28, on which proposals will be received on/or before the date and time listed above.

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.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document must be included in submitted proposal:**

- **Attachment B – Legal Status of Offeror**
- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D – City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

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

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its 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: Do you have floor plans available for the buildings?

Answer 1: Floor plans are not available for each facility and are not issued due to security issues for those that we have.

Question 2: Could you provide the square footages to be cleaned at the various locations?

Answer 2: Estimated square footage for each location is provided below.

Question 3: Could you provide a list of vendors from the pre-proposal meeting?

Answer 3: The sign-in sheet from the mandatory pre-proposal is provided below.

Question 4: I am reaching out to see if the City has any information as to the expected annual increase to the Living Wage in place for this contract? Is there a set (or range) percentage increase from year to year? We have noticed that the annual increases in other cities and contracts have been substantially increased annually over the last 3 years. This information is important for calculating the annual pricing

increase since there will be no new negotiations in the contract period.

Answer 4: City of Ann Arbor Living Wage adjustments are based on federal poverty guidelines published by the US Department of Health and Human Service which are published in January every year. More details about what was done this year to Living Wage can be found here:

[http://a2gov.legistar.com/ViewReport.ashx?M=R&N=Master&GID=55&ID=6035824&GUID=136DFFF5-8756-4233-AF98-63928DED4A7C&Extra=WithText&Title=Legislation+Details+\(With+Text\)](http://a2gov.legistar.com/ViewReport.ashx?M=R&N=Master&GID=55&ID=6035824&GUID=136DFFF5-8756-4233-AF98-63928DED4A7C&Extra=WithText&Title=Legislation+Details+(With+Text))

Historically, annual changes to the Living Wage values have all been increases ranging from less than 1% up to nearly 8%.

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

## Estimate Square Footage for Janitorial Services

### Ann Arbor Municipal Center

Guy C Larcom City Hall (Includes 3 elevators, 14 bathrooms, and 6 kitchens/break rooms)

Basement	12,670 sq. ft.
First Floor	16,000
Second Floor	9,540
Third Floor	8,540
Fourth Floor	8,990
Fifth Floor	9,300
Sixth Floor	9,630

Justice Center (Includes 6 elevators, 27 bathrooms, 14 holding cells and 7 kitchen/break rooms)

First Floor (IT Area)	5,880 sq. ft.
First Floor (Lobby)	3,550
Second Floor	17,200
Third Floor	19,780
Fourth Floor	21,156
Fifth Floor	21,156

### Water Treatment Plant

First Floor	3,542 sq. ft.	(Includes 1 bathroom)
Second Floor	11,760	(includes 3 bathrooms)
Third Floor	1,400	(Includes 1 locker room)
Fourth Floor	1,635	(Includes 1 break room & 1 locker room)
Stairs, Hallways, Storage Room, Entrance & 2 Elevators makeup an additional approximately 2,000 sq ft		

### Wheeler Service Center

<u>Fleet Building</u>	4,340 sq. ft.	(Includes 5 bathrooms, 2 locker rooms, 1 kitchen/break room)
<u>Public Works Bldg.</u>	15,040	(Includes 4 bathrooms, 2 locker rooms, 1 kitchen/break room)
<u>Vehicle Storage Bldg.</u>	1,950	(Includes 2 bathrooms and 1 locker room)

### Ann Arbor Senior Center

First Floor	2,260 sq. ft.	(Includes 2 bathrooms, 1 kitchen)
Second Floor	425	(Includes stairs)
<b>Farmer's Market</b>	240 sq. ft.	(Includes 2 bathrooms)
<b>NAP House</b>	1,800 sq. ft.	(Includes 3 bathrooms, 1 kitchen/breakroom)
<b>Veteran's Park</b>	9,500 sq. ft.	(Includes 3 bathrooms, 5 locker rooms)
<b>Buhr Park</b>	5,000 sq. ft.	(Includes 4 bathrooms, 5 locker rooms, 1 kitchen/break room)

<b>Mack Pool</b>	9,000 sq. ft.	(Includes 2 bathrooms, 2 locker rooms, indoor pool deck)
<b>Fuller Pool</b>	3,800 sq. ft.	(Includes 3 bathrooms, 2 locker rooms, 1 kitchen/break room)
<b>Cobblestone Farm</b>	2,000 sq. ft.	(Includes 3 bathrooms, 1 kitchen/break room)

