



City of Flint Finance Department

Division of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers

FROM: Joyce A. McClane, CPPB
Purchasing Manager

DATE: **April 15, 2021**

SUBJECT: **Addendum #01** – Proposal #21000608 – Janitorial Services

This addendum has been issued because of the following:

1. An original Bid Due Date has been changed from Thursday, April 29, 2021 to Wednesday, May 5, 2021 @ 3:00 PM
2. Attached are Questions & Responses
3. Attached are Maps
4. Form that must be included with proposal
5. The following dates are available for a walk-through to the project locations:
 - a. Monday, April 19, 2021, 10:00 am and/or 2:00 pm
 - b. Tuesday, April 20, 2021 at 2:00 pm

Please call or email Lee Osborne to schedule a walk-through. His email addresses are: losborne@cityofflint.com and/or maintenance@cityofflint.com. Cell number is (810) 691-6786

ALERT: You must wear a mask

ALL FINAL QUESTIONS AFTER WALK-THROUGH MUST BE RECEIVED by Tuesday, April 20, 2021 before 5:00 pm. RESPONSES to QUESTIONS will be sent by Wednesday, April 21, 2021 by 5:00 pm.

Please email all questions to amcgovern@cityofflint.com

Purchasing will not answer any other questions after the deadline.



City of Flint Finance Department

Division of Purchases & Supplies

Join with Google Meet

Bid Opening Date: May 5, 2021 at 3:00 PM

meet.google.com/dsh-qipy-htp

Meeting ID

meet.google.com/dsh-qipy-htp

Phone Numbers

[\(US\)+1 617-675-4444](tel:(US)16176754444)

PIN: 279 415 317 3205#

City Hall is closed to the Public. When dropping off a bid, please call (810) 766-7340.

PLEASE DO NOT PUT BIDS IN THE MAILBOXES OUTSIDE.

All other bidding terms, requirements, and conditions continue as indicated in the remaining original bid documents.

The Purchasing Manager, Joyce McClane, is an officer for the City of Flint with respect to this RFP.

In the submission of their proposal, Proposer must acknowledge receipt of this addendum. Proposer shall acknowledge this addendum by signing and returning one copy of this notice with their submission.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ Fax: _____

Email _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Thank you.


Joyce McClane, CPPB
Purchasing Manager



QUESTIONS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES
For Janitorial Services
PROPOSAL# 21000608

1. If we set up an appointment for a site tour and successfully walk-through the facilities. Is the April 15th Pre-Proposal meeting still mandatory?
Yes
2. What is the square footage of each building?
Joyce, there were plans attached to the previous bid, please pull them from the old folder.
3. Which buildings have day time staff? If they do, what are the hours for the day staff?
All of them.
4. What are the staffing requirements over all? Evening and night?
Only days.
5. How many days per week are services provided at each building?
5 days.
6. Will questions be able to be submitted after the site visits?
Yes.
7. Are there floor plans available?
Yes.
8. Are Square footages available?
Yes.
9. Are square footages broken out by floor types?
Yes.
10. Is there a need for Union or prevailing wages?
No.

A2 1 2th Street Garage facility (6 hour Daily Coverage) Water Center (4 hour daily coverage)

11. Are the above cleaning only to be conducted during the day?
Yes, 12th St. Garage should be 4 hours - not 6 hours.
12. Are there specific hours or time frame these need to be completed within?
City Hall between the hours of 7 am and 5 pm, the other buildings 7 a.m. - 3:00 p.m.



13. Who is the current contractor?
Superior Cleaning.
14. Are there any current issued that need to be corrected?
The contract is up.
15. What is the current contract amount?
\$175,000
16. Contractors/bidders located within the corporate city limits of Flint, Michigan may be given a seven percent (7%) competitive price advantage.
 - a. If awarded the contract and we were to establish a facility in the Flint City limits, would we be eligible for 7% competitive price advantage?
No, you must be physically located in the City of Flint before the bid is awarded.
17. Contract will be awarded in May.
 - a. What is the targeted go live date?
July 1, 2021
18. In the event any building(s) would not require cleaning services on a specific day, a credit amount shall be calculated on a daily basis and deducted from the monthly billing.
 - a. How frequently does this happen?
As this is not common in our practice. It would happen on a snow emergency day, the day after Thanksgiving, Good Friday and any time a holiday falls on a weekday.
19. Contractor will be working in an industrial equipment environment.
Not in an industrial equipment environment - the garage has vehicles and equipment to service those vehicles.
 - a. Can you please define this further?
 - b. What type of equipment in in this area?
 - c. What is the exposure to injury?
20. The basic office hours for City Hall are Monday- Friday, 8:00 a.m. - 5:00 p.m. The City of Flint has a number of facilities open seven days per week. Hours at other facilities can vary.
 - a. Are you requiring service 7 days a week?
No
 - b. How many facilities are open 7 days a week?
Police & Fire
 - c. What are the hours of service you are requiring?
See question #12
21. Are you looking only for day cleaning?
Refer to the proposal which specifies cleaning that will tell you specific areas.



22. Is the frequency of cleaning Monday through Friday only? Is there weekend cleaning?
Monday through Friday. Holidays and anything else is extra, such as stripping floors.
23. How do we schedule the walk through?
The walk through will be completed by Tuesday, April 20, 2021. We will have small groups tour the facility. We may extend the bid due date to make sure the tour is available to everyone. We will also do an addendum regarding the dates available for the walk through.
24. Are janitorial supplies covered by the City of Flint?
Yes. We cover all supplies – toilet paper, paper towel – especially since some people are sensitive to chemicals.
25. Are there any needs for portable services – someone on call for events and we can do pop up services?
No. We normally don't do that, but we can discuss.
26. Is the expectation for employees to be at work when we are cleaning?
Yes. Depends on hours they work – 8 am – 5 pm, 7 am – 3 pm, etc.
27. For day cleaning do we have to clean the holding cells and areas for the police department?
Holding cells are not included. You must pass a background check to be in the police department.
28. Do we only have 4 hours to clean the Garage and then we are done? Water Service Center says 6 hours?
Just 4 hours for the Garage. The Water Service Center is also 4 hours.
29. Will you specify the term of the current contract value of \$175,000? Is that 1 year?
Yes.
30. Did you put out anything regarding DCP vs. carpet?
No.
31. Have the maps changed since you had them from the last proposal?
No.
32. In the actual bid it says the City is responsible for supplies. Is that for all the buildings? Can we use the City's equipment, if you have it?
Yes. The City is responsible for all supplies – paper towel, toilet paper, chemicals. We have a floor machine, a little floor stripper and we furnish mop heads, dust mops. You can use the equipment, but you are responsible if it breaks and must provide backup equipment.



33. Who is the coordinator to order supplies?
Lee Osborne. There is also a stockroom where the supplies are stored.
34. Regarding the price sheet which has a breakdown for each location, I do not see the expectation for daily cleaning for the Dome and City Council Chambers. How many hours?
The Dome and City Council Chambers are by request. Add the hours and manpower for your bid. Cleaning is not every day, only by request. We will ask for the hourly rate. The Dome is extra. See page 37.
35. Will you ask for the price in advance for stripping, waxing and buffing floors or is it extra?
Yes. Refer to page 38.
36. Is there extra equipment we will need other than mops and brooms?
No.
37. The City wants to reduce our invoice by snow days, etc. What about the pandemic?
Only reduce your invoice due to snow days and holidays. Still maintain cleaning during the pandemic.
38. Who will notify us if there are snow days? Will someone call ahead of time because we send employees to work every day?
This has only happened a few times during the last 10 years when the County has called a snow emergency. It does not happen often. There would be too much snow and employees would not be able to make it to work.
39. Is this a union contract?
No.
40. Do employees have first right of refusal? We just can't go in a fire current employees who work for the current company.
You would just bring your own staff.
41. Who is the current cleaning facilities company and how long have they been there?
Superior Cleaning is the current cleaning company and they have been with us for 3 years.
42. Is their contract up for renewal?
Yes.
43. Will Superior Cleaning have the opportunity to rebid the contract?
Yes.

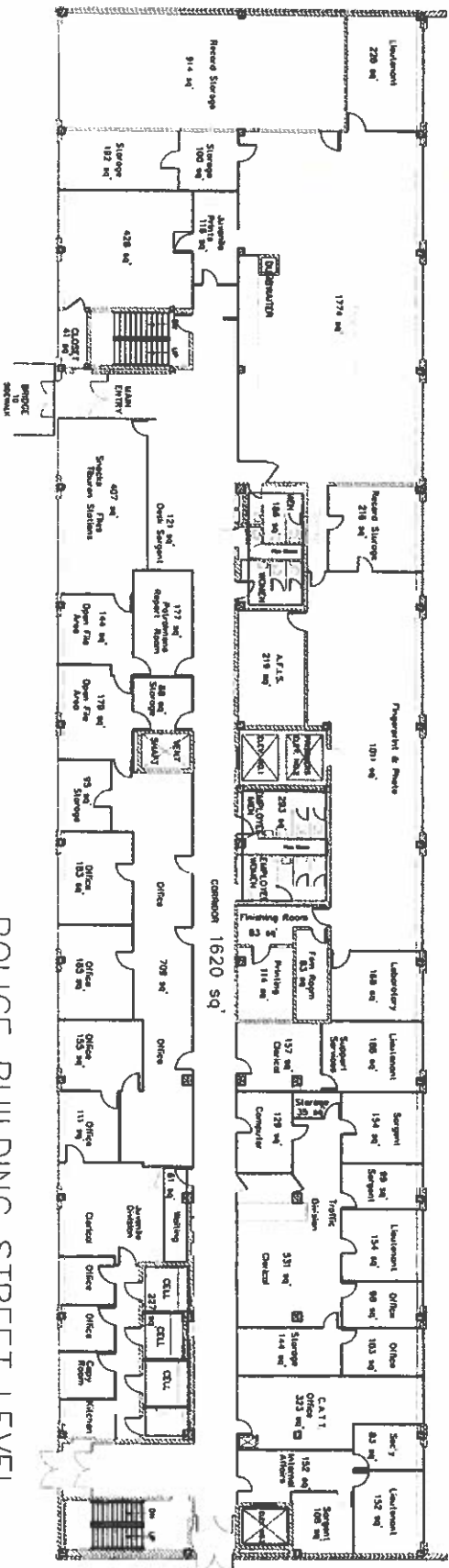


44. Are we going to have to wait to hear from you regarding the walk through rather than schedule an appointment?

Yes. Lee Osborne will set dates and get back to you.

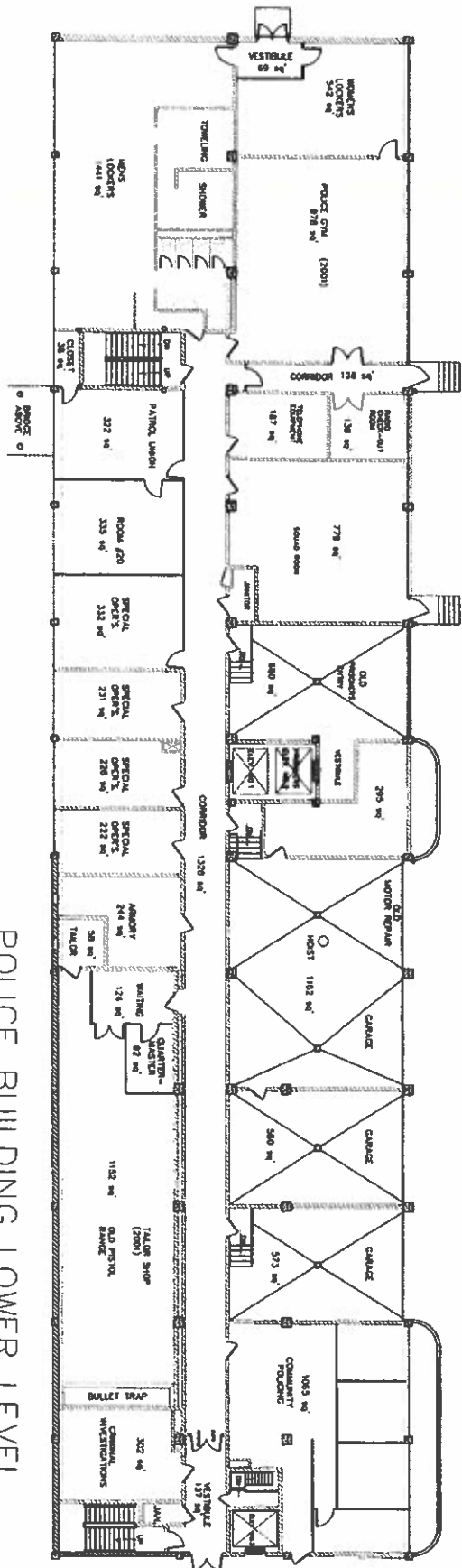
45. Where will the addendum be posted?

The addendum will be posted on the City of Flint website and BidNet.



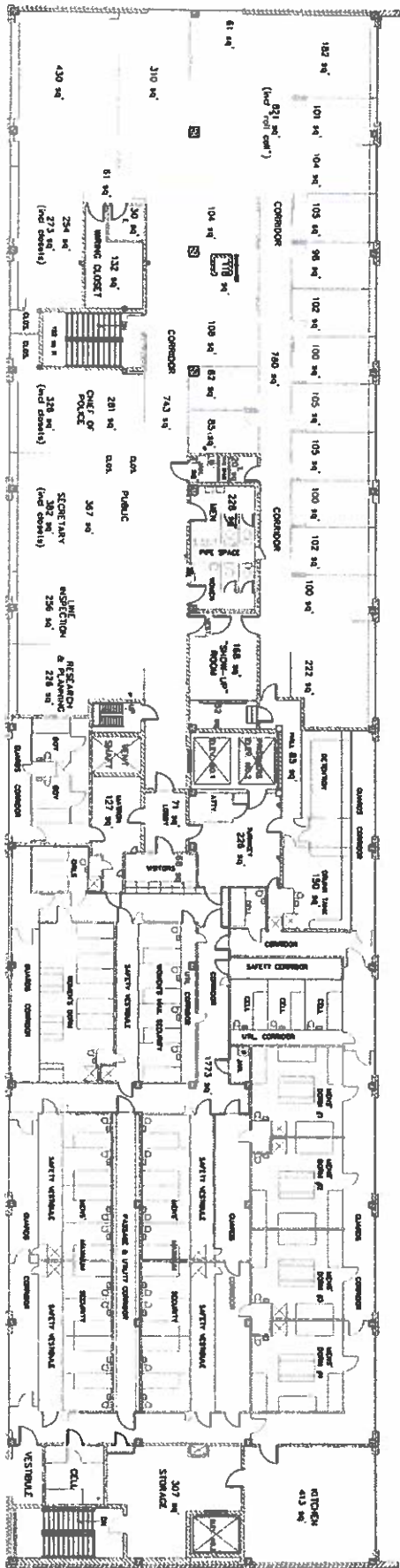
POLICE BUILDING STREET LEVEL

Approx 15,690 sq ft per floor



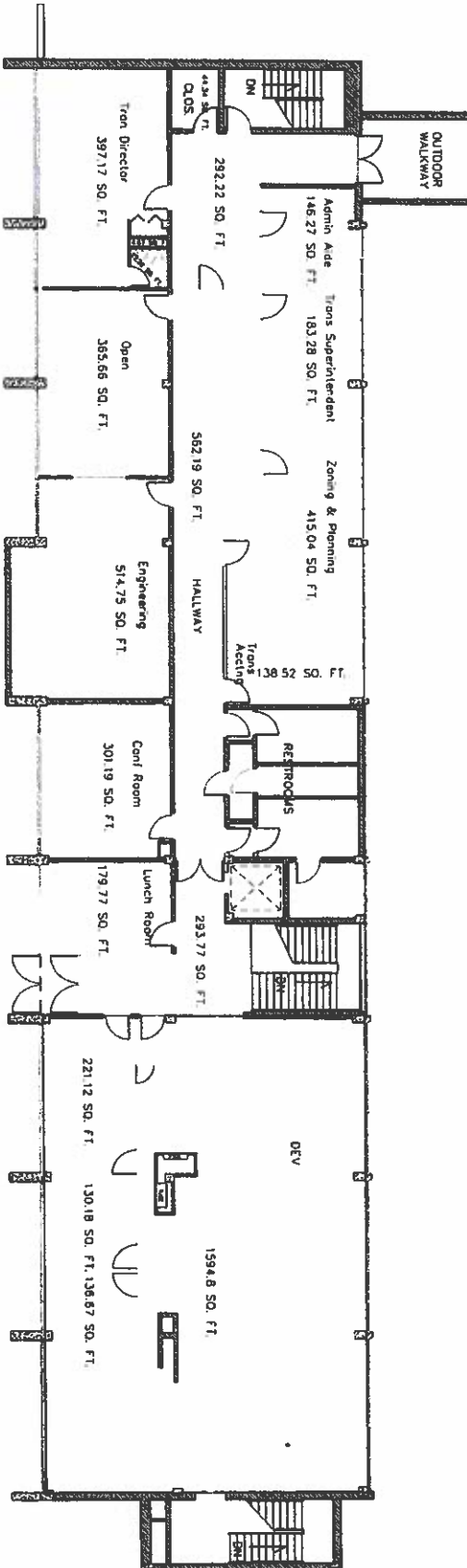
POLICE BUILDING LOWER LEVEL

Approx 15,690 sq ft per floor



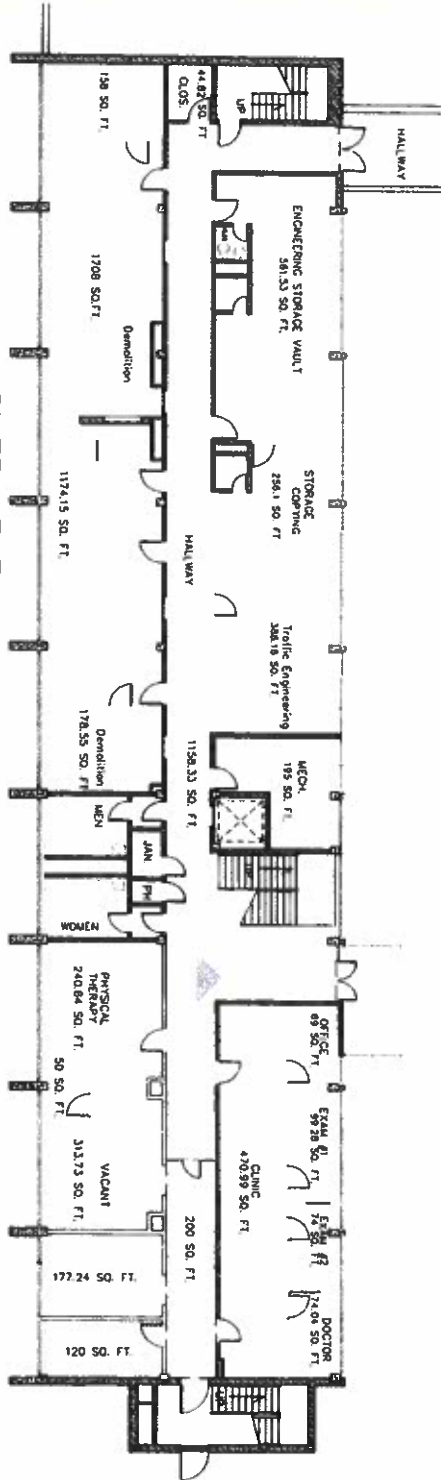
POLICE BUILDING SECOND LEVEL

Approx 15,690 sq ft per floor



STREET LEVEL
 EXISTING MAIN FLOOR LEVEL

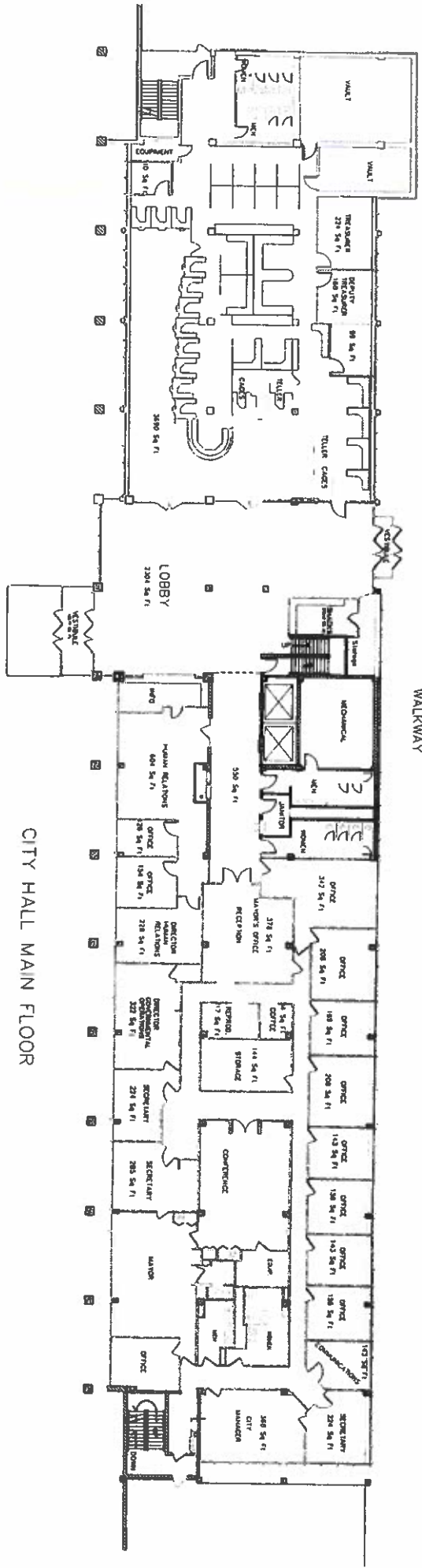
BRIDGE CITY HALL SOUTH BLDG.



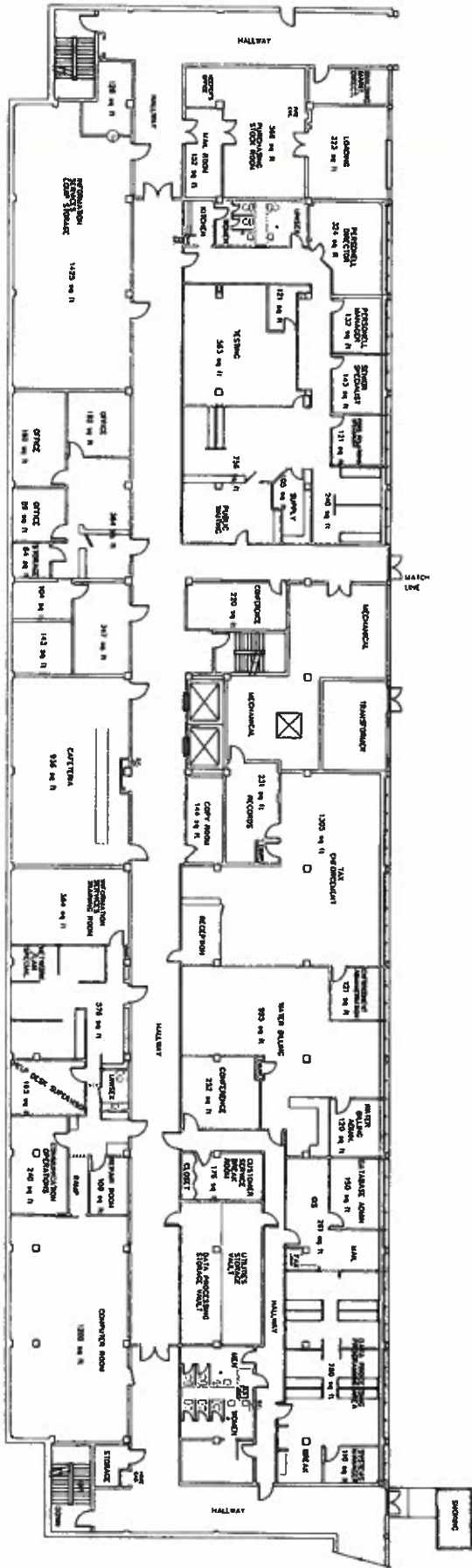
EXISTING LOWER FLOOR LEVEL

LOWER LEVEL

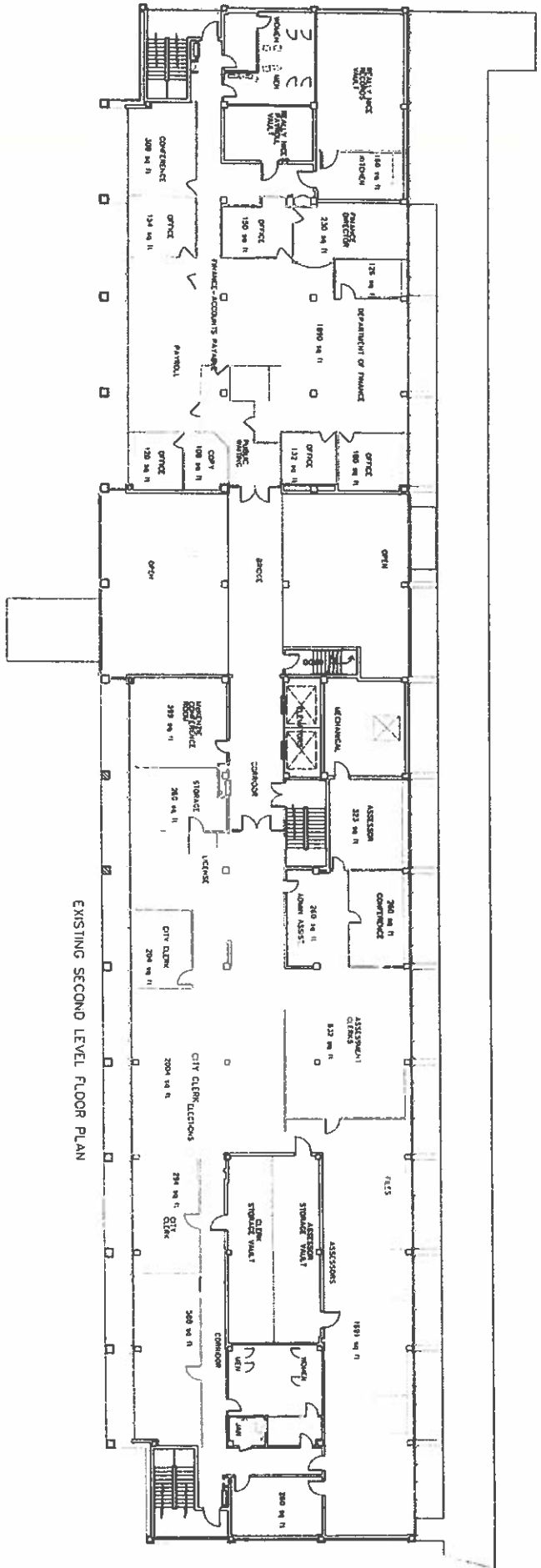
CITY HALL SOUTH BLDG.



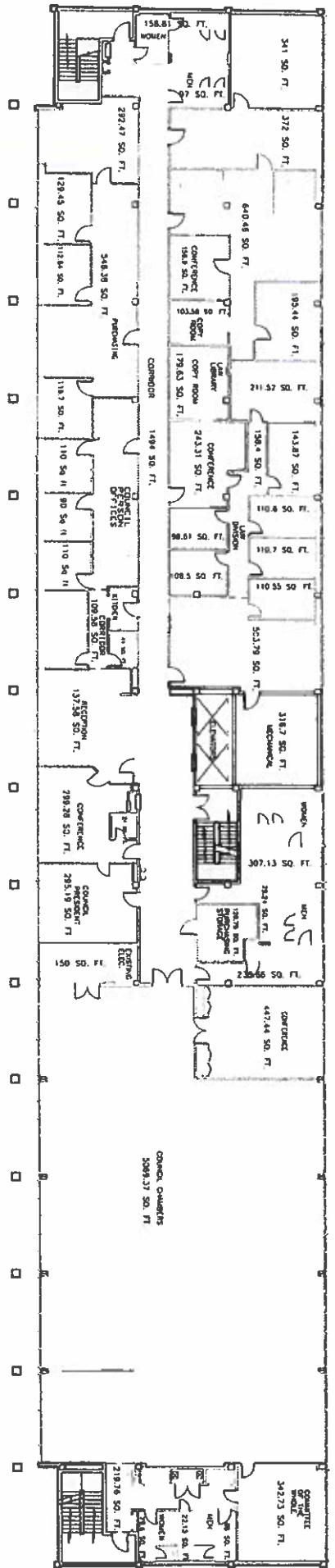
CITY HALL MAIN FLOOR



CITY HALL.
BASEMENT LEVEL.



EXISTING SECOND LEVEL FLOOR PLAN



EXISTING THIRD LEVEL FLOOR PLAN

P21000608
Janitorial Services

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE BID

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint, Department of Purchase and Supplies is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Fed. ID #: _____

Company (Respondent): _____

Address: _____

City, State & Zip Code: _____

Phone / Fax Number: _____ FAX: _____

Email: _____

Print Name and Title: _____

(Authorized Representative)

Signed: _____

(Authorized Representative)