



City of Raleigh

Request for Proposals #: 274-ESIFS-CCS-2024

Title: Carpet Cleaning Services

Proposal Due Date and Time: January 17, 2025 **no later than 3:00pm EST**

ADDENDUM NO. #2

Issue Date: January 9, 2025

Issuing Department: Engineering Services

Direct all inquiries concerning this RFP to:

William Allwardt

Engineering Specialist

Email: William.allwardt@raleighnc.gov

City of Raleigh
Addendum #2 to RFP 274-ESIFS-CCS-2024

Issue Date:

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

RFP #274-ESIFS-CCS-2024 Submitted written questions with answers.

- 1. Will we be performing the carpet cleaning un-supervised or will there need to be a City of Raleigh personnel supervising and giving us keys and access? If we have City of Raleigh credentials, are we allowed to work independently?**

The City will have personnel onsite during any schedule carpet cleaning as part of this RFP. The City personnel will ensure access to areas of the building needed for completing the cleaning service.

- 2. If we have access to work independently, can we provide the cleaning on days the city buildings are closed?**

Although independent work will not be allowed as part of this RFP, weekend work while the City building are closed is available if scheduled according to this RFP. Observed City of Raleigh Holidays will not be available for scheduled work.

- 3. Would you consider a business that only has 1-2 references since it is a new business? Or the requirement is to have 3 references?**

If 3 business references are not available, please submit as many as possible toward the requirement. If not submitting 3 references, please explain the reason in your proposal.

- 4. Tab 6 The Cost document which needs to be in a separate sealed envelope, can that be still the part of whole package that is mailed to you? Or must be sent separately?**

Tab 6 should be submitted in a separate envelop as part of you submitted proposal package. The Tab 6 should NOT be sent separately from your proposal package.

- 5. Will there be another meeting for selection announcement? Or it will be notified by email? Will we get to know the selected company and see their proposed bid?**

There will not be a meeting scheduled with vendors to announce the winning proposal. Once the selected vendor has been awarded the contract, all vendors will be notified by email of the contract award.

- 6. As part of our due diligence, I wanted to ask if there is an incumbent currently performing this work. If so, would it be possible to provide the contract number and award amount associated with that agreement?**

Currently, there is not an incumbent vendor performing carpet cleaning services. The previous contract was cancelled before it's completion. The previous contract number was #2319 and the awarded dollar amount was \$238,508.85 for three years. However, since last awarded in 2021 some previously-serviced facilities have been omitted and some new facilities have been added. Cost should be calculated based on the information provided in this RFP and not what has been previously award in separate RFP.

- 7. Could you confirm the total carpeted square footage for each facility and clarify if any spaces (e.g., storage rooms or utility areas) are excluded from the scope? If this is the correct square footage, no clarification necessary.**

To the best of our knowledge, the square footages listed in Appendix #1 are accurate.

- 8. Are there specific access requirements or restrictions for secure zones, such as the 911 Call Center?**

The Central Communication Center building requires each vendor to have a valid Driver's License or State ID Card to complete a quick background screening through our Lobby Guard system. If potential workers do not clear the background check required for this building, the vendor must provide other workers who are able to clear the background check to work in this building.

- 9. Beyond the stated holidays, are there operational constraints or blackout periods that might affect cleaning schedules?**

Please refer to section 4.1 of the RFP for general scheduling criteria. The awarded contractor will submit a proposed schedule for cleaning after being selected. The final schedule will need approval from the contract manager before work is approved to move forward. It is possible/likely the schedule will need to be adjusted during the term of the contract from year to year to account for unforeseen events. The City's contract manager will communicate any need for change in the schedule as soon as it becomes known. If the awarded contractor needs to make a change to the final approved schedule once submitted, it must be communicated 30 days in advance.

- 10. Is there an anticipated annual cleaning schedule and any flexibility regarding timing?**

The anticipated frequency of cleanings and locations is in Appendix #1. Each proposer can submit their preferred schedule and timing for cleaning of each facility with the frequency listed in Appendix #1. The final schedule of work will need the City's contract managers approval before work can be executed.

11. Were any additional details shared during the site visit that are not included in the RFP documentation like photographs, video walkthroughs, or other resources available to help us better understand the facilities?

From section 1.5 Proposal Questions, "No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Respondents shall be entitled to rely only on written material contained in an Addendum to this RFP."

12. Are there specific formats/templates required for pre- and post-cleaning documentation, such as reports or photographic evidence (mentioned in the RFP), or is this left to the contractor's discretion?

There is not a specific format/template for the Pre and Post work-through report. However, it must contain the information listed in section 4.2.1 of this RFP and be approved by the City's contract manager prior to beginning work once a contract has been executed.

13. Should costs for waste-water disposal, equipment transportation, or similar indirect expenses be itemized in the pricing proposal?

No, these cost should not be itemized in the pricing proposal. The pricing sheet in Appendix #1 should filled out as requested. The exception would be if the proposer would like to add a Unit Cost for a specific type of carpet cleaning service not listed at the bottom of the pricing sheet (e.g. Carpet Cleaning Cost, VLM Cleaning, etc.).

William Allwardt
Engineering Specialist

Sign below and return this addendum with your proposal.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____