



City of Raleigh

Request for Proposals #: 274- RPD1-25

Title: *Janitorial Services for Specific RPD Buildings*

Proposal Due Date and Time: *September 27, 2024
no later than 4:00 PM EST*

****Please Note – Proposal Due Date and Time on front page of RFP is listed as September 27, 2024 no later than 5:00 PM EST – this is incorrect. Due date is September 27, 2024 no later than 4:00 PM EST.****

ADDENDUM NO. # 2

Issue Date: September 20, 2024

Issuing Department: Raleigh Police Department
Direct all inquiries concerning this RFP to:

Daymon Asbury

Title: Facilities Manager

Email: Daymon.Asbury@raleighnc.gov

City of Raleigh

Addendum # 2 to RFP 274- RPD1-25 Janitorial Services for Specific RPD Buildings

Issue Date: September 20, 2024

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.**

A walk through was held on September 11, 2024, to see the locations in RFP 274-RPD1-25. The following questions were asked and below are the responses:

1. Q – To gauge an accurate amount supply, how is the foot traffic flow in each facility?
A – Each building is different as it pertains to foot traffic. It is impossible to determine the amount of people on any given day.
2. Q – How many people occupy the facility?
A – This number varies based on vacancies. Below is an estimate of the number of people assigned to each facility:
Acorns – 12
Detective Campus – 194
Family Violence – 12
Firing Range (FRSB) – fluctuates up to 50
Firing Range Driving Pad Classroom – fluctuates up to 50
Horse Barn – 14
Northeast District – 93
Northwest District – 70
Police Training Center – 7
RPD CRC – 17
Southeast District – 117
Southwest District – 102
Special Operations Service Center - 64
3. Q – How many restrooms in each facility?
A – Each building has a different number of restrooms, and these should have been counted during the walk through.
4. Q – Are all dispensers (paper toilet, soap, etc.) already installed in each facility?
A – Yes.

5. Q – If dispensers need replacing, who’s financially responsible?
A – The contractor must replace dispensers when needed with prior approval from RPD as to which is acceptable.
6. Q – Could you share what the current contract amount is?
A – The total value of the contract for 5 years is \$1,633,765.25. The contract was extended by two years for a total of five at a cost of \$659,160.50.
7. Q - In regards to Appendix 6 (page 37) the 1st bullet point references “the following two pages” but there are actually three. My question is where does page 40 of Appendix 7 (Reference Questionnaire Form) belong?
A – It should say the following 3 pages, and all refer to the company you are using as a reference.

These 8 questions pertain specifically to the Horse Barn:

8. Within the facility how many office/offices in the building?
A – Three (3) Offices
9. Q – What is the flooring in each area?
A – Linoleum in the offices and concrete in all other areas
10. Q – What is the number of restrooms. Any lockers, or gym equipment?
A – Two (2) Restrooms, approximately 20 lockers to be wiped down, and equipment lockers in the training area (not a part of the cleaning items).
11. Q – Are there any restrictions in the 2,280 sq. feet?
A – **Absolutely no chemicals in the training area, approximately 1500 sq. ft.**
12. Q – Is there a break area with the Basic features (Large/ Small)?
A – Yes, one small break area.
13. Q – Are there any Horses? If yes what is the description for cleaning their area?
A – Yes there are horses and dogs, the training area is to have the garbage/trash removed and discarded. Floors swept in the dog area only (not the horse area) as part of the weekly process. **Absolutely no chemicals in the training area.**
14. Q – It appears to an A, B, and C building. Which one is the Horse barn?
A – The Horse Barn is building C. and measures 2,280 sq. ft.
15. Q – If all are part of the 2,280 sq. ft is included the same question applies for each building?
A – Building C only.
16. Q – What is the annual amount of the current contract?
A – The current annual amount of the contract is \$329,580.25.
17. Q – What is the current wage for custodians?
A – We do not have access to that information.

18. Q – What are the current staffing levels for each location?
A – Staffing levels should be determined by scope of work in the RFP and the contractor’s assessment of each building.
19. Q – What is the current total annual contract?
A – The total value of the contract for 5 years is \$1,633,765.25. The contract was extended by two years for a total of five at a cost of \$659,160.50.
20. Q – What are some of your biggest current issues you are experiencing with this contract?
A – Contract expiration.
21. Q - Do you have a square footage for the garage at the Spec Ops building? What are responsibilities for cleaning this area?
A – As per the visit the areas to be cleaned were specified as well as the trash to be removed. The square footage of the garage is approximately 44,000 sq. ft.
22. Q – What is the current footage of carpet? What is the square footage of VCT?
A – We do not have the footage of carpet or VCT for facilities.
23. Q – Will any special events or additional services be billed separately?
A – See Appendix 3 – Special Event and Emergency services prices are separate from normal monthly/annual price. These items are placed upon request and must be at the agreed upon rate stated in the contractor’s proposal.
24. Q – Will any weekend services be required?
A – See item 4.2 Type of facilities in RFP. Police Facilities consist of offices, meeting spaces, classrooms, supply rooms, interview rooms, holding areas, and evidence storage areas strategically dispersed throughout the city. These facilities are categorized as Critical Facilities and as such, they remain operational 24 hours a day, 7 days a week. Police Facilities are serviced during emergency activations, but they are not serviced on weekends or holidays unless there is an emergency activation.
25. Q – Does this account currently have an account manager?
A – Yes.

Daymon Asbury
Facilities Manager

Sign below and return this addendum with your proposal.

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

Signature: _____ **Title:** _____