



City of Raleigh

Request for Proposals #: 274-ESIFS-Janitorial Services-2025

Title: Addendum #2

Proposal Due Date and Time: Thursday, April 17, 2025, 4:00 p.m.

ADDENDUM NO. #2

Issue Date: Friday, April 11, 2025

Issuing Department: Engineering Services- Integrated Facility Services
Direct all Engineering Services inquiries concerning this RFP to:

Will Allwardt
Contract Manager
William.allwardt@raleighnc.gov

City of Raleigh
Addendum #2 to RFP 274- ESIFS-Janitorial Services-2025

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.**

This Addendum provides answers for Engineering Facilities buildings Groups 1-6:

Group 1 – Police Facilities
Group 2 – Downtown Facilities
Group 3 – Central Communication Center
Group 4 – Central Operations Facilities
Group 5 – Northeast Remote Operations Facilities
Group 6 – Fire Facilities

Questions:

1. What is the transition timeline/plan between the current and new provider?

A transition plan will be established after the time of contract award. We anticipate Council award of this contract on the 6/17/2025 Council meeting. The new contract start date is 9/1/2025.

(these 2 are the same)

2. What is the estimated daily number of employees working in each building (Six Forks Police HQs, One Exchange Plaza, Center Communications, and Law Enforcement Training Center).

The City does not track the number of employees working out of these buildings each day.

3. With providing consumables such as paper and soap being within the contract scope, can you provide the headcount per building to help provide the most accurate pricing?

The City does not track the number of employees working out of its facilities each day.

4. What are the consumable volumes per building? (Paper and soap)

The City does not track the volumes of consumables used in facilities listed for this contract.

5. **Is the square footage associated with each building represent the true cleanable square footage?**

The square footage listed in the RFP is the cleanable square footage of the building.

6. **Is there a breakout of square footage on floor types (carpet or tile)?**

This is a list of the know carpet square footage for various buildings listed within the RFP.

Facility	Address	Carpeted Sq. Ft.
Dillon Building	310 West Martin St	22,520
One Exchange Plaza	1 Exchange Plaza	88,195
Raleigh Municipal Building	222 West Hargett St	87,446
West Street	1027 N Street	322
Peace Street	400 West Peace St	3,739
Central Communications Center	2320 Westinghouse Blvd	43,330
Six Forks RPD	6716 Six Forks Road	38,269
Cabarrus RPD	218 West Cabarrus St	2,380
Law Enforcement Training Center	2320 Law Enforcement Drive	17,500
COF Bldg 1	2501 Raleigh Blvd	615
COF Bldg 2	2550 Operations Way	3,318
COF Bldg 6	2530 Westinghouse	1,496
COF (Warehouse)	2631 Brentwood Rd	631
NEROC - 3 buildings combined	7702 Burwell Road	7,509
Field Operations Center	1615 S Wilmington St	720

7. **With regular floor care such as strip and wax being within the contract scope (according to our site visit conversations), is there a breakdown of square footage per floor type per building to help provide the most accurate pricing?**

See answer for question #6.

8. **Is there a minimum wage requirement on this effort? If so, what is the published wage?**

Please adhere to all Federal and State minimum wage requirements.

9. **Can editable forms be provided for submission requirements?**

Yes, please email Christy Cornell (Christy.cornell@raleighnc.gov) for an electronic version of the Cost Worksheets.

10. Is there any storage, offices, parking available for contractor use?

Janitorial storage is provided within each building (i.e. janitors closet).

If no, can an office trailer/storage container be placed in the back of the Central Operations Facility?

Office trailers/storage containers will not be permitted on City of Raleigh property.

11. Building 310 (27,711 SQFT), and Raleigh Municipal Building (106,428 SQ Ft) were not on the site visit, however they are in the RFP. Are these buildings still included in the Bid?

Both buildings are included in the project. These buildings are open to the public so they can be viewed at your leisure. Walking tours of both sites were offered after the Pre-Proposal meeting.

12. Is there an existing Collective Bargaining Agreement?

No.

13. Are there any requirements for holiday and sick leave?

The City's expectation is that all awarded facilities are fully staffed with janitorial staff to complete the required Scope of Work (Appendix I and Appendix II) at all times (outside of City designated holidays) regardless of the vendor's allowances for employee holidays and sick leave. Please see section 4.5 for days most city facilities are closed. Note that Central Communications Center, Cabarrus Street and Six Forks buildings are to be cleaned on City designated holidays.

4.5 Work schedules, Inclement Weather, Holidays

Work Schedules. Facilities shall be cleaned in accordance with assigned schedules; even during inclement weather. Failure to provide service as scheduled is subject to receive Deficient Performance notification that could result in a possible probationary period determined by the City of Raleigh Department designee.

Inclement Weather. The Contractor is expected to maintain normal working schedules during inclement weather (snow, ice, rain) unless otherwise instructed by the assigned Contract Manager. The Contractor shall be responsible for removal of any salt, sand or chemical put down due to inclement weather immediately after the snow or ice has melted and there is no longer a threat of more snow, ice, or a safety hazard. This should be accomplished within a 10-foot radius around all building entrances.

Holidays Observed. The City closes most of its facilities in observance of thirteen holidays a year with the exception of the Central Communications Center (CCC), Cabarrus St. and Six Forks (Police Bldgs).

Regularly scheduled non emergency janitorial services will not be conducted at City facilities (except CCC, Six Forks, Cabarrus St.) during the following holidays:

- | | |
|-------------------------------|--------------------------|
| 1. New Year's Day | 6. Independence Day |
| 2. Martin Luther King Jr. Day | 7. Labor Day |
| 3. Good Friday | 8. Veterans' Day |
| 4. Memorial Day | 9. Thanksgiving (2 days) |
| 5. Juneteenth | 10. Christmas (3 days) |

14. On Appendix III Proposal Cost Form Engineering Services has a total of 6 years but it is requesting 5-year total. Page 24 of 73. Can you please advise if it is 5 years?

Please follow the service period dates for each group of contracts.

Engineering services building will go on a Fiscal Year PO term starting 7/1/2026, meaning that Yr 6 is just two months.

Y1- 9/1/25 to 6/30/26

Y2- 7/1/26 to 6/30/27

Y3- 7/1/27 to 6/30/28

Y4- 7/1/28 to 6/30/29

Y5- 7/1/29 to 6/30/30

Y6-7/1/30 to 8/31/30

PRCR contract will not follow the same PO schedule.

Y1-9/1/25 to 8/31/26

Y2-9/1/26 to 8/31/27

Y3-9/1/27 to 8/31/28

*Y4-9/1/28 to 8/31/29

*Y5- 9/1/29 to 8/31/30

*Note date correction from the RFP for PRCR Year 4 and 5.

Both Engineering and PRCR contracts will follow different PO terms but will end on the same dates 8/31/2030.

15. What is the budget for this RFP?

We would like each firm to independently cost the work.

16. Can you share the previous contract value?

The previous contract value is \$4,655,087.68. However, this RFP contains a different scope of work and site list than the previous contract. Also, the previous contract value has been amended to account for special cleaning services incurred outside of the typical scope of work (e.g. covid deep clean/fogging).

17. Are there any facilities that are going to increase/reduce their porter hours compared to the RFP?

At this time, the hours listed in Appendix V and Appendix VI are the known needs at this time. We are not able to predict if certain buildings will increase or decrease their day porter needs in the future.

18. How will requests outside of the contract be priced and awarded? Ie. Exterior window cleaning, pressure washing sidewalks etc.

Requests outside the contract would be handled via a quoting process.

For additional services needed at facilities inside the contract, the pricing listed in Appendix IV will be referenced.

19. Can you provide the number of porters per shift required to perform the services per location?

There is not a required number of porters per shift to complete the work but required "on-site" hours for Day Porters are listed in Appendix V and Appendix VI. Please review scopes of work listed in Appendix I and Appendix II to understand expectations for service.

20. What are the current costs for strip and wax per location?

The 2020 RFP did not ask vendors to break out costs by service type. The City is not able to provide an answer to this question.

Are all dispensers (paper toilet, soap, etc.) already installed in each facility? If dispensers need replacement, who's financially responsible?

Dispensers currently installed within the facilities will be the responsibility of the City to replace when needed, excluding damage caused by contractor negligence.

21. How many restrooms are there in each facility?

The purpose of the site visits was for each firm to gather such data. We do not have a complete list of amenities summarized for all facilities.

22. Can we select the building groups we want to submit pricing for?

Yes, your company can submit proposals for as few or as many as it thinks it can successfully manage for the cleaning services levels requested.

Will Allwardt
Contract Manager

Sign below and return this addendum with your proposal.

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

Signature: _____ **Title:** _____