



## **City of Raleigh**

**Request for Proposals #:** 274- RPD1-25

**Title:** *Janitorial Services for Specific RPD Buildings*

**Proposal Due Date and Time:** *September 27, 2024*

### **ADDENDUM NO. # 1**

Issue Date: September 10, 2024

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

*Daymon Asbury*

*Title: Facilities Manager*

*Email: [Daymon.Asbury@raleighnc.gov](mailto:Daymon.Asbury@raleighnc.gov)*

City of Raleigh

Addendum # 1 to RFP 274-RPD1-25 Janitorial Services for Specific RPD Buildings

**Issue Date: September 9, 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 Pre-proposal meeting was held on September 9, 2024, to discuss RFP 274-RPD1-25. The following questions were asked and below are the responses:

1. Q – On the background checks do we require finger printing?  
A – Finger printing is not required. Please refer to page 20 Section 4.4.3 National Background Check and Sex Offender Registry.
2. Q – What is the square footage of each facility?  
A – The square footage of each of the 14 facilities is listed on page 33 Appendix 2 of RFP. See below chart.

Appendix 2 - Cost Breakdown									
Raleigh Police Department Sites									
Day Porter Sites	Address	Frequency of Cleanings	Square Footage	Hours of Service	YR1 Price	YR2 Price	YR3 Price	Renewal YR1 Price	Renewal YR1 Price
Acorns	111 N. Boylan	5 days/week	2450	Day Porter - 8 hrs/day					
Detective Campus	5240 Greens Dairy Road	5 days/week	44,130	Day Porter - 8 hrs/day					
Family Violence Intervention Unit	5245 Greens Dairy Road	5 days/week	3,574	Day Porter - 4 hrs/day					
Firing Range - (Classroom)	4409 Victory Lane	5 days/week	1,104	Day Porter - 4 hrs/day					
Firing Range - (FRSB)	2249 Range Dr	5 days/week	6,912	Day Porter - 4 hrs/day					
Firing Range - (RBTT)	4413 Victory Lane	5 days/week	1,104	Day Porter - 4 hrs/day					
Horse Barn	1027-C North West Street	5 days/week	2,280	Day Porter - 4 hrs/day					
Northeast District	5230 Greens Dairy Road	5 days/week	22,883	Day Porter - 4 hrs/day					
Northwest District	8016 Glenwood Ave	5 days/week	11,000	Day Porter - 4 hrs/day					
Police Training Center	4205 Spring Forest Road	5 days/week	12,688	Day Porter - 4 hrs/day					
RPD CRC	1601 Cross Link Road	5 days/week	3,030	Day Porter - 4 hrs/day					
Southeast District	2800 Rock Quarry Road	5 days/week	10,594	Day Porter - 4 hrs/day					
Southwest District	601 Hutton Street	5 days/week	14,400	Day Porter - 4 hrs/day					
Special Operations and Service Center	1221 Front Street	5 days/week	10,562	Day Porter - 4 hrs/day					
Totals					\$	\$	\$	\$	\$

3. Q – Do you know the type of flooring for the square footage? Carpet, Tile, etc.

A – We don't have that, but we can arrange for a tour of the locations if that will help. The Group agreed that they would like a tour of the facilities. We will do the tour all together and send details on time and date to the email addresses on the sign-in sheet.

4. Q – Who is the current vendor for this contract?

A- The current vendor is Service Master of Wake County.

5. Q – Do you know the wages of the current vendor?

A – No. We just have the annual amount of contract.

6. Q- Is that information in Public Records?

A – It should be.

7. Q – Is this contract for one year?

A – No. This will be a five-year contract.

8. Q – Is this for 3 years and two option years?

A – No. It is a five-year contract.

9. Q – Can you partner with another subcontractor to do the work?

A – The contract will be with your company. If you want to get a subcontractor to help you out, then that will be up to you. The subcontractor will be bound by the same rules as the contractor and will have to go through the same background checks. Please see the guidelines listed in Section 4.3.3 Subcontracting on page 19 of the RFP document.

10. Q – Are the paper products the same for all the facilities?

A – Yes. Same fixtures and same paper products for all the facilities.

\*\*\*\* Please note - The Firing Range location RBTT at 4413 Victory Lane listed above has been removed from the RFP. Please do not include that square footage in your final quote.

*Daymon Asbury*  
*Facilities Manager*

**Sign below and return this addendum with your proposal.**

---

**Proposer Name & Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_