



CITY OF MEMPHIS

REQUEST FOR INFORMATION

Janitorial Services (Multiple Divisions)

#2023-002

Addendum One (1)

Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

| # | | Section | Question / Answer |
|---|---|---------|---|
| 1 | Q | | What is the projected timeline of RFI, RFP and commencement for service dates. |
| 1 | A | | We don't have any solid dates at this time. We have not made that decision; we are fact finding at the point. |
| 2 | Q | | Will only vendors who attended the mandatory site visits be allowed to submit an RFI? |
| 2 | A | | No |
| 3 | Q | | Will only vendors who submit an RFI be considered for future RFPs? |
| 3 | A | | If we put out in RFP it will go out open for any capable vendors to submit a bid. |
| 4 | Q | | When we submit the RFI #2023-002 for the Janitorial Services for the City of Memphis Multiple Divisions should we submit all together in a three-ring binder with tabbed sections or should we separate each by Division and submit each Division separately in it's own three-ring binder with tabbed sections? (Ex.: The Libraries in it's own binder, City Hall, Public Safety Building, Memphis Parks Division, etc. in it's own binder.) |
| 4 | A | | The RFI should be submitted in one binder with tabbed sections to separate the divisions. |
| 5 | Q | | The RFI in the Floor Maintenance section on page 33, it states to provide a floor maintenance cleaning schedule with the Bid, are we to submit the schedule with the RFI or with the actual Bid once it is time to Bid? |
| 5 | A | | The floor maintenance cleaning schedule should be submitted with the actual bid. |
| 6 | Q | | The City of Memphis Parks Division 30 community and senior centers, the RFI doesn't give information of the address of each location, nor the square footage of each location. Can this information be provided to us? It would be helpful to have the locations especially so that we will know where to contact someone for a site visit. |

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| 6 | A | | This information will be available once the RFP is posted. Currently we are trying to determine the vendor's interest in providing the service. |
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| 7 | Q | | In the Floor section of The City of Memphis Parks Division information, it lists the tile square footage of the facilities for Heavy, Moderate, and Light traffic areas and states that these areas represent about 25%, or 22,255 sq. ft., 52%, or 46,285 sq. ft. and 23%, or 20,481 sq. ft. of the facilities tile surface areas. Is this a combination of all the 30 locations tile square footage or each individual location tile square footage? |
| 7 | A | | This is a combination of all 30 locations tile square footage areas to be cleaned. |
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| 8 | Q | | MC Stiles Wastewater Treatment Facility states that services will be provided between 1:00 pm and 7:30 pm, will our employees be expected to work at least 6 hours or what is the amount of hours that our employees should be expected to work during this time frame? |
| 8 | A | | No, they do not have to stay 6 hours as long as the work is complete. |
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| 9 | Q | | City of Memphis Public Works Complex states the services are to be provided before 2:30 pm, what is the earliest start time and how many hours per day? |
| 9 | A | | Services are to be provided from 11am – 7pm and the company will be need to stay until the work is complete. |
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| 10 | Q | | T. E. Maxson Wastewater Treatment Facility states services are to be provided between 7 am to 3:00 pm, how many hours will our employees be expected to work during this time frame? |
| 10 | A | | No, they do not have to stay 6 hours as long as the work is complete. |
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