



CITY OF MEMPHIS

REQUEST FOR PROPOSAL #144753

JANITORIAL SERVICES FOR COM GENERAL SERVICES AND COM LIBRARIES

Addendum One (1)

This Addendum will become part of the Contract Documents. In case of difference with previous Addenda or communications, this Addendum takes precedence. Receipt will be acknowledged by inserting the Addendum number and its date in the RFP Response.

1. Questions and Answers below

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

#		Section	Question / Answer
1	Q		If you were part of the requested walk through for the Benjamin Hooks Library during the RFI process, is it necessary to tour the location a second time?
1	A		No. All vendors are encouraged to do the walk through, but they are not required if they participated in the RFI process.
2	Q		Under the section "FURNISHED BY THE CITY" large and small plastic liners were not included. Will these items have to be provided by the contractor?
2	A		Yes, liners will be provided by the contractor
3	Q		Are the potential PRIME's required to have all the SBE's they want to work with identified prior to winning the bid or will they have time after winning the bid to select any remaining SBE's?
3	A		Subs must be selected prior to winning the bid.
4	Q		What's the square footage of carpet/tile/hallways for levels 1st, 2nd, 3 rd level at 125 N. Main location?
4	A		Approx. - Lobby (1 st) – 19,350; 2 nd – 8300; 3 rd - 26750
5	Q		Is there any carpet in any of the libraries or is it all tile? If there is carpet, what is the approx. sq. ft?
5	A		The libraries have a combination of floor finishes that includes carpet, tile, terrazzo, glazed concrete, and epoxy. Carpeted flooring covers approximately 80% of the total square footage.
6	Q		There is a required site visit for the Central Library before submitting a bid. Are there any other deadlines regarding site visits before the deadline for the bid.
6	A		If you did not view the sites during the RFI then yes, it is mandatory that you schedule a site visit. Please contact William Jones, 901-412-5911 to schedule a site visit.
7	Q		Is the Bid Bond and insurance required before a prime is awarded the contract or will the selected Prime have time after contract award to get the appropriate bond and insurance?
7	A		Evidence of the bid bond shall be included in your quote as a part of the bid package.
8	Q		How many days after the contract award with the contract recipient have to obtain the required insurance to meet the insurance and bond guidelines?

8	A	Once you have been notified that you are the winning bidder you will have up to 30 days to purchase the insurance since we will expect you to start work 30 days after notification.
9	Q	What are the insurance and bond requirements for subcontractors that we use to fulfill the 50% SBE goal requirement? Or are they subject to the same insurance and bond guidelines as the Prime?
9	A	You will need to make that determination as the subcontractors will work directly for you and not the City.
10	Q	What if the subcontractors do not have the means to get the required bonds/insurance? Will we be required to assist them or would this be considered sufficient justification for the good faith efforts documentation?
10	A	Again, since the subcontractor will work for you, you will have to make that decision.
11	Q	Will an editable template for this RFP be available to submit our proposal
11	A	No
12	Q	Under the open records act, will the public be able to access to proprietary information such as financial statements and other personal data submitted with bids at any point in time? Or Will they only have access to information regarding the actual bid and not our company's personal financial data?
12	A	Only the information regarding the actual bid.
13	Q	What type of proprietary information would the public have access to from bid submissions?
13	A	The only information we put out to the public are the prices from the bids. If proprietary information is requested those requests will be forward to our Legal department and they will make the decision.
14	Q	How soon after a prime has been selected will they know the date for the oral presentations?
14	A	In section 4.2 of the RFP it states "It is the City's option to conduct interviews with finalists. However, in no way is the City obligated to interview finalists". Therefore, depending on the bids received there may or may not be an interview period. That determination will be made once all bids have been reviewed. If there is an interview process, the vendors will be notified.
15	Q	There were two separate RFP's #144753 and #151757 which one should we reply too?

15	A		RFP 144753 will be awarded to any company that is qualified to do the job however 50% of the work must be awarded to SBE Certified Vendors only. RFP 151757 will be awarded to Certified Small Business Enterprise (SBE) only. You will have to certified with the City in order to bid on this RFQ.
16	Q		What is the current spend on this contract?
16	A		We do not have that information at this time.
17	Q		What is the square footage for the ED Rice Community Center?
17	A		This question should be included in RFP 151757 which is for Parks and Public Works.
18	Q		Is the City of Memphis providing all restroom consumables, if not what is the current usage per building per month?
18	A		City Hall – The City will supply tissue paper, paper towels, and hand soap
19	Q	Section 4 Pg. 7	In the past 12 months, has the incumbent been assessed liquidated damages? If so, how much?
19	A		City Hall – No (This is a new process that will be in place on this contract).
20	Q	Section B Pg.8	How many letters of reference, signed and dated, does the city require?
20	A		Two to three letters of reference is sufficient however, if you want to add more that is ok.
21	Q	Section A Pg. 9	Will the City of Memphis sign a non-disclosure statement so that we may release the required financial documents?
21	A		No, we will not
22	Q	Section 13B Pg. 9	Does the City of Memphis provide trash can liners or sanitary napkins?
22	A		No, liners will be provided by the contractor. Sanitary napkins is not a requirement.
23	Q		Proposal must be signed by authorized representative. Does the City require

		Terms and Conditions, pg.53	wet signatures or will electronic suffice?
23	A		Electronic signature will not be acceptable. Signatures should be original. Your bid response should be mailed or delivered to the address listed in the proposal and not uploaded in Oracle.
24	Q	Exceptions	Does the City of Memphis have a preference for submission of exceptions?
24	A		The COM will not accept exceptions to the City's terms and conditions in the bidding phase.
25	Q	Pages 62 & 63, Total sq Ft Pricing	Total sq. ft. of all libraries is 543,525 sq ft. You ask for pricing of each type floor maintenance in For 543,525 sq ft, but on page 63, you ask for same type of floor maintenance but for 339,493 sq. ft. Where is the 339,493 sq ft coming from, is it where some of the floor maintenance areas are Excluded from the total of 543,525 sq ft? Also, on page 63, on the 3 rd section down I the Interim Floor Maintenance, it is listed as 3,493 sq. ft., should it be 339.493 sq ft.?
25	A		The 339,493 is for tile flooring and yes the 3,493 should be 339,493.
26	Q	Page 64 Daytime Cleaning and Nightly Cleaning	Are we to combine the qty, unit price estimate of time totals as combined prices and quantity for The City Hall Building, Public Safety Building and the 17 Libraries all together or do we do a separate sheet for each (City Hall, Public Safety and the Libraries)?
26	A		We You can have a total price, but need prices separated as well.
27	Q	Section 3.7 EBO Program, pg. 41	If we as a Contractor or 100% SBE do we still have to award 50% of the work to a SBE certified Vendor and do we still have to document Good Faith Effort?
27	A		The SBE certified/registered firm can self-perform the 50% goal which will account for 100% participation.
28	Q	Maintenance Specifications section, page 38	In the 17 Library locations section on page 38, under Heading of Maintenance Specifications, it states that contractor shall provide a specific Operational Plan of what areas will be cleaned and how they will be cleaned, and when they will be cleaned. Is this Operational Plan to be included in this Bid or once the contract is awarded to the Contractor?
28	A		Yes, the operational plan should be included in your bid.
29	Q	Proposal submission section, page 48	The proposal submission section, page 48 states that one (1) original (clearly marked on the outside of binder as "ORIGINAL"), five (6) complete printed copies, and two (2) CDs or thumb drives. There is the wording five spelled out, but in parenthesis there is the number 6. Should it be five (5) complete printed copies or six (6) complete printed copies?
29	A		It should be five (5) copies.

30	Q	3.0 PROPOSAL RESPONSE	Are copies of the proposal to be submitted, and if so, how many copies?
30	A		Five copies of the proposal should be submitted to include one clearly marked original.
31	Q	3.7 - EBO PROGRAM	As an SBE Proposer would that satisfy the 50% goal of the contract and not require us to subcontract other SBEs?
31	A		SBE certified/registered firm can self-perform the 50% goal which will account for 100% participation.
32	Q		The pricing form for RFP #144573 only has a pricing sheet for the City Hall & Safety Building. What about Libraries, Public Works, Parks areas???... Do we create a pricing for them with the Prospal?
32	A		RFP 144753 is only for COM General Services City Hall, Safety Building and COM Public Libraries; there is a separate proposal (151757) for Public Works and Parks.