



December 1, 2020

**Addendum No. 2
Janitorial Custodial Services
RFP No. 21-11-1190**

It is the responsibility of the Respondent to assure and guarantee by acknowledging the receipt of this Addendum in the Bid that the Respondent has received the Addendum in its entirety, and that the Respondent accepts all conditions contained herein.

Delete Bid Form contained in the solicitation and submit **Revised Bid Form****. Any submission not utilizing the ****Revised Bid Form**** shall be rejected. ****Revised Bid Form**** is attached to this Addendum No. 2.**

Question 1:

who's the current vendor and the monthly amount?

Answer 1:

Current vendor is CTJ Maintenance, not available at this time.

Question 2:

Will an onsite storage closet large enough to store large pieces of equipment such as a Floor Scrubber, Carpet Extractor, Vacuum Cleaners, Mop Buckets, etc. be provided?

Answer 2:

The dimensions of the janitorial closet are 11'-3" x 3'-5", the closet should be large enough for all needed equipment.

Question 3:

May bidders offer employment to the current Contractor's employees?

Answer 3:

The BRA cannot advise on business practices of vendors.

Question 4:

What is the actual Cleanable Sq. Ft. of this facility?

Answer 4:

Approximately 39,138 square foot.

Question 5:

What is the current monthly or annual Contract Price for this Contract?

Answer 5:

Not available at this time.

Question 6:

What is the frequency of cleaning for the Interior & Exterior Cleaning of Glass or is it on an as-requested basis?

Answer 6:

Interior and exterior cleaning of glass has been removed from the solicitation.

Question 7:

What is the current Contract Price for the cleaning of Interior & Exterior Glass?

Answer 7:

Not available at this time.

Question 8:

Who is responsible for the cost of Employee background screening & badging the Contractor or BRA?

Answer 8:

All Background checks and employee badging is the responsibility of the Contractor. The BRA will provide entry cards as required.

Question 9:

Will BRA allow the Contractor to sub-contract any part of this contract to another professional Janitorial or Glass Cleaner Provider?

Answer 9:

Subcontracting is allowed.

Question 10:

Is the pre-bid conference mandatory?

Answer 10:

No.

Question 11:

The floor plan contained in the Addendum does not indicate approximate square footage nor does the RFP. Would the BRA provide the approximate square footage for the carpet, concrete, linoleum, and tile areas, and the total square footage for the Central Office and the Environmental Lab?

Answer 11:

Approximate square footage:

Carpet Areas – 28,559 sq. ft.

Tile Floors – 2559 sq. ft.

Concrete Floors – 4277 sq. ft.

Linoleum Floors – 2517 sq. ft.

Lab Area – 967 sq. ft.

Question 12:

How many windows are in the complex requiring on-request cleaning? ? Is interior window cleaning required? If so, how frequently?

Answer 12:

Interior and exterior cleaning of glass has been removed from the solicitation.

Question 13:

Request for Bid – Bid Form: Item Number 1 - Janitorial / Custodial Service as specified monthly, specifies a quantity of one (1). Would the BRA clarify if the quantity reflects one (1) month or one (1) annual amount?

Answer13:

Quantity of one (1) shall be the monthly cost of the bid item.

Question 14:

The solicitation does not state specifics on the bathrooms. How many toilets, urinals, sinks?
Are there any showers?

Answer 14:

The Central Office has the following:

Main Men's Bathroom – 3 sinks, 2 toilets, 2 urinals

Main Women's Bathroom – 3 sinks, 4 toilets

Middle Men's Bathroom – 1 sink, 1 toilet, 1 urinal

Middle Women's Bathroom – 2 sinks, 2 toilets

Back Men's Bathroom – 3 sinks, 2 toilets, 2 urinals

Back Women's Bathroom – 3 sinks, 4 toilets

GM Bathroom – 1 sink, 1 toilet

No showers

Question 15:

Can you provide the bid tabulations for the current janitorial/custodial service contract?

Answer 15:

Not available at this time.

Question 16:

Can you provide additional information or a contact phone number for AccuReport.com for background checks? We cannot find this vendor with the information provided.

Answer 16:

Recommend utilizing the internet for the sources.

Question 17:

Does the Window Cleaning include the exterior and interior of the window?

Answer 17:

Interior and exterior cleaning of glass has been removed from the solicitation.

Question 18:

On the Monday cleaning at 11:00 AM in the lab, which spaces does this include on the interior building map in Addendum No 1?

Answer 18:

B-9, B-10 & B-11

Question 19:

Can you confirm that anywhere on Addendum No 1 that is yellow (linoleum) should be include the Base Bid line item 2-Strip and Refinish floors?

Answer 19:

The strip and refinish of floors has been removed from the solicitation.

Question 20:

Will any of the red (tile) in Addendum No 1 need to be included for a upon request pricing?

Answer 20:

All tile floors are included in the base cleaning of the building.

Question 21:

How can I get square footage information, are there walkthroughs allowed?

Answer 21:

Walkthrough was completed during the pre-bid conference. Square footage information is Contained in the solicitation documents and both addendums.

Question 22:

On page 1, there is a statement concerning COVID-19.

If a problem with this shows up / will the Janitorial Contractor have the responsibility of Facility Disinfection Process??

Answer 22:

Yes, the Contractor will be required to do a thorough cleaning per COVID-19 state and federal guidelines and the specifications included in the contract documents.

Question 23:

Square Footage of Building?

Answer 23:

Entire building approx. - 39,241 sq. ft. area of carpeting approx. – 26,526 sq. ft.

Question 24:

What is the number of employees in building?

Answer 24:

Approximately 90 – 95 employees

Question 25

Which windows in bid item 4 require cleaning?

Answer 25

Interior and exterior cleaning of glass has been removed from the solicitation.

Question 26:

Which floors in bid item no. 2 require strip and refinishing?

Answer 26:

The strip and refinish of floors has been removed from the solicitation.

Question 27:

Who is the present janitorial company performing the cleaning?

Answer 27:

CTJ Maintenance.

Question 28

Who was the janitorial company before CTJ?

Answer 28

American Facilities Services.

Questions 29:

Who is the contact at the BRA for open records requests?

Answer 29:

Information on open records requests can be found at the BRA website at [The Brazos River Authority > About Us > News > News Room > Open Records](#)

Sincerely,

Clarissa Cabrera, CTPM, CTCM

Cabrera, CTPM, CTCM
Purchasing Manager



Brazos River Authority

**REQUEST FOR BIDS – BID FORM
JANITORIAL / CUSTODIAL SERVICES
RFB No. 21-11-1190**

**** REVISED BID FORM****

Base Bid Item	Description	Quantity	Bid Amount
1	Janitorial / Custodial Service as specified monthly	1	\$ _____
2	Carpet Shampoo – Upon Request	1	\$ _____

**ACKNOWLEDGMENT OF REQUEST FOR BIDS AND
RECEIPT OF ADDENDA**

RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THIS REQUEST FOR BIDS AND ADDENDA BY SIGNING BELOW AND SUBMITTING THIS ACKNOWLEDGEMENT WITH YOUR BID. FAILURE TO SIGN THIS ACKNOWLEDGEMENT WILL DISQUALIFY THE BID AS NON-RESPONSIVE. SIGNATURE SHALL BE HAND WRITTEN.

This acknowledgement shall become part of your response and the subsequent contract documents if applicable.

ACKNOWLEDGMENT OF REQUEST FOR BIDS:

Respondent hereby acknowledges that it has received and read the Request for Bids and all Addenda, and that this Bid is made in accordance with the provisions thereof. Respondent acknowledges that this Bid meets or exceeds all terms, requirements, conditions, and/or specifications set forth in the Request for Bids and Addenda, and exceptions or deviations from such terms, requirements, conditions, and/or specifications, if any, have been clearly and conspicuously identified as such in the Bid.

Does your company have 10 or more full time employees? Check one box only.

YES

NO

Name of Firm (Respondent)

Signature – Authorized Representative

Printed Name

Date

E-mail Address

Telephone Number