

06/16/2020

### **Addendum #3**

#### **ICLS Janitorial Services RFP**

This serves as Addendum No. 3 and becomes part of the original Request for Proposals package. It must be signed and returned with your RFP response. The proposal deadline will remain the same.

#### **Questions and Answers**

Please see answers below in blue

##### **1. Who is the current company providing services?**

Merchants Building is currently servicing our Riverside, Executive, and Victorville office. PEROCH is currently servicing our San Bernardino office. Service Master All Season Clean, LLC is servicing our Indio office.

##### **2. What is that current contract amount?**

Please see below for current contract amounts. These prices don't include janitorial supplies. Janitorial supplies are currently purchased quarterly. Since we will not be returning to the office at full capacity, supplies may only need to be purchased bi-annually.

- Service Master All Seasons Clean, LLC- \$7,780.67 (including janitorial supplies)
- PEROCH: \$9,180 (not including janitorial supplies)
- Merchants: Riverside and Exec Office- \$14, 339.76; Victorville- \$8,367.96

##### **3. What is the start date of services?**

If the total contract amount is above \$25,000, ICLS is required to obtain prior approval from our main funder, LSC Corporation. The estimated start date will be August 17, 2020 depending on prior approval from LSC Corporation which can take up to 60 days. The vendor will be notified if LSC prior approval is required at the time of awarding the bid.

##### **4. What is the term/length of the contract?**

The length of this contract is one year with the option to renew for up to three years.

##### **5. If the contract extends longer than 12 months, can we include minimum wage increases year to year?**

Yes, minimum wage increases can be included in your proposal.

**6. If the contract extends longer than 12 months, would you like pricing per year?**

Please provide pricing for one year. Our Victorville office will be moving by the end of the year (2020), so the contract dollar amount will most likely decrease since we will be downsizing.

**7. Please specify what exact breakdown of costs you would like to see (page 4)**

Please provide an estimated cost breakdown for janitorial supplies. We are aware costs may fluctuate due to high demand. Please reference answer to question #10.

**8. Please specify what you would like to see in the timeline for the services (page 4)**

Service timeline does not apply to this RFP.

**9. Would you like separate pricing for carpet steam cleaning, or to automatically include it in the pricing every 3 months?**

Please include carpet steam cleaning as a separate cost. Please also include pricing for steam cleaning fabric chairs as well as deep cleaning of the carpets once a year.

**10. Can you provide the quantity of supplies used for the San Bernardino and Indio locations?**

Due to the current COVID-19 pandemic, ICLS staff will not be returning to full capacity until 2021. We expect our office to be staffed at 25%-50% starting mid-late July. Unfortunately, we have no way of knowing until the CA governor issues official office guidelines. We will only need half of the supplies listed since our offices won't be at full capacity until further notice.

Please see quantity of supplies used in the San Bernardino and Indio office. I have included Riverside and the Executive Office as well.

**Riverside and Executive Janitorial supplies:**

<b>Paper Goods</b>	<b>Quantity</b>
Multi-fold 2-ply paper towels	2 cartons; 16 sleeves/carton
Small Trash Can Liners: 7-10 gal, 24" x 24"	3 cases; box of 500 bags
Large Trash Can Liners: 31-33 gal, 33" x 40"	3 cases; boxes of 100
Large Trash Can Liners: 45 gal, 40" x 48"	2 cases; boxes of 250

**San Bernardino Janitorial Supplies:**

<b>Paper Goods</b>	<b>Quantity</b>
Multi-fold 2-ply paper towels	5 cartons; 16 sleeves/carton
2-ply Toilet Paper	4 cases; 80 rolls/case
Hand soap for restrooms	2 gal; 1 gal/bottle
Half-fold toilet seat covers	5 cartons; carton of 20 packs
Small trash can liners- 7-10 gal, 24" x 24"	4 cases; box of 1,000
Large trash can liners: 33 gal, 33" x 40"	4 cases; box of 100
Large trash can liners: 40-45 gal, 40" x 48"	2 cases; box of 150

**Indio Janitorial Supplies:**

<b>Paper Goods</b>	<b>Quantity</b>
Large trash can liners: 45 gal	2 cases; box of 150
Small trash can liners: 7-10-gallon, 24" x 24"	2 cases; box of 1,000
2- ply toilet paper	2 cases; 80 rolls/case
Hand soap for restrooms	1 gallon
Multi-fold 2-ply paper towels	5 cartons; 16 sleeves/carton

**11. Can you provide a breakdown of carpet vs hard surface flooring in the buildings?**

All breakrooms, lobby's and work/copier rooms are hard surface flooring (tile/laminate). All offices, hallways, and conference rooms are all carpet. All rooms with hard surface flooring are marked in red on **Attachment A**.

**12. Question: Can bidders bid on separate locations or does it need to be one vendor?**

Bidders have the option to submit one bid for all locations, or separate bids for different offices. When submitting your bid, please make sure to clarify which office(s) you are bidding on.

**Acknowledgement of Receipt of Addendum #3**

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Company Name/Contact Name

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Date

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Phone Number

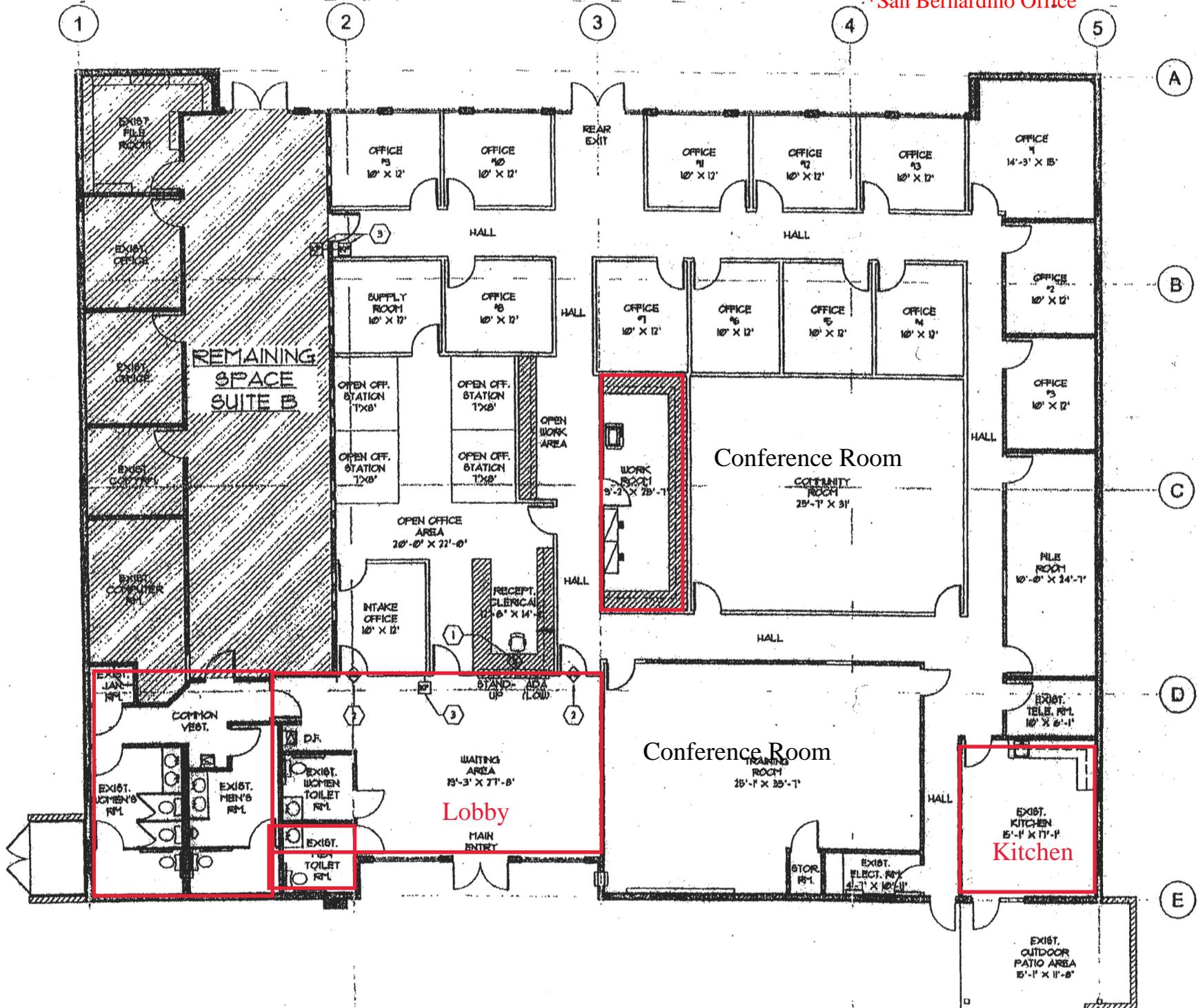
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Signature

**Attachment A- Hard Surface Floor Map of each Office**







\*Victorville Office

Conference Room

Kitchen

Lobby

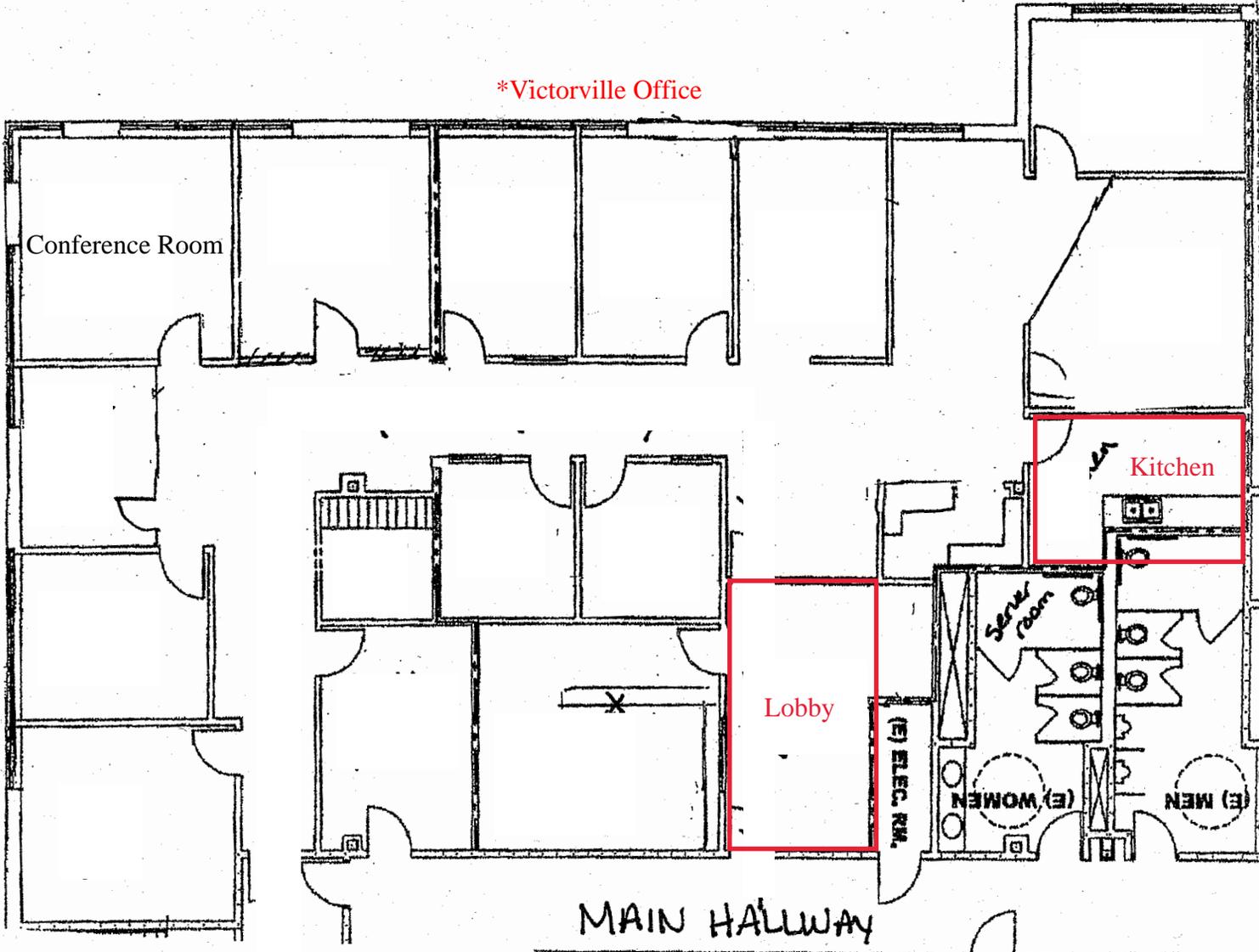
Server Room

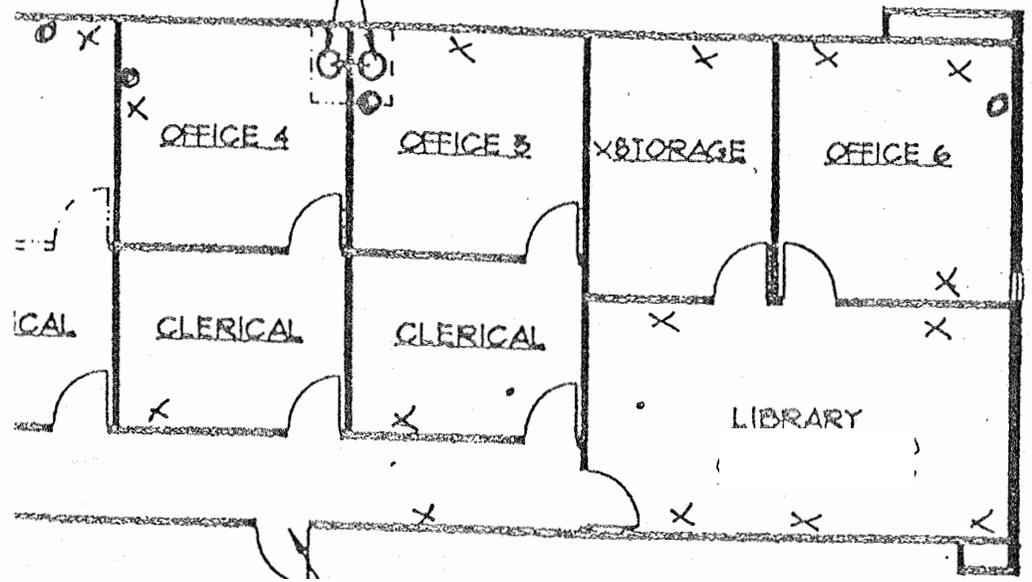
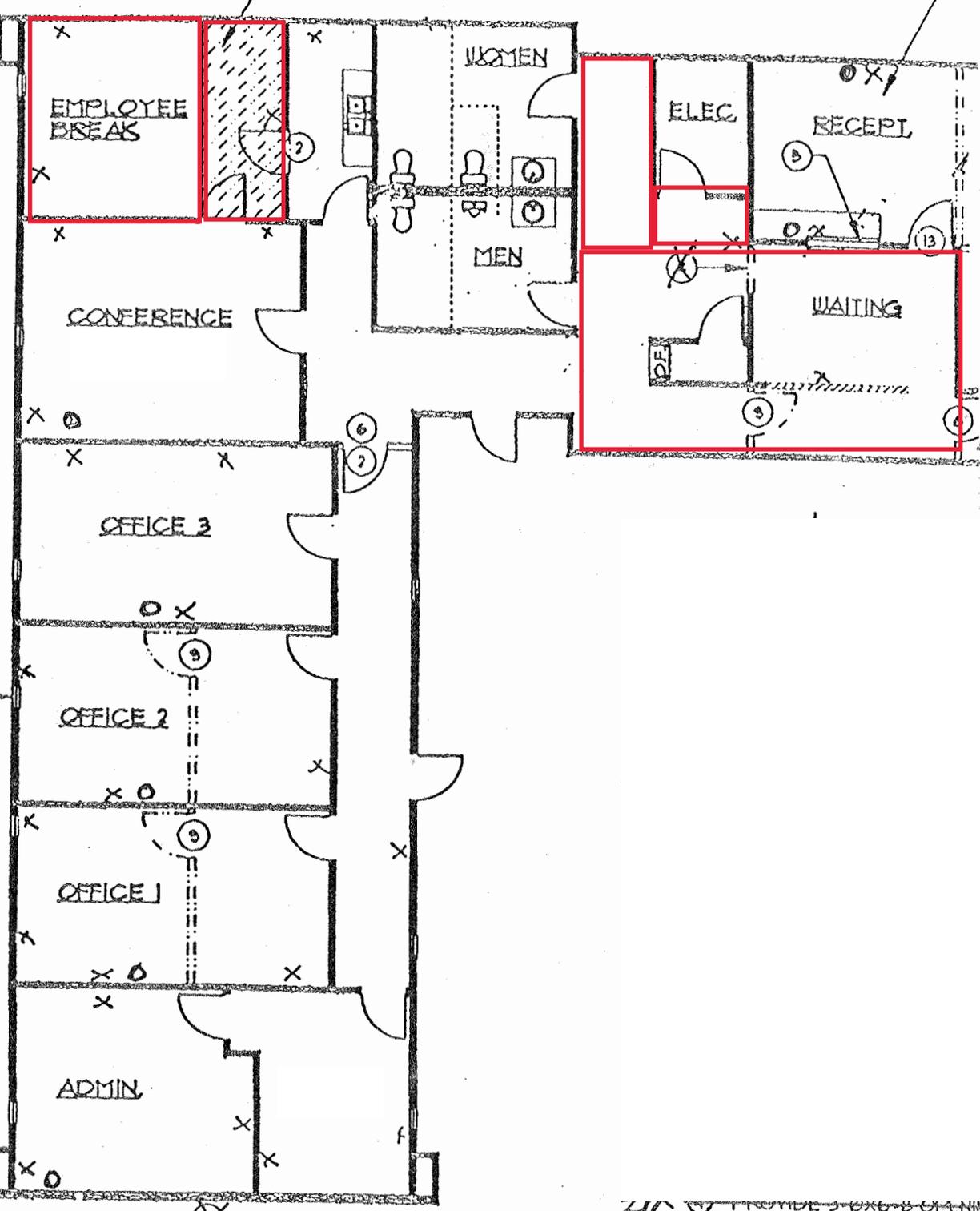
(E) ELEC. RM.

(E) WOMEN

(E) MEN

MAIN HALLWAY





\*Indio Office