

**ADDENDUM NO. 2**  
**PROPOSAL NO. 131-20, CARETAKING (JANITORIAL) SERVICES**

**October 19, 2020**

This addendum amends and forms part of the RFP Documents. The Bidder shall insert the addendum behind the cover page of the RFP Documents.

**SPECIFICATION REVISIONS/CLARIFICATIONS:**

DELETE Subsection 10.2.1 under Section 10 “INSTRUCTIONS FOR COMPLETING THE COST PROPOSAL”

**QUESTIONS/ANSWERS:**

**Question#1:** Referring to Appendix C-Cost Proposal in the chart, under the heading “Breakdown of the above price” it states, “Total number of caretakers proposed and included for this RFP: Minimum 6 caretakers present during regular operating hours of the facility 8:00am- 5:00pm” and Referring to Appendix G-Section 2- Infection Control “Disinfection of high-touch surfaces at minimum three (3) times per shift (morning, mid-day, and afternoon between 8:00am – 5:00pm) is expected during the course of the staff’s regular working day.”

Is the second statement covered by the mandatory staffing from the first statement or is additional staffing required?

**Answer:** *Yes, the minimum day shift caretaking compliment of x6 is responsible to complete the duties noted in 2.0 Infection Control; this is a minimum day staff compliment to address, but not limited to, infection control and any non-disruptive caretaking duties (mopping, refuse collection, set-ups, replenishing chemical & paper products, snow removal, etc.). Should additional staffing be required to complete the necessary caretaking duties noted in the RFO it is the responsibility of the Proponent to include this in the submission.*

*As discussed during the site walk-through, currently caretaking duties are conducted over 3 shifts - days, afternoons, and midnights; disruptive duties (i.e. vacuuming, waxing, carpet extraction, etc.) must be done outside of the regular operating hours of 8:30am – 4:30pm as noted in the RFP in Appendix J- Site Information.*

**Question#2:** Section 5-Services, Subsection 5.1.1 (c)  
“Snow removal, exterior cleaning and refuse collection”

Please specify is this shoveling or physical removal from the property?

**Answer:** *The snow itself does not have to be hauled off-site, it can remain on-site and placed in designated areas (landscaping beds) away from pedestrian traffic flow. The method of snow removal is at the discretion of the Proponent and can be done by any means (shovel, snow thrower), as noted below storage of a limited amount of equipment can be provided on-site.*

**Question#3:** Section 5 Services, subsection 5.1.1 (d)

In reference to the following statement in the RFP specification document “Empty and clean all interior and exterior waste receptacles. Remove, separate and manage all garbage and recycling to designated area.” What is the number of exterior garbage/recycling containers?

**Answer:** *There are approximately four (4) exterior waste/recycle receptacles, however, this number can increase at any time during the course of the contract. For vendor use, we have available, one (1) - 8 yard main garbage bin with approximately sixteen (16) - 45 gallon recycle bins.*

**Question#4:** Section 5.6 Draperies and Blinds, subsection 5.6.1 “The service provider is required to clean the drapery and window blinds and notify the City if repairs or replacement if required.” Please advise the extent of drapery cleaning and if required dry cleaning and fire treatment after such cleaning.

**Answer:** *At this time, there are no drapery style window coverings installed at this campus; the existing blinds are to be dusted and washed as per the RFP specifications.*

**Question#5:** In reference to Section 5.9-Exterior Cleaning and Snow Removal, subsection 5.9.2, Who will supply the ice melting agent? The successful proponent or The City of Windsor? Is a snow blower required to perform snow removal duties or are shovels acceptable? If a snow blower is required, is there storage for the machine and gas?

**Answer:** *The City will provide the melting agent. The successful Proponent may provide their staff with either a snow blower or shovel to conduct this task; storage for equipment & fuel will be provided. Proponent to supply proper fuel storage unit.*

**Question#6:** Per Section 5.15-Products, Cleaning Supplies and Chemicals, subsection 5.15.3 will you provide the list of equipment currently on site?

**Answer:** *List attached – the availability could change should the need of the equipment be required at other City locations.*

**Question#7:** Would it be possible to receive a more detailed floorplan of 400 as the floorplan for 350 that was provided?

**Answer:** *These are the most up to date floor plans used for our Fire Plans, no other floorplans are available.*

**Question#8:** Referring to Section 9- Security Documents, subsection 9.6, is it mandatory for a digital bond or will a scan of the original in a PDF format suffice?

**Answer:** *It must be an electronic/digital bond. If the bond is not verifiable, it is automatic disqualification. A scan of the bond is not acceptable.*

**Question#9:** There are variations of paper towels and rolls, will the City be standardizing dispensers?

**Answer:** *Proponents are to provide a cost submission based on the current dispensers installed. Please also refer to Addendum 1, question 5.*

**Question#10:** In Appendix J –Reference Materials, Section 4-Janitorial Supplies list, some items have an alternate product code proposed, is it recommended that we use the alternate instead?

**Answer:** *If an alternate product is listed, that is the product that will be used.*

**END OF ADDENDUM NO. 2**

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

Elaine Castellan  
Purchasing Supervisor

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**October 19, 2020**

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I hereby acknowledge receipt of Addendum No. 2 to the RFP 131-20 (5 pages).

The information contained therein is hereby noted and account of same will be taken in our RFP cost.

This information was received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Company Name

**\*NOTE: You are required to acknowledge this addendum with your RFP submission.**

**PLEASE E-MAIL @ [purchasing@citywindsor.ca](mailto:purchasing@citywindsor.ca) SIGNED ACKNOWLEDGEMENT SHEET  
ASAP**

## CITY OF WINDSOR CITY HALL - EQUIPMENT LIST

<b>Equipment</b>	<b>Manufacturer</b>	<b>Quantity</b>	<b>Model #</b>
Auto scrubber	Tenant 5680	1	5680
Auto scrubber	Saber	1	
Auto scrubber	SC 750	1	
Powerwasher	Kobalt Powerwasher	1	
Steam Cleaner	Advance Carpet Cleaner	1	
Carpet Cleaner	Advance Carpetriever 28	2	
Carpet Cleaner	Nobles Carpet Cleaner	1	Magna
Carpet Cleaner	Dustbane	2	
Floor Buffer	Integra Floor Buffer	1	
Floor Scrubber	Butterfly	2	
Floor Buffer	Integra dual speed	1	
Janitor Carts	Rubbermaid Janitor Cart	11	
Vacuum	Quick pro vacuum cleaner	2	
	Shop Vac	2	
Vacuum	Windsor Vacuum	11	
	Uline Lift Truck	1	HP-1043
	Key Blower	2	
	Air Wash	2	