



October 21, 2022

**ADDENDUM NO. 2**  
to  
REQUEST FOR PROPOSALS  
For  
**JANITORIAL SERVICES**  
(RFP #22-05 Janitorial Services)

**ATTENTION BIDDERS:**

The following additions, modifications, and clarifications to the specifications shall be included in, and become a part of, any contract which may be executed for the above project in the City of El Segundo:

1. **The proposal due date and time remains Thursday, November 3, 2022 at 11:00 a.m.**
2. Please see this project's attached Supplement to Addendum 2 for bid-related questions and the responses to them.

As evidence that the BIDDER has read this Addendum, the BIDDER must acknowledge same in the space provided below and **submit this completed Addendum page with the Bid Proposal**. Failure to provide such acknowledgement shall render the bid as non-responsive and subject to rejection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Company Name: \_\_\_\_\_

**CITY OF EL SEGUNDO**  
**JANITORIAL SERVICES**  
(RFP #22-05 Janitorial Services)

**ADDENDUM NO. 2 SUPPLEMENT**

**DATE:** October 21, 2022

**TO:** All Prospective Bidders

Answers to bid questions have been provided below. The information in this Addendum has been made available to all prospective bidders and shall be considered as incorporated into the above-referenced project specifications. All other portions of Contract Documents and previous Addenda not specifically mentioned in this Addendum remain in force.

**A. BID QUESTIONS AND ANSWERS**

**Question 1:** Please provide employee and approximate daily visitor count for all locations. This will assist with the consumable supply fee allotment. If there is historical data as to how much the previous vendor assigned to the project, that will also be beneficial.

**Answer:** The City employs approximately 250 full-time employees and 250 part-time employees at any given time, all of which are spread out across multiple locations within the City. Please note, these are approximate numbers of employees and the number of employees at each location can change significantly from day to day. Daily visitor information is not available.

- Lifeguard Station: 0
- El Segundo City Library: 32
- City Hall: 90
- Police Station: 90
- Fire Station 1: 40
- Gordon Clubhouse: 25
- Checkout Building: 20
- Joslyn Center: 15
- Teen Center: 15
- Water Division Yard: 15
- Hilltop Park Pool: 5
- Camp Eucalyptus: 10
- City Maintenance Yard: 30
- Campus El Segundo: 10
- Wiseburn Aquatic Center: 30

**Question 2:** Is it possible for the City to provide floor plans?

Answer: Available floor plans are subject to federal copyright protections and security concerns and will not be made publicly available.

**Question 3:** Has anything changed in the specifications from the bid process two years ago and now?

Answer: The Scope of Work (Exhibit A) has changed from the last bid process to now. One location, Urho Saari Swim Stadium, has been removed and the “Additional Service” section has been added to include the additional work for special City events as a flat rate of \$10,000/year.

**Question 4:** Please be clear as to the boundaries in the Police building and where our service ends. It was clear we don’t go to the lower level.

Answer: Yes, the lower level of the Police Department is off limits as stated in Table 1. of the Scope of Work (Exhibit A). The City will confirm with the winning bidder the precise locations in the Police Department building that are off limits.

For bidding purposes, the approximate square footage of the areas to be serviced is provided in Table 1. of the Scope of Work (Exhibit A).

**Question 5:** Since there was a scheduled walk through last week and some companies signed in, will only the participants this week be allowed to return a bid?

Answer: Yes, as stated in Addendum No. 1 of RFP #22-05, the rescheduled pre-proposal meeting/walk-through on October 12, 2022 was **mandatory** and only vendors present at the walk-through on that date are allowed to continue in the proposal process.

**Question 6:** I went to the Aquatic Center on my own and noticed two sets of restrooms just off the pool deck that looked inaccessible. Are these restrooms part of the service?

Answer: All restrooms at the Aquatic Center are accessible. There are 2 individual restrooms and 2 locker restrooms at this site. All 4 restrooms are to be serviced.

**Question 7:** Who is the current contractor?

Answer: Valley Maintenance Corp.

**Question 8:** What is the current monthly charge of the current contractor?

Answer: The current monthly charge is approximately \$18,000.00 per month.

**Question 9:** Term of the current contract?

Answer: The term of the agreement (Agreement #5947) with Valley Maintenance Corp. is October 1, 2020 to September 30, 2023. Pursuant to Section 7 of Agreement No. 5947, the agreement is being terminated before the contract end date.

**Question 10:** What is the square footage of the area/s to be serviced?

Answer: The approximate square footage of each location to be serviced is available in Table 1. of the Scope of Work (Exhibit A) in the RFP.

**Question 11:** Is there additional location/s or scope of work added from the previous contract?

Answer: The “Additional Service” section has been added to include the additional work for special City events as a flat rate of \$10,000/year. No additional locations have been added.

**Question 12:** Does the City have an approx. usage of current restroom and employee lounge supplies, i.e. paper towels, toilet paper, hand soap, etc.?

Answer: No, the City does not have supply usage information. The awarded Contractor must provide necessary supplies.

**Question 13:** The City does not list that the Contractor is responsible for providing trash can liners in the last paragraph of pg. 7. Can you please confirm if these are required by the contract?

Answer: Yes, the Contractor must provide trash can liners.

**Question 14:** Will the City be able to sign an NDA in order to receive Certified Financial Statements?

Answer: An NDA will not be necessary. As stated on pg. 10 of the RFP, under Financial Soundness, the City will maintain the confidentiality of balance sheets and income statements, and they shall not be subject to public information disclosure.

**Question 15:** How would the City request Contractor’s sample contract exceptions be submitted in our proposal? Is a redline required or will a memo format suffice?

Answer: The City’s standard template for the contract has been provided as Exhibit B of the RFP. The City will review non-material changes to the proposed contract upon award to the winning bidder.

**Question 16:** Can the City please confirm that this contract is not applicable to Prevailing Wage?

Answer: It is the Contractor's responsibility to interpret and implement any prevailing wage requirements and Contractor agrees to pay any penalty or civil damages resulting from a violation of the prevailing wage laws.

**Question 17:** On pg. 4 of the Sample Contract "Section 6: Insurance, Paragraph D" Will the City accept a current A.M. Best Company Rating equivalent to a rating of A:VII?

Answer: No, the City will only accept the insurance rating listed in the sample agreement.

**Question 18:** Please confirm that the "Supervisor" listed on pg. 10 Sec. 2, 3, & 4, of the RFP shall be 100% dedicated to the City of El Segundo?

Answer: Yes, the Supervisor provided by the Contractor shall be 100% dedicated to the City of El Segundo.

**Question 19:** Please clarify who will be responsible for the cost of the LiveScan background checks as listed on pg. 11, Sec. 10. If the Contractor is responsible, how much does the City of El Segundo Police Dept. charge per LiveScan?

Answer: The City will absorb the cost of the LiveScan.

**Question 20:** On pg. 19, Section "Contract Terms" and on pg. 20, "Price Escalations" it lists that the increases allowed by the City are based on CPI-U for the LA/Long Beach/Anaheim Areas, or 3%. However, in the last year, CPI has consistently been higher than 3%. Please confirm if the City will not allow more than a 3% increase in YoY rates for contractor throughout the contract, or if exceptions will be made due to recent CPI rates?

Answer: The City will not allow more than a 3% increase unless federal, state or local mandates require higher rates.

**Question 21:** For Site 1 – Lifeguard Station, can the city please confirm if it is just one employee that is stationed at the Site from 10am – 8pm, as the restrooms must be cleaned at 10am, 1pm, 4pm, and 7:30pm?

Answer: Historically, only one Contractor employee has been used to service the restrooms at this site. For the 4 months during the year that this location is open, the Contractor will need to make the determination as to the amount of staffing necessary to provide adequate service to satisfy the contract.

**Question 22:** Please confirm that the Police station basement is not a part of the contract.

Answer: Yes, the lower level of the Police Department is off limits as stated in Table 1. of the Scope of Work (Exhibit A).

**Question 23:** Can you please confirm where in the RFP it includes the SOW for the velvet chairs in the City Council Chambers? How often are they cleaned?

Answer: The Scope of Work in the RFP does NOT include the velvet chairs in the City Council Chambers and the Contractor will not be responsible for cleaning them.