



ADDENDUM II

SUBJECT: Request for Competitive Sealed Proposals (RFCSP 24-005, 6100017434), Annual Contract for Custodial Services for MRC and ATC, Scheduled to Open: January 3, 2024; Date of Issue: November 8, 2023.

FROM: Denise Gómez-Esquivel, C.P.M, CPPB
Procurement Administrator

DATE: December 18, 2023

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED
REQUEST FOR COMPETITIVE SEALED PROPOSALS**

**THE ABOVE-MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY
AMENDED AS FOLLOWS:**

- 1. MODIFY:** The submission deadline is hereby extended to **Friday, January 12, 2024, at 2:00 p.m.**, Central Time.
- 2. ADD:** Site visit Sign-in Sheet, this document will be posted as a separate document.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PART A, INSTRUCTIONS
FOR RESPONDENTS, PRE-SUBMITTAL CONFERENCE:**

On Friday, November 17, 2023, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Request for Competitive Sealed Proposal for the Annual Contract for Custodial Services for MRC and ATC. Below is a list of questions that were asked during the Pre-Submittal Conference. The City's official response to questions asked is as follows:

Question 1: What is the rate of COVID-19 among the clients at both locations?

Response: Clients and staff are not tested for Covid.

Question 2: What is the rate of Immunization for the clients who reside at both locations?

Response: Immunizations are not provided at these locations.

Question 3: How large is the space for storage at the San Pedro Facility?

Response: Currently the space is limited to a 400 square storage room and three (3) janitorial closets.

Question 4: Who else besides the Contractor personnel will have access to the storage facility?

Response: Only contracted janitorial staff will have access to the storage facility.

Question 5: What is the number of restrooms is there on-site at the San Pedro Facility?

Response: Two (2) restrooms (M/F) for staff, and six (6) restrooms (M/F) for clients.

Question 6: How many are inside and how many are outside?

Response: Maximum occupancy for 7000 San Pedro is 700 personnel including staff. Exterior seating is limited to 500 clients.

Question 7: How many shower stalls are at the facility in San Pedro?

Response: The shower trailer has six (6) individual stalls.

Question 8: Can you please provide a mean daily average of clients at both facilities?

Response: Depending on the time of day, the average is 700 clients at 7000 San Pedro, and 300 clients at 1906 1st Avenue.

Question 9: Does the contractor have to clean the sleeping cots?

Response: No, facility staff cleans and disinfects cots.

Question 10: What is the required frequency for cleaning the restrooms?

Response: Hourly.

Question 11: Does the contractor have to provide the Shower supplies?

Response: No, this is provided by facilities staff.

Question 12: What are the receiving hours for both facilities?

Response: Both facilities are a 24-hour operation.

Question 13: Do both sites provide for Contractor employee parking?

Response: Yes, parking is provided and free.

Question 14: Exterior trash pickup is limited to how many feet outside of the fence line or just within the fenced area?

Response: Exterior trash pickup includes the property line and adjacent parking lot.

Question 15: Will the contractor be required to provide Decontamination Services for either of the facilities?

Response: No but the contractor will be required to disinfect surfaces.

Question 16: Due to the overnight crew, is there a "break room" for contractor employees to eat?

Response: Both locations have a dedicated breakroom for all staff.

Question 17: Who oversees the Management of each facility, is it the City of San Antonio or someone else?

Response: CoSA staff will be onsite management for both locations.

Question 18: Will the contractor have access to a landline for its employees to clock in?

Response: No landlines are available at either location.

Question 19: Is a site visit mandatory?

Response: Site visits are not mandatory and are optional for the Respondents. The City encourages site visits as Respondents are responsible for making all investigations necessary to thoroughly inform themselves regarding facilities, conditions and sites/locations for providing services as required by this RFCSP.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PART A, INSTRUCTIONS TO RESPONDENTS, RESTRICTIONS ON COMMUNICATION:

Question 20: Is this RFCSP for Small Business?

Response: Any firm can submit a proposal response to this project that can meet the subcontracting goals MWBE Subcontracting Program (21%) and AABE Subcontracting Program (6%), either through self-performance or by sharing the job with subcontractors. The subcontracting goals are mandatory. The preference points ESBE Prime Contract Program (10 points) & MWBE Prime Contract Program (10 points) are awarded during the Evaluation phase to Primes that are Small Business Enterprise (SBE) certified with additional certifications in MWBE & ESBE. The preference points are NOT mandatory.

Question 21: Please let us know if Respondent(s) are able to submit multiple offers. As PRIME and as Subcontractor/Teaming Partner to other PRIME contractors pursuing the subject RFCSP?

Response: Respondents may submit multiple or alternate proposals. As a Prime, you will submit your proposal response with your UP Form, and if necessary, include the subcontractors on the UP Form. As a subcontractor, the Prime will submit their UP form with you as THEIR subcontractor. If you have additional questions, please feel free to email (sbedadocs@sanantonio.gov) or call (210-685-3506), up to the submission deadline.

Question 22: Do you record the pre-submittal conference and share it with respondents?

Response: We do not record the pre-submittal conference, but the PowerPoint presentation is uploaded on SAePS as one of the attachments to the RFCSP packet.

Question 23: Is there a standard cleaning product used? Any brand information? Please provide paper towel provision requirements.

Response: Respondents can provide standard practices for cleaning products. Paper towel and toilet products appropriate for current or vendor-supplied dispensers. Paper towels in the

restrooms will be supplied only for staff. Restrooms for the clients will not use paper towels instead they use air dryers.

Question 24: Is there a head lice problem with either location?

Response: There is the possibility that some clients may have lice. Once identified, treatment products are provided to clients by Catholic Charities staff.

Question 25: Is the current service providing 24-hour operations?

Response: Correct, this is a 24-hour operation, seven (7) days a week, including holidays.

Question 26: Is the shift schedule set or does it fluctuate with occupancy?

Response: Shift Schedule is set for three (3) 8-hour shifts.

Question 27: Who is the current contract with and what is the current monthly rate for the contract and total contract amount?

Response: The current contractor is KD's Janitorial Service LLC. This contract does not have a monthly rate nor a total contract amount as it is based on a price per contractor staff for various designated shifts. Please refer to the budget information for this RFCSP, in Section 4.12 BUDGET of 4.1 SCOPE OF SERVICES.

Question 28: Are there any specific requirements for the supervisors on site such as years of experience?

Response: There is no specific requirement for the supervisors. It will be in accordance with vendor standard hiring practices and certification.

Question 29: What's the total square footage of the MRC and ATC facilities respectively?

Response: MRC is approximately 64,000 square feet and the ATC is approximately 30,000 square feet.

Question 30: Is the square foot provided include the outside/grounds area?

Response: No, it is just the approximate interior square footage.

Question 31: Is there a timeframe for when the showers are not used?

Response: Showers are operated daily from 7:30am to 7:30pm with cleanings scheduled for one (1) hour during the timeframe of 11:00am and 8:00pm.

Question 32: Does the City supply the janitorial equipment?

Response: All durable or expendable equipment is supplied by the vendor; the City does not provide any equipment or supplies.

Question 33: Are there any requirements for PPE? Bodily hazards or fluids?

Response: Respondents will follow OSHA, CDC and State guidelines for PPE, bodily hazards and fluids.

Question 34: What kind of flooring is serviced in the MRC?

Response: Please be advised that flooring is a mix of tile, linoleum and carpet.

Question 35: Are the janitorial services completing high dusting?

Response: As needed weekly.

Question 36: How many client bathrooms are in the facility?

Response: Four (4) male and four (4) female at the MRC, and two (2) male and two (2) female at the ATC.

Question 37: How many people sleep in the facility at both locations?

Response: Varies, but maximum occupancy at the MRC is 700, and the ATC maximum occupancy is 600.

Question 38: Is there any shift that is less busy during the day?

Response: There is no difference, but this also depends on the number of arrivals each day.

Question 39: Do the TAP and Catholic Charities offices have to be cleaned?

Response: Daily trash removal and vacuuming upon request of staff should be completed.

Question 40: Are the floor vents cleaned in the carpeted areas?

Response: No.

Question 41: What is the average daily use of the showers?

Response: Approximately 400 people shower per day.

Question 42: Does anything need to be stocked in the showers?

Response: No.

Question 43: How does staff handle items left in the showers?

Response: Clothing and other items are disposed of. Jewelry or other personnel items are turned in to MRC staff.

Question 44: What kind of cleaning is required in the parking lot and the front of the building? Will Custodians be responsible for cleaning outside the fenced enclosure?

Response: On occasion, custodial staff may be asked to pick up trash around the property line, along Cage Street, and in the adjacent lot in front of CiCi's Pizza. The front parking lot

needs to be free of trash and debris with weekly power washing of the front sidewalk area.

Question 45: How many staff members are in the facility at both locations?

Response: MRC staff varies from 30-40 per shift, ATC staff averages 10 per shift.

Question 46: Are there vending machines for janitorial employees to buy drinks or snacks?

Response: No, vending machines are not available.

Question 47: Please confirm if the window washing/cleaning interior/exterior is included, If so, who is currently performing these services?

Response: No, not required.

Question 48: Are background checks on staff required?

Response: See Section 4.10 CRIMINAL BACKGROUND CHECKS/DRUG SCREENING of 004 - SPECIFICATIONS / SCOPE OF SERVICES.

Question 49: Is Porter's service provided day and night?

Response: Yes.

Question 50: How many meals are the clients provided?

Response: Three (3) meals a day are provided to clients.

Question 51: Will the City provide trash hoppers?

Response: No, the City will not provide trash hoppers.

Question 52: Can contractors hire the Migrants?

Response: No, migrants cannot be legally hired.

Question 53: Do the Custodians have to be bilingual?

Response: Custodians are not required to be bilingual, but it is helpful.

Question 54: Is the present contracting company providing custodians that pass the CJIS background check?

Response: Unknown.

Question 55: I have questions concerning the CJIS clearance. 1) What are the requirements for clearance? 2) Where will candidates go for fingerprinting and background checks? 3) How long will this process take?

Response: The contractor is responsible for assessing risk and maintaining effective background checks and drug screening policy and procedures for all employees, staff and

subcontractors responsible for performing services under this contract. No registered sex offenders are allowed to work at either location.

Question 56: Does the custodial contractor supply the hand sanitizer for the dispensers located throughout the facility?

Response: No.

Question 57: Do you require SDS books in the Custodial Closets?

Response: MSDS sheets are required to be posted in the custodial offices and provided to CoSA.

Question 58: How often is Port a Potties emptied at the Airport location?

Response: Trash is removed several times a day from the portable toilets.

Question 59: Can the employees drink coffee from the many stations at the location?

Response: Coffee is not provided for employees.

Question 60: Is an opportunity to provide Decontamination Services available?

Response: Decontamination Services are not required.

Question 61: Will Respondents be required to supply feminine hygiene products for this account?

Response: No, those are supplied by the onsite staff.

Question 62: Will staffing agencies be allowed for emergencies and/or call offs?

Response: In accordance with contractors' protocol and procedures.

Question 63: What is the current supply cost per month for each location?

Response: The incumbent has been responsible for supplying all consumables under this contract. The City does not have records to supply this information.

Question 64: Can we get copies of the last 12 months of invoicing?

Response: This information is not being provided for this solicitation. However, respondents may submit an Open Records Request. The link below will take to the Open Records Request webpage on the City of San Antonio's website:

<https://www.sa.gov/Directory/Departments/CE/Open-Government-Request>

From this page, the requestor clicks the "Submit a Request" button to be directed to the portal.

Question 65: Are we to provide hand soap and alcohol (hand sanitizer)?

Response: Hand soap is required in staff bathrooms.

Question 66: Showers: Are we to replace and install shower curtains when needed?

Response: No, the shower trailer vendor provides those items.

Question 67: Is supervision required for all shifts at the MRC and ATC?

Response: Yes.

Question 68: MRC: how long do we have to clean during the weekly deep cleaning of the bed location? Is the deep cleaning of the bed location on the same day on the first and 2nd floor, or are the deep cleaning services performed on different days?

Response: Cleaning days will vary, and length of time will vary depending on several factors.

Question 69: Biohazard cleaning up: will red biohazard liners and containers be supplied by the city? If there is a large amount of biohazard (per CDC) that requires separate disposal other than regular trash. Does the City have a separate contract service to pick up the biowaste?

Response: The City does not provide any supplies for biohazards. There is not a separate contract.

Question 70: Can the current Vendor provide monthly or annual supply costs?

Response: They are a private company that does not have the obligation to open the supply cost.

Question 71: During the walk through it was stated there is a separate service that cleans the portable potties, correct?

Response: The vendor for the portable toilets will clean and resupply them. The custodial vendor will be responsible for removing the trash in the portable toilets.

Question 72: How often or what is the current schedule for power washing? Can you please describe what is to be power washed?

Response: Power washing is completed once a week and includes but is not limited to the front sidewalk, seating areas, crosswalk in the parking area and around the portable toilets.

Question 73: Is there any outside cleaning required at night, if so, is security immediately accessible by cleaning staff?

Response: Outside area will be cleaned several times a day to include but not limited to picking up trash, emptying trash cans, and removal of debris in the seating areas. Security is posted inside and outside the facility.

Question 74: Will a separate pricing sheet be provided for the contract required supplies? Or would a separate page submission be acceptable?

Response: Supplies cost will be included in the price schedule provided, attachment B in the RFCSP.

Question 75: Incumbent Staff or Subcontractor? IF subcontractor, who is the subcontractor performing window washing services.

Response: There are no subcontractors for cleaning windows.

Question 76: Is the contractor responsible for cleaning the offices upstairs (Tap Area)?

Response: Removal of trash and vacuuming upon request.

Question 78: Please confirm who is responsible for refilling sanitizing stations.

Response: This is not a provision of the custodial contract.

Question 79: Portable Restroom Cleaning – Is the current contractor subcontracting the portable cleaning services if so, who is the subcontractor currently performing services?

Response: The current vendor does the portable restrooms cleans and services the units. The custodial staff empties the trash containers in the portable toilets.

Question 80: Can consumables be delivered on-site? Both sites?

Response: Yes, and storage space is available.

Question 81: Please provide list Qty./supply's keep in stock?

Response: That is based on the vendors burn rate of supplies. Recommend keeping 7-14 days of supplies on site.

Question 82: Please provide a copy of the site visit - sign-in sheet.

Response: Please see Item #2 to this addendum.

Question 83: Are the costs associated with the furnishing of the supplies/equipment to be noted as a separate line item in the Pricing Schedule (Attachment B)? And/or should the proposal include the suppliers' bid sheet?

Response: Please see response to Question #74.

Question 84: For the Proposed Plan and under item #9 Wages and Benefits Plan can the staff be 1099 employees?

Response: Item 9 is requesting information such as the range of wages, minimum qualifications, benefits, etc., for the Shift Supervisor and Custodian classifications. However, Respondents may provide any relevant information about Respondent's approach to providing the required services.

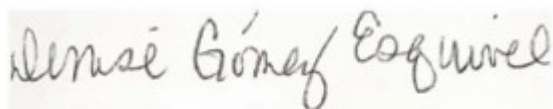
Question 85: Under the Instructions for Respondents - Proposal Format, can you clarify what it means by electronic submission of each section to be attached as a separate file? Does it mean that it is required to submit the proposal in multiple uploads (i.e., Is the Executive Summary considered one section and the General Information another)?

Response: Respondent can extract each relevant file from the RFCSP document and upload multiple files by naming the file as the needed document itself. Please see the Proposal Checklist, Attachment I, and make sure you submit all necessary documents and name the file as the necessary document. The City also requires Respondents to submit one (1) complete file. The submission is electronic only through SAePS (San Antonio E-Procurement System).

Question 86: Will the City of San Antonio fund the use of a staffing agency, such as Endeavors Unlimited (EU), a subsidiary of Family Endeavors, Inc. dba Endeavors? EU provides

housing, life skills training, and supportive employment opportunities, including custodial services, for adults with disabilities with supplemental staffing from Intrepid Staffing Services, LLC. Please advise if additional clarification is required.

Response: Anyone registered with the City of San Antonio is eligible to participate in the RFCSP. The City will score all proposals based on the evaluation criteria listed in the RFCSP: Experience, Background and Qualifications, Proposed Plan, Price, the ESBE Prime Contract Program, and the M/WBE Prime Contract Program. Please also refer to Question 20 and its response, especially the mandatory subcontracting requirements; MWBE Subcontracting Program (21%), AABE Subcontracting Program (6%), either through self-performance or by sharing the job with subcontractors



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