



ADDENDUM I

SUBJECT: Annual Contract for Custodial Services for Parks & Recreation Facilities (RFCSP 24-146, 6100018321), Scheduled to Close: January 15, 2025; Date of Issue: November 20, 2024

FROM: Charisma Esparza
Procurement Manager

DATE: December 18, 2024

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

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

1. **ADD:** The Pre-Submittal Conference and Site Visit sign-in sheets have been posted in the RFCSP Attachments located in the City's SAePS system.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS OF COMMUNICATION:

On December 4, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Custodial Services for Parks & Recreation Facilities. Below is a list of questions that were asked at the pre-submittal conference and site visits. The City's official response to questions asked is as follows:

Question 1: Can a copy of the Pre-submittal Presentation be provided?

Response: The Pre-submittal Presentation and the Pre-submittal sign in sheet are attachments in the City's SAePS system.

Question 2: Can you provide the name of the current contract holder?

Response: The incumbent is 3rd Generation Services, LLC.; dba Ceiling Pro of San Antonio

Question 3: Are current janitorial employees unionized?

Response: The current supplier 3rd Generation Services, LLC. employees are not unionized.

Question 4: Are the existing janitorial staff available for rehiring? Would the contracting authority assist in this matter post-contract award?

Response: The City does not manage the hiring for contractor labor.

Question 5: What is the current contract value?

Response: The current contract value is \$3.5 Million. The budget for the new contract is \$4.6 Million.

Question 6: Is only day time cleaning expected for each facility?

Response: Cleaning shall take place between the times specified on RFCSP Attachment B- Price Schedule.

Question 7: Please provide daily and weekly operation hours for each facility.

Response: Hours of operation varies per facility. You can visit the following link, Buildings & Centers Directory - City of San Antonio, <https://www.sa.gov/Directory/Departments/Parks/Parks-Facilities/Buildings-Center> for a listing of facilities and hours of operation.

Question 8: Please provide consumption details for paper supplies, trash liners and washroom toiletries.

Response: Consumption varies per facility and is based on usage. Supplies shall be replaced as needed per facility when serviced.

Question 9: The price schedule indicates schedule of Sun-Fri, 12am-12pm but also includes a Saturday cleaning schedule. This would be a total of 7 days a week. Please clarify what the schedule days and times are for cleaning at each location.

Response: Refer to Attachment B- Price Schedule. The first paragraph indicates 6 days per week required service, and the City reserves the right to increase services to 7 times per week. The Service Days and Hours Column (F) lists the cleaning days and times permitted for each facility. For example, at some centers, Saturdays are required cleanings to be completed by 7:00 am due to the facility opening earlier on that day.

Question 10: Will there be spikes in usage (population increase) at certain times of the year? If so, please elaborate how many?

Response: It can vary based on the facility, however, in general we see the heaviest increase in usage during the Summer Youth Program event, which takes place for 8-10 weeks during the summer at most of our community centers that offer youth program. There will be smaller spikes during youth basketball seasons or other popular sports seasons, typically lasting between 6 to 8 weeks at a time.

Question 11: What year was the contract awarded?

Response: The existing contract was awarded in 2020.

Question 12: Are there any modifications to the initial award (additions or deletions)?

Can you provide information?

Response: Yes, the City may add or delete facilities to be services, as necessary and or increase/decrease the square footage to be serviced throughout the duration of the contract. Any modifications shall require a City issued change order to the contract prior to the change in service requirement.

Question 13: Can you provide walk-through sign in sheet?

Response: The site visit sign in sheet is an attachment in the City's SAePS system.

Question 14: Can we have access to any or all the facilities to make a thorough assessment?

Response: See response to question 7 above. You may visit the facilities when they are open to public. When visiting the facility please identify yourself and state your intentions to the staff on site when you visit. Staff will not answer any questions and all questions are to be directed to Angela Alonso-Smith, Procurement Specialist III assigned to this solicitation.

Question 15: The cut-off date to submit questions was December 9. Will there be an opportunity to submit questions post this date arising from our additional walk-throughs of any (or) all of the facilities post the City Site visits?

Response: Due to time constraints to award this contract, the City can't allow any extensions to deadlines.

Question 16: Can a prime contractor subcontract their percentage?

Response: The percentage required by SBEDA program for the SBE or MWBE points is as follows: Vendors with additional questions shall contact SBEDA at 210-207-3922, SBEDADOCS@SANANTONIO.GOV.

- A prime respondent that is SBEDA eligible and who is certified as an M/WBE will be able to meet the 16% M/WBE Subcontracting Program goal through self-performance; if the prime respondent is also certified as a SBEDA eligible AABE, they will be able to meet the 5% AABE Subcontracting Program goal through self-performance as well. The Economic Development Department does encourage prime respondents who are SBEDA eligible to subcontract as they are able to for this solicitation.
- A respondent is SBEDA eligible if they meet the following criteria:
 - A vendor must be certified by the SCTRCA as a Small Business Enterprise (SBE).
 - Additional certifications are available and sometimes necessary to earn SBEDA Prime Contract Program evaluation preference points and/or to meet SBEDA Subcontracting Program goal requirements.
 - Please note that the City of San Antonio only accepts certifications from the SCTRCA for the purposes of SBEDA Program eligibility; while the Small Business Office encourages vendors to obtain other agency's certifications (State of Texas HUB, SBA HUBZone/8a, U.S. Department of Transportation DBE/ACDBE, etc.), those certifications do not count towards SBEDA Program eligibility.
 - A vendor must be headquartered in or must have a significant business presence in the San Antonio Metropolitan Statistical Area (SAMSA).
 - A significant business presence is defined as 20% of your firm's workforce being located in SAMSA for at least one year per the solicitation due date.
 - SAMSA is defined as Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson Counties.

Question 17: Who will be responsible for clean-up and consumables for private events or non-COSA events? For example; private soccer leagues, private volleyball leagues, yoga classes or senior events

Response: The cleaning of the facility, as outlined in the scope of services, is always the responsibility of the janitorial contractor. Consumables in these facilities are to be restocked by the contractor, regardless of the event or programs being held. However private events have a reservation agreement. The reservation holders hosting the events are required to

clean up after themselves to a certain degree, in order not to forfeit their deposit. The contractor shall immediately notify the City if cleaning was not done properly post event.

Question 18: Under Clause 4.2 Contractor Furnished Supplies and Equipment, Section 4.2.2 (b) states: Paper towels, natural or white, rolled or folded, in designated restrooms, lavatories, to include manual and motion sensor, battery operated dispensers. Is the awarded contractor required to replace batteries? If so, can you please provide which size, quantity, dispenser motion sensor brand, model #, and battery brand?

Response: The types of dispensers vary per facility, and it is the contractor's responsibility to furnish supplies that fits each dispenser including batteries. If the contractor finds a dispenser inadequate or unsustainable, it should be reported to the Parks & Recreation Designee. The City will replace the soap or towel dispensers with a like or similar dispenser.

Question 19: Can you please provide a more specific mils (thickness) for the liners and/or specific brand of liners this contract calls for?

Under Clause 4.2 Contractor Furnished Supplies and Equipment, section 4.2.2 (c) Plastic liners for all waste receptacles states the waste receptacle liners must be available in black material, of a weight that minimizes the risk of breaking/ splitting, and capable of being sealed when full. The recycle receptacle liners must be available in transparent (clear), of a weight that minimizes the risk of breaking/splitting, and capable of being sealed when full. The City reserves the right to specify a specific brand of waste and recycle receptacle liners if Contractor fails to provide waste and recycle receptacle liners acceptable to the City.

Response: There is no specific requirement for brands or thickness at this point in time. There should be a clear distinction between trash and recycling bags. It's the contractor's responsibility to ensure the bags used and provided can handle the capacity of the waste receptacle's waste without breaking.

Question 20: Can the City furnish any documentation regarding the current contract for example, Contractor name, statement of work, performance, award price?

Response: Refer to the response to Question 2 above. The prior contract's statement of work closely mirrors this RFCSP Specification/Scope of Service. Copy and paste the following link in your browser for additional information requested.

<https://webapp9.sanantonio.gov/ArchiveSearch/Viewer2.aspx?Id={2C010A18-3C12-426F-961D-E62D6A6E2A0F}&DocTitle=Ordinance%202020-02-13-0077&PageNo=&TotalPages=&MimeType=.pdf&RelatedDocs=>

Question 21: Do the contractor's responsibilities include ordering, managing, and storing inventory of disposable products?

Response: Yes, refer to RFCSP Section 4.2 Contractor Furnished Supplies and Equipment and 4.13 Storage Areas, Section 4.13.5

Question 22: Is there City owned or leased equipment that the contractor can use? Or will all equipment be the contractors responsibility?

Response: All equipment utilized to carry out the duties outlined in Section 4.0 the Specifications/Scope of Service of this contract are to be provided and maintained by the awarded contractor. Refer to RFCSP Section 4.2 Contractor Furnished Supplies and Equipment, Subsection 4.2.5 Custodial Equipment.

Question 23: Is it the City's or contractor's responsibility to place orders for supplies?

Response: It is the awarded contractors responsibility. Please refer to response to Question 21 and 22 above.

Question 24: Internal/External Catalog - How will the city utilize the product catalog?

(e.) Carry a cell phone to be accessible to correct any problems/discrepancies which may occur at any facility included in this proposal during the work schedule or as required by the Department."

Response: This is standard contract language and will not apply to this contract.

Question 25: Are project managers necessary to be on call during normal business hours (7 AM - 5 PM), or during hours when custodial work is to be done at most sites (11 PM - 7 AM)? (or) both and per section 4.3.1 Project Manager and Supervisors - d. Ensure that inspections are done on a regular basis?

Response: The awarded contractor shall have a primary POC, project manager, for the City's Parks & Recreation Department. Refer to RFCSP Section 4.3.1 Project Manager and Supervisors clause alphas (e),(f), (g), and (k). If the project manager is unavailable at certain times, there should be an alternate contact so someone is always available. The cleaning services take place at various hours outside of 7 am – 5 pm. There should be an established after hours POC, to address items that may come up while the facility is being serviced.

Question 26: Will the Project Manager provide daily/monthly/quarterly and check lists and inventory reporting to the City regularly, or upon City request?

Response: Project Manager reports will be required upon City request.

Question 27: Does the City limit size of cleaning personnel teams per site?

Response: No, the number of personnel staffed will be at the contractor's discretion to support the service requirements in this RFCSP.

Question 28: Can you please email us the breakdown of services to be performed by vendors?

Response: All services required are listed in the RFCSP. Refer to RFCSP 4.0 Specifications/ Scope of Services, section 4.19 Facilities List, Attachment B – Price Schedule and Attachment I – Facilities List and Service Schedule Requirements.

Question 29: Who is current vendor and how long have been contracted?

Response: See response to question #2. The incumbent 3rd Generation Services, LLC.; dba Ceiling Pro of San Antonio has held this contract for the past 5 years.

Question 30: Please provide the bid tab from the last bid opening?

Response: See response to question 20.

Question 31: What is the current contracted monthly price and yearly price?

Response: See response to question 5.

Question 32: Can you provide the most recent past 3 months invoices for current vendor.- 11, 10, 09/2024.

Response: See response to question 31. For actual invoices suppliers can submit an open records request to the City at www.SanAntonio.gov and submit an email request.
<https://311.sanantonio.gov/kb/docs/articles/elections-and-records/open-records-request>

Question 33: Can you provide the copy of current contract and awarded vendor's proposal.

Response: See response to question 20 and 32 above.

Question 34: Can you provide the contract price if it has been increased for the past years?

Response: See response to question 5.

Question 35: Why did these facility come up for bid at this time?

Response: The current contract will expire March 31, 2025.

Question 36: Will contract be awarded to single or multiple bidders?

Response: The City will award 1 contract. Please refer to RFCSP Section 005 – Supplemental Terms and Conditions.

Question 37: Is the scope/size of this bid identical with the current contract and have there been any changes from the last bid?

Response: The contract scope is the same with some minor changes to service times.

Question 38: Can you provide service locations with address, size and type of floors?

Response. See response to question 28.

Question 39: Who provide equipment, chemicals, cleaning supplies, trash liners and consumable products?

Response: Refer to RFCSP Section 4.0 Specifications of Work/Scope Services, and subsection 4.2 Contractor Furnished Supplies and Equipment.

Question 40: What is the evaluation criteria?

Response: Refer to RFCSP section 003 - Instructions for Respondents, subsection Evaluation Criteria.

Question 41: What is the required minimum wage?

Response: Refer to Texas Workforce website at: <https://www.twc.texas.gov/programs/wage-and-hour/texas-minimum-wage-law>. The City encourages suppliers to pay employees wages consistent with industry standards. Refer to RFCSP Section 009 Attachments, Attachment A- Part 3 - Wages and Benefits Proposed Plan requirements.

Question 42: Please provide service specification for each location if it is applicable.

Response: See response to question 28.

Question 43: What is the current staffing number such as managers, custodians and floor techs?

Response: The current supplier manages and provides a staffing solution as needed per various facilities daily as needed and is subject to change. Each respondent will need to determine the staffing needs to provide services.

Question 44: Do you provide vendor's office and storage space?

Response: There are no vendor offices provided. Refer to RFCSP section 4.13 Storage Areas.



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