



County of El Paso Purchasing Department  
800 E. Overland Room 300  
El Paso, Texas 79901  
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### ADDENDUM 1

**To:** All Interested Proposers  
**From:** Linda Mena, Inventory Bid Technician  
**Date:** June 26, 2009  
**Subject:** Bid # 09-056, Janitorial Services for the County Courthouse

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**Please Note:**

- The Deadline for questions has been extended to July 10, 2009 at 12 noon.
- The Bid opening has been extended to July 23, 2009 at 2:00 p.m.
- The last day for walk through appointments shall be on July 8, 2009.

The Purchasing Department received questions relating to the above referenced proposal; the response to the following question:

1. Will the contractor be required to put in a specified number of man hours daily?

There is no specific requirement for a specified number of hours that the night crew must work. The contractor must determine the number necessary to adequately accomplish requirements under the schedule of cleaning. Day shift coverage must at least supply minimum coverage to adequately meet specifications under section 6B, scope of operation.

2. Will they be required to pay a hourly wage rate for employees that has been set by the county?

Only under section 6C, alternate #1. Under this alternate, County employees shall become employees of the proposer, and shall be paid directly by the proposer. The Proposer will need to calculate this cost, and factor into their proposal

3. Will the contractor be required to pay vacation pay to full time employees? Or is all of the above optional?

None of the alternates require the Proposer to pay vacation, or any other benefit.

4. What is the purpose the county is bidding out the Janitorial Service?

To determine the best, most cost effective, manner of providing janitorial services to these buildings.

5. How many employees are working in the buildings that are being bid?

Please see specification paragraph #4 (Background) for staffing levels at each building. If "staffing levels" is referring to occupants:

Courthouse: 1,500

Tax Office: 45

MDR Building: 240

Medical Examiner: 15

6. Can you provide me with the total square feet of tile, total square feet of carpet, total square feet of cement floors and VCT tile floor for each building that is included in the bid request?

It is the Contractor's responsibility to calculate the square footage to determine a price for services, as indicated in ¶1 and ¶6.

**7. What is the total number of restrooms and restroom fixtures that will require service?**

<b>Courthouse</b>	# Restrooms	Commodes	Urinals	Sinks
Lower Level	5	9	3	9
1st Floor	8	12	2	12
2nd Floor	11	15	3	15
3rd Floor	11	10	3	10
4th Floor	25	29	3	25
5th Floor	9	13	2	13
6th floor	21	25	3	26
7th Floor	21	25	2	25
8th Floor	21	25	2	25
9th Floor	24	26	3	23
10th Floor	26	35	2	30
11th Floor	20	24	3	20
12th Floor	14	18	3	17
13th Floor	2	2		2
<b>TOTALS</b>	218	268	34	252

<b>Tax Office</b>	# Restrooms	Commodes	Urinals	Sinks
	3	3		3

<b>Jury Assy.</b>	# Restrooms	Commodes	Urinals	Sinks
	2	7	3	8

<b>Med Exam.</b>	# Restrooms	Commodes	Urinals	Sinks	Showers
	4	5	1	6	2

<b>Admin. Bldg</b>	# Restrooms	Commodes	Urinals	Sinks
1st Floor	5	8	2	9
2nd Floor	4	11	3	11
3rd Floor	4	7	1	6
4th Floor	7	14	3	14

**8. What is the name and number of the contact person for the janitorial bid in order set up an appointment to look at the buildings?**

Vendors may contact the Facilities Management Department at 546-2009 to schedule an appointment to visit each facility. Appointments will be scheduled according to demand, between the hours of 8:00 a.m. - 4:00 p.m. and multiple vendors may be scheduled at one time. Appointments will not be scheduled on Saturday, Sunday, or July 3rd. The last day for walk through appointments shall be on July 8, 2009.

**9. Please provide annual cost for chemicals & supplies for each facility. See Exhibit A**

10. Which Alternate should we used for the Tab # 1A, Tab #1B, Tab #1C?  
Tabs 1A, 1B, and 1C, provide for all all three alternates, however, the Proposer is not required to bid on all three.
11. Will there be an addendum for an extension on questions after we view the buildings?  
Deadline for questions shall be July 10, 2009.
12. How many square feet to be clean on County Administration Building?  
Approximately 67,000 square feet, ¶4C
13. Is a performance bond required?  
Yes, if the Proposer's submittal exceeds \$100,000.00 per year.
14. What was the County's cost in 2008 for toilet paper, paper towels, can liners and hand soap for all buildings?  
See Exhibit A
15. What is the square footage of the east side of the 1<sup>st</sup> floor that is leased & is not cleaned in the Administration Building?  
See specification ¶4C: The total approximate square footage to be cleaned under this RFP is approximately 67,000 square feet. The square footage of the leased space is irrelevant.
16. The County Courthouse windows are indicated to be cleaned inside and out. Is this for the complete outside windows cleaning on all levels?  
Ground level glass only, i.e. glass doors, suite windows, etc.
17. Would you kindly provide the total square footage on "Carpet, Resilient (VTC), and Hard floors? The Contractor is responsible for determining the square footage for specific services.
18. If possible please provide me with the following information. Annual usage of the following products.
- Cases of multi- fold towels
  - Cases of two ply tissue
  - Cases of small liners(15 gallon trash liners)
  - Cases of large liners(55-60 gallon)
  - Cases of medium liners (30-37 gallon)
- See Exhibit A

**19. Please provide us with your Hourly Wage along with any Health/Welfare Benefits under the El Paso County's Wage Determination on the following occupational titles:**

- Janitor
- Floor Man (floor waxing/stripping) **N/A All Custodians Perform Service**
- Janitor Supervisor

**The County is not obligating the Contractor to pay health/welfare benefits, only hourly wage, therefore the additional benefit rate is irrelevant. Rates below exclude benefits. It is the Contractor's option to provide these benefits in accordance with their company policies, rate plans, etc.**

	<u>POSITION TITLE</u>	<u>BUILDING</u>	<u>ANNUAL SALARY</u>	<u>HOURLY RATE</u>
1	FT DAY CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$20,400	\$9
2	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$19,903	\$9
3	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$27,436	\$13
4	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$18,944	\$9
5	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$18,944	\$9
6	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$19,417	\$9
7	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$19,903	\$9
8	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$19,417	\$9
9	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$19,417	\$9
10	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$18,944	\$9
11	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$22,518	\$10
12	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$23,658	\$11
13	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$18,944	\$9
14	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$24,250	\$11
15	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$21,969	\$10
16	FT NIGHT CUSTODIAN	Courthouse, Tax Office, & Jury Assembly	\$19,903	\$9
17	FT NIGHT SUPERVISOR	Courthouse, Tax Office, & Jury Assembly	\$27,788	\$13
18	FT NIGHT SUPERVISOR	Courthouse, Tax Office, & Jury Assembly	\$26,123	\$12
19	PT DAY CUSTODIAN 17	Medical Examiner	\$15,538	\$10

## Exhibit A

(Questions 9, 14, & 18)

Cleaning supplies are all inclusive with the exception of paper towels and toilet paper. We do not track or distinguish between cleaning chemicals, hand soap, liners, brooms, brushes, etc. All figures below are approximate or average quantity/cost.

### **Courthouse/Tax Office**

<u>Product</u>	<u>QTY/Mo</u>	<u>\$/Mo</u>	<u>\$/Year</u>	
Paper Towels	56	\$1,400	\$16,800	Private Restrooms Only - Electric Hand Dryers in Public Restrooms
Toilet Paper	41	\$1,033	\$12,400	
Cleaning Supplies		\$2,433	\$29,195	Includes chemicals, trash liners, hand soap, mop heads, brooms, etc.

### **MDR Building**

<u>Product</u>	<u>QTY/Mo</u>	<u>\$/Mo</u>	<u>\$/Year</u>	
Paper Towels	14	\$350	\$4,200	Electric hand dryers installed May 2009, discontinued paper towels
Toilet Paper	10	\$258	\$3,100	
Cleaning Supplies		Unknown	Unknown	Current contractor supplies, do not know their cost.

### **Medical Examiner**

<u>Product</u>	<u>QTY/Mo</u>	<u>\$/Mo</u>	<u>\$/Year</u>
Paper Towels	1.4	\$35	\$420
Toilet Paper	1	\$28	\$336
Cleaning Supplies		\$25	\$300