



ADDENDUM NO. ONE
REQUEST FOR PROPOSAL
JANITORIAL SERVICES FOR VARIOUS THORNTON LOCATIONS
PROJECT NO. 147-24
CITY OF THORNTON, CO

TO: Prospective Proposing Firms and all others concerned

DATE: July 15, 2024

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following questions and answers are provided for additional clarification to the RFP. All answers from Thornton in response to Vendor submitted questions have been provided in **bold** text.

Question No. 1: What is the square footage of each worksite? Can Thornton provide a breakdown of carpet vs. tile square footage?

Answer No. 1: The following total square footage counts for each worksite are an approximation for informational purposes only and shall not be binding.

- **Economic Development:**
 - **Alliance Business Assistance Center – 3,200 ft²**
- **Thorncreek Golf Course:**
 - **Clubhouse – 700 ft²**
 - **Maintenance Shop – 700 ft²**
- **Parks and Recreation Restrooms:**
 - **Northern Lights Ballfields – 210 ft²**
 - **Thornton Sports Complex – 210 ft²**
 - **Riverwalk Ballfields – 310 ft²**
 - **Trail Winds Park**
 - **Men’s restroom – 297 ft²**
 - **Women’s restroom – 322 ft²**
 - **Carpenter Park Boathouse – 945 ft²**
 - **Carpenter Park Traffic Circle – 825 ft²**
 - **Woodglenn/Brookshire Park – 221 ft²**
 - **Community Park – 250 ft²**

Thornton cannot provide a breakdown of carpet to tile square footage at this time.



Question No. 2: Can Thornton provide a headcount of the custodial staff that is currently being used to clean each location? Is there a minimum staffing requirement for the Vendors for each facility to ensure adequate coverage to meet Thornton's expectations?

Answer No. 2: No. With Thornton's current agreement, Thornton does not have oversight as to how many employees the Vendor utilizes to clean all the locations listed within the RFP and current agreement.

No, Thornton does not have a minimum staffing requirement of the Vendor. The Vendor determines the number of staff required to fulfill the scope of work.

Question No. 3: Can Thornton provide site maps of each location?

Answer No. 3: Thornton cannot currently provide a site map of each location. In Section B.5 – Service Locations and Frequencies of the main RFP document, Thornton has provided physical addresses of each current worksite.

On Thursday, June 27th, Thornton provided a pre-bid event that included a job walk of the sites listed within Section E.2 – Pre-proposal Conference and Job Walk for all Vendors who chose to attend this optional event.

Upon final contract signature, Thornton's site supervisors will provide a more in-depth tour of all their facilities to aid the awarded Vendor in guiding their own staff on service locations.

Question No. 4: Upon having a contract signed, when would Thornton expect to engage with the Vendor on a start date?

Answer No. 4: Thornton expects to engage with the new Vendor upon having a signed agreement in place. A specific start date cannot be provided. A final date cannot be provided at this time as it is unknown as to how long the evaluation and contracting process will take.

An introduction between each End User Agency and the awarded Vendor will occur prior to the work commencing.

Question No. 5: Are there any specific certifications that our staff must meet to qualify for an award?

Answer No. 5: No.

Question No. 6: Who is the current provider of these services, and can Thornton provide their current pricing rates for services?

Answer No. 6: Yes. The current Vendor who provides services is OpenWorks.

OpenWorks' contract with Thornton currently is billed at a per monthly rate per worksite, with pricing for each worksite for the 2024 year as follows:

- **\$675.82 – ABAC**
- **Thorncreek Golf Clubhouse**
 - **\$830.30 for off-season, 3 days per week of cleaning**
 - **\$1,747.54 for seasonal, 7 days per week of cleaning**
- **\$244.20 – Thorncreek Golf Maintenance Shop**
- **\$664.24 – Northern Lights Ballfields**
- **\$664.24 – Thornton Sports Complex**
- **\$738.84 – Riverwalk Ballfields**
- **\$664.24 – Trail Winds Park**
- **\$745.64 – Boathouse at Carpenter Park**
- **\$745.64 – Traffic Circle at Carpenter Park**
- **\$745.64 – Woodglen/Brookshire Park**
- **\$745.64 – Community Park**

Question No. 7: Does Thornton have any maximum budget numbers or constraints for this contract?

Answer No. 7: No, Thornton does not have a current maximum budget number.

Thornton's departments put forward a budgetary amount for annual review and approval by the Thornton City Council. Those budgetary amounts are subject to fluctuations based on the contract pricing and annual needs of the department, as well as approval by Thornton's City Council.

Question No. 8: What criteria will Thornton use to evaluate the proposals?

Answer No. 8: Please refer to the RFP document that has been provided.

Question No. 9: Is there a weighting system for different sections of the proposal?

Answer No. 9: Please refer to the answer provided in answer No. 8.

Question No. 10: Are there any penalties or performance metrics associated with this contract?

Answer No. 10: No, there are no specific penalties or performance metrics associated with the awarded contract. Should the Vendor bill Thornton for services that have not actually been performed or performed to a satisfactory manner, Thornton may withhold payment until the service has been remedied by the awarded Vendor.



Question No. 11: Are there any additional services or tasks beyond the standard janitorial duties that Thornton expects to be included in the proposal?

Answer No. 11: Please refer to the answer provided in answer No 8.

Question No. 12: Are there any specific legal or compliance requirements that we need to be aware of for working with Thornton?

Answer No. 12: Thornton has provided a sample agreement that will be used to contract with the Vendor(s) who are selected for award. Please refer to the sample agreement.

Question No. 13: What are the insurance requirements for the contract?

Answer No. 13: Please refer to the answer provided in answer No. 12.

Question No. 14: Are there any particular areas within the facilities that require special attention or unique cleaning procedures?

Answer No. 14: Please refer to the answer provided in answer No. 8.

Question No. 15: If we want to propose services for both Group 1 and Group 2, can we submit one combined proposal, or should they be separate proposals?

Answer No. 15: One proposal, and within the Proposal Questions, question A – Vendor Declaration Statement, the proposing Vendor shall check the box for “Both Group 1 and Group 2” (All Thornton Facilities).

Question No. 16: Are there any specific requirements or expectations for transitioning between servicing indoor and outdoor facilities?

Answer No. 16: Not to Thornton’s current knowledge.

Question No. 17: Can Thornton provide examples or benchmarks of what Thornton considers “exceeding” their cleaning needs?

Answer No. 17: Excellent customer service, timely and accurate billing, etc.

Question No. 18: How does Thornton measure the consistency of and effectiveness of janitorial services?

Answer No. 18: Thornton has asked this question of proposing Vendors to answer in Appendix No. 1, question H. Thornton is seeking a reliable Vendor to perform cleaning services on the dates and during the timeframe scheduled with the Vendor.

Question No. 19: Are there any opportunities for contracts extensions beyond the initial term ending on December 31, 2031, if mutually agreed upon by both parties?

Answer No. 19: Please refer to the answer provided in answer No. 8.

Question No. 20: Will there be any mid-term evaluations or performance reviews during the contract period?

Answer No. 20: Please refer to the answer provided in answer No. 8.

Question No. 21: For items listed in Section B.4 – Out of Scope for All Worksites, will there be separate Vendors contracted to handle these tasks, or will Thornton manage these internally?

Answer No. 21: This question is not germane to the RFP and will not be addressed further by Thornton.

Question No. 22: In the event that out-of-scope tasks are required unexpectedly, how should these be communicated and managed?

Answer No. 22: Should the awarded Vendor come across one of the items listed in the out-of-scope items, the Vendor will contact the worksite superintendent to inform them of the issue so that it may be documented and remedied by Thornton.

Question No. 23: Can Thornton provide a detailed cleaning schedule for each facility?

Answer No. 23: Please refer to the answer provided in answer No. 8.

Question No. 24: Can Thornton provide a detailed schedule for any known cleaning exceptions or special events that may affect the cleaning schedules of a facility?

Answer No. 24: No, not at this time. These will be handled on an annual and case-by-case basis with the awarded Vendor(s).

Question No. 25: Are there any additional seasonal cleaning requirements for the outdoor facilities, especially those that are not year-round?

Answer No. 25: Thornton has provided a scope of work for this RFP that it believes to be all-encompassing for each current worksite for the dates and timeframes stated by Thornton.

Question No. 26: Are there any mandatory training programs or certifications for the janitorial staff?

Answer No. 26: No.

Question No. 27: How should the billing information be documented and submitted to ensure it aligns with Thornton's requirements?

Answer No. 27: Please refer to the answer provided in answer No. 8.

Question No. 28: Are there any preferred formats or specific details that need to be included in the invoices?

Answer No. 28: Please refer to the answer provided in answer No. 8.

Question No. 29: What is the preferred method for communicating with Thornton staff regarding supply needs or special servicing requests?

Answer No. 29: This will be finalized with the Vendor upon award and contracting with Thornton.

Question No. 30: Is there a designated point of contact at each facility for day-to-day operational communications?

Answer No. 30: Please refer to the answer provided in answer No. 29.

Question No. 31: How should incidents or accidents be reported and documented?

Answer No. 31: Please refer to the answer provided in answer No. 21.

Question No. 32: Are there any safety protocols or compliance standards that the janitorial staff must follow while performing their duties at the facilities?

Answer No. 32: Please refer to the answer provided in answer No. 8.

Question No. 33: Are there particular examples or types of evidence that Thornton finds most compelling in demonstrating compliance with the Scope of Work expectations?

Answer No. 33: Please refer to the answer provided in answer No. 21.

Question No. 34: Can we include additional supporting documentation or appendices beyond the required responses to illustrate our capabilities and experience?

Answer No. 34: Yes.

Question No. 35: Can Thornton provide examples of commonly overlooked items that should be included in our pricing to avoid costs later on?

Answer No. 35: No. Thornton has provided an Excel pricing form with Appendix No. 2 – Pricing Form that is required for completion and submission by the proposing Vendor. Proposing Vendors are to complete the Excel form and submit it back to Thornton in an Excel format.

A proposing Vendor is solely responsible for how they calculate their proposed pricing for each item listed in the Pricing Form.

Question No. 36: Can Thornton provide examples or guidelines on how to calculate and present a price per individual cleaning session, especially for tasks that might typically be priced on a weekly or monthly basis?

Answer No. 36: Please refer to the answer provided in answer No. 35.

Question No. 37: Are there any specific criteria or considerations for bidding on the main groups and options' items listed within Group 3?

Answer No. 37: Please refer to the answer provided in answer No. 8.

Question No. 38: What specific criteria will be used to evaluate the pricing proposals, and how will compliance with the RFP requirements be assessed?

Answer No. 38: Please refer to the answer provided in answer No. 8.

Question No. 39: Are Vendors required to only submit Appendix Nos. 1 and 2 to qualify? Or are there documents other than what is listed in Section E.6 from the main RFP? Can Thornton provide a detailed checklist of all the required documents and forms that need to be included in the proposal submission?

Answer No. 39: Please refer to the answer provided in answer No. 8.

Question No. 40: Can Thornton please advise on Thornton's preferred method for tracking and documenting each cleaning performed by the facility?

Answer No. 40: No. Please refer to Appendix No. 1 – Proposal Questions, question No. H.

Question No. 41: Does Thornton provide background checks? If so, is there a cost associated with the Vendor?

Answer No. 41: The awarded Vendor(s) shall be responsible for conducting all background checks on their employees and all associated costs incurred with running the background checks.



2. The Pre-Proposal Sign-in Sheet is attached at the end of this addendum for additional information.
3. All other terms and conditions shall remain unchanged except as provided by this Addendum. Proposing firms must acknowledge receipt of this Addendum in their Proposal.

END OF ADDENDUM NO. ONE

Megan deGrood, CPPB Purchasing Manager	Date
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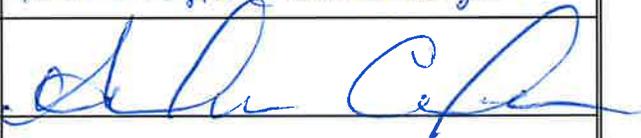
PRE-PROPOSAL SIGN-IN SHEET

DATE: June 27, 2024 **TITLE:** Janitorial Services for Various Thornton Locations

Project No. 147-24 **TIME:** 9:00 a.m. **ROOM:** City Hall, 1st Floor Training Room

COMPANY NAME	CONTACT PERSON	PHONE NO.	E-MAIL ADDRESS
1 City of Thornton Purchasing	Andrew Miskell	(303) 538-7588	Andrew.Miskell@ThorntonCO.gov
2 Alba's Organic	Reynaldo Trillo	(970) 390-9110	albas.organic@gmail.com
3 Velocity Services	Matt Farnas	316-543-9198	Matt.Farnas@VelocityServices.com
4 Angel Touch	Brian Mays	720-320-5240	Brian@angeltouchcleaning.com
5 Kleen-Tech	Megan Lear	910-269-9797	mlear@kleen-tech.com
6 PCPS	SUSY MARTINEZ	720-355-5918	susy@perfectcleanpropertyServices.com
7 Front Range Services	Franklin Aguilar	(719) 337-1597	INFO@FrontRange-Janitorial.com
8 Pike Enterprises.	Jessica Escamilla	720-688-8132	yessica@pikeent.com
9 COMMAND SERVICES	CATALINA MEDINA	720 557-2338	BEynolds@commandservices15.com BEynolds@commandservices15.com
10 Diversity Matters	Ana Carrillo	720 434 6030	ana.carrillo@thepowerofdiversitymatters.com

Project Name: Janitorial Services
Project No.: 147-24

11	Tobon's Professional Cleaning	Sandra Hernandez Tobon	7203847993	tobonsprofessionalcleaning@gmail.com
12	Nathan T			Nathan.Tyler@t.kendall.k12.ga.us
13	Dust To Shine Commercial Cleaning	Helen Cordova	7/305 4435	
14	VIA PRO CLEAN	Shayden Anabelle	808 720 249 9896 (GM) Anabelle	veaproclean@gmail.com
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