



**CITY OF STAMFORD**  
**OFFICE OF ADMINISTRATION**  
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**ADDENDUM NO. 1**  
**(December 13, 2021)**  
**Request for Proposals No. 851**  
**Janitorial Services for Government Center and Police Headquarters**

Addendum No. 1 is being issued to all potential respondents to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the RFP Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments should be acknowledged in the space provided on the RESPONDENT'S INFORMATION AND ACKNOWLEDGEMENT FORM. Failure to do so may subject the Bidder to disqualification.

The items and references:

Q: Please provide us with the actual contract amount and with the incumbent's name.

*This will be the first time that the City of Stamford is going to be awarding these services as separate contracts so there is no current service agreement for just janitorial services that can be provided. The current contractor that has both Engineering and Janitorial Services is AFFINECO, LLC.*

Q: Is performance bond requested for this bid?

*No.*

Q: Please advise if the service requested with this project is part of any union agreement and if so, please clarify which union?

*Yes the current incumbent has janitorial staff that are involved with a current CBA and that union is SEIU 32BJ.*

Q: In case of a change of rates during the term of the contract will we be allowed to escalate the price, and if so what is the accepted escalation process?

*Proposers are asked to provide pricing for each year. No escalation is permitted.*

Q: Please provide the current and complete organization table for the incumbent provider to include all day porter/matron positions?

*The Government Center has 3 Full-Time (Day Lead, Porter & Matron), 1 Night Supervisor and 11 Night Cleaners*

*The Stamford Police Headquarters has 1 Day Working Supervisor, 1 Day Cleaner, 1 Night Supervisor and 4 Night Cleaners.*

Q: Please provide a copy of the current service agreement between the City of Stamford and incumbent provider.

*This will be the first time that the City of Stamford is going to be awarding these services as separate contracts so there is no current service agreement for just janitorial services that can be provided.*

Q: Please provide the current and previous two (2) year's budget for the contracted services within the buildings?

*This will be the first time that the City of Stamford is awarding these services as separate contracts so there is no 2 years of budget information for just janitorial services that can be provided.*

Q: The Pre-Proposal Meeting was mandatory. Please provide copies of the multiple sign-in sheets from the November 30<sup>th</sup> meeting?

*Attached.*

Q: Will the City of Stamford allow any modifications, revisions or edits with comment to the anticipated Contract Agreement?

*The City of Stamford will entertain any suggestions for modifications, revisions or edits to the finalized award Contract Agreement.*

Q: Regarding Prime Contractor responsibility and the potential use of subcontracted or purchased service partners, please detail what "corporate" information is required from the subcontractor or purchased service partners? Please detail any or all the specific forms that may be required?

*Vendors submitting proposals to this RFP may not utilize the service of subcontractors without the prior written approval of the City of Stamford. If sub-contractors or partners are planned to be used, this should be clearly explained in the response. The prime contractor will be responsible for the entire contract performance whether or not a sub-contractor or partner is used to perform. All corporate information required in this RFP must be included for each proposed partner or sub-contractor. The proposal must also include copies of any agreements to be executed between the prime contractor and any partners or sub-contractors in the event of contract award. Under this RFP, the City of Stamford retains the right to approve all partners or sub-consultants.*

Q: RFP Page 2 of 20 – Section 1.1 – The RFP timeline is quite aggressive. The timeline would suggest the incumbent would have a direct and distinct advantage in understanding and processing information while the balance of the competitive field would be guessing. Please consider the following:

- a. Given a contract start date of July 1, 2022, would the City of Stamford consider modifying proposal delivery timeline to permit an accommodating time to solution, cost, price and propose a project of this magnitude?
- b. A due date of January 7, 2022 would not be an unreasonable request.

*The City of Stamford will be changing the deadline to January 6, 2022.*

Q: RFP Page 3 of 20 – Section 1.2 – Statewide police background checks are required. Please comment, if possible, on current LEAD times for this background checks to clear and out employees to be badged into the buildings.

*Usually within a week without any complications.*

Q: RFP Page 5 of 20 – Section 1.3 – It is understood no escalations are permitted for the length of this contract. Does that include any option years as well?

*Correct*

Q: RFP Page 7 of 20 – Section 2.0 through 2.7 – Does the current agreement utilize these same Scope of Work requirements and service delivery expectations?

*Yes.*

Q: RFP Page 7 of 20 – Section 2.1 – Please provide a sample of the current daily checklist.

*This requirement will be removed from the RFP as there is not an actual daily checklist that is signed after each function, there is just a daily schedule that is adhered to as outlined in the RFP.*

Q: RFP page 9 of 20 – Section 2.6 – Is the City of Stamford looking for the respondent to a detailed work plan to include each staff member, work category, area of responsibility as well as daily and hourly work schedules as well as hourly rate with our submittal or is this a document that can be developed during a transition when we have a greater access to the building a broader understanding of all the needs and submitted prior to the start date?

*As there are special tasks that occur on the spur of the moment especially at the Government Center, it is not necessary to have a concrete detailed work plan prior to the start date but your anticipated work plan needs to include what is outlined in the RFP.*

Q: RFP Page 11 of 20 – Section 2.6 – The RFP confirms the presence of the SEIU and a Collective Bargaining Union Agreement (CBA) in place for the services workers in place at the buildings.

- a. Please provide the current seniority list, by position, with pay rate (for red circle employees) and senior date.

*These are employees of the existing contractor and the City of Stamford does not have access to their actual pay rate or seniority position.*

- b. Please provide any riders to the CBA that may apply to the buildings.

*The City of Stamford does not employ these employees so we do not have access to their CBA.*

- c. Please note: For question 3, 4 & 5, we have attempted the telephone contact with the Stamford and Hartford offices of SEIU 32BJ requesting all the required details. To date, our calls have gone unanswered.

Please contact 32BJ SEIU - <https://www.seiu32bj.org/32bj-seiu-contracts/>

- Q: RFP Page 16 of 20 – Section 2.7 – Its understood the contract provides all paper goods (restroom supplies/consumables and liner) under the fixed price agreement. Please provide a listing of current brands and item types used so that current levels of product quality can be maintained or improved.

*The City of Stamford does not have a specific brand that they require. The contractor just needs to make sure that the consumables are compatible with the existing dispensers. Some of the items are listed below but are not limited and can be further confirmed to a definitive list prior to final awarding:*

*Toilet Paper*

*Paper Towels*

*Trash Liners*

*Sanitary Napkins*

*Cleaning Agents*

- Q. RFP Page 16 of 20 – Section 2.7 – Conditions exist in the two (2) buildings, particularly in Police Headquarters, to introduce some innovative equipment designed to enhance productivity and greatly improve the poor quality as it exists today. Some of this equipment may include the deployment of autonomous or robotic floor maintenance equipment. Please provide commentary about the potential use of this equipment and its approval in certain applications.

*This type of floor maintenance will not be considered at this time.*

- Q. RFP Page 18 of 20 – Section 2.7 – The RFP suggests proposals will be evaluated by a selection committee comprised of qualified personnel from the City of Stamford based upon four (4) criteria.

- a. Not by name but by title, please identify the selection committee members.  
*TO BE DETERMINED.*
- b. Please identify any weighting that may be assigned to each of the four (4) criteria
1. Pricing
  2. Experience
  3. Work Place
  4. References

*TO BE DETERMINED.*

- Q. In the bid as far as hours are we basing it on a full-time 8 hours shift employee?

*No, currently the day porters are 8 hours and the night cleaners are 4 hours. Please refer to the RFP as to the schedule that is currently in place as well as providing a suggested schedule in your proposal.*

Q. Will there be multiple shifts to either the Police Headquarters or the Government Center?  
*Yes as per the RFP there is a day shift and a night shift.*

Q. Has the RFP changed from the current contract?  
*This is the first time that the janitorial and engineering services RFP has been divided but the scope of work for each aspect is the same as the current contract for each service.*

Q. Have additional hours been added for Covid cleaning? If so, will these hours be reduced.  
*There are no Covid cleaning hours at this time.*

Q. Do you have a cost of consumables at full capacity?  
*The City of Stamford does not have the cost for the consumables as it was always included in the contractor's price.*

Q. Can we subcontract the exterior window cleaning and garage cleaning?  
*Vendors submitting proposals to this RFP may not utilize the service of subcontractors without the prior written approval of the City of Stamford. If sub-contractors or partners are planned to be used, this should be clearly explained in the response. The prime contractor will be responsible for the entire contract performance whether or not a sub-contractor or partner is used to perform. All corporate information required in this RFP must be included for each proposed partner or sub-contractor. The proposal must also include copies of any agreements to be executed between the prime contractor and any partners or sub-contractors in the event of contract award. Under this RFP, the City of Stamford retains the right to approve all partners or sub-consultants.*

Q. How often is the garage cleaned and is it price per occurrence or total price?  
*Both sites will be cleaned twice a year and priced per occurrence.*

Q. Police department requires 5 day or 7 day service? If 7 day, what services will be supplied on weekends? Will it be the same as weekday services or a reduced service?

*Please refer to the RFP which specifically outlines all types of services and what timeframes they are to be serviced.*

Q. The current labor agreement with SEIU 32BJ expires on December 31, 2023. Pricing requirements in RFP continue until 2027 (5 year pricing). Pricing after December 31, 2023 will need to be estimated based on assumptions from previous union increases. I just wanted to clarify that aspect and confirm that you still require 5 year pricing based upon this fact and what stipulations would be made, if any regarding actual increases upon negotiation of new union contract at the end of 2023 in terms of pricing adjustments based on actual not estimated increases?

*Proposers are asked to provide pricing for each year. No escalation is permitted.*

Q. It states that we have to pay for Statewide background checks that are performed by the SPD for our employees. What is the cost per employee?

*\$50/per employee*

Q. How many showers and bathrooms are there at the Stamford Police Headquarters?

*There are 20 bathrooms, 14 showers, 8 urinals and 26 toilets*

Q. How many people are in the Stamford Police Headquarters daily?

*289*

Q. How many people are in the Government Center building daily? Is the building fully open to the public?

*The Government Center occupancy fluctuates on a daily basis as it serves the residents of the City as well as 10 floor of full-time employees.*

*The building is fully functional but enhanced security has been put in place for the public to monitor appointments and requests.*

Q. How many full-time and part-time workers are currently employed?

*Stamford Police Headquarters – 289  
Government Center – approximately 400-500*

Q. Do we also need to provide all garbage bags for both buildings?

*Yes*

Q. Do we need to provide hand sanitizers, soap for dispensers and sanitary napkins? It states we should provide all equipment, appliances, paper goods and cleaning supplies with no markup. We won't know these costs until we win the contract, but you would like for us to include it in the monthly fixed price. Can we adjust the price once we know what the actual price is?

*The City of Stamford will provide all hand sanitizer and soap for the dispensers but all other goods will be the responsibility of the contractor.*

*There will be no adjustment of pricing for consumables once the award and contract is finalized.*

All other terms and conditions of **RFP No. 851** remain the same.

Erik J. Larson  
Purchasing Agent

Cc: Kevin Murray, Operations Manager Parks & Facilities  
Purchasing Department File



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