



ADDENDUM #2
ITB/RFP NUMBER: 2023010-PU-P
Janitorial Services at Public Utilities RFP

DATE: November 4, 2022

TO: All Potential Bidders/Offerors

City of Harrisonburg's RFP, is modified as follows:

On November 3, 2022 at 11:00am local time a non-mandatory pre-proposal meeting was held for the above-referenced solicitation. Attached and made part of this addendum is the sign-in sheet from this meeting. Below are highlights, clarifications and questions and answers from the pre-bid meeting.

Highlights & Clarifications

- No trash removal needed for this contract
- The Mechanical Room (yellow, Division 1 on Attachment K) has a small storage space available to the contractor as well as a mop sink. On the second floor, there is a small space for storage of items (in Mechanical Room) and a second mop sink. The City is not responsible for anything stored on-site.
- All tile flooring in Engineering area
- The Contractor is not responsible for cleaning or dusting any desktops – this will be done by the City
- The Break Room (indicated as “Ready Room” in blue, Division 4 on Attachment K) is epoxy flooring and does not need to be stripped/refinished in spring/fall. The same epoxy flooring is used in the second floor mezzanine area in various spaces.
- The showers in each locker room are rarely used.
- Field staff most often use the Ready Room, locker room and upstairs training room. There is an increased likelihood of dirt from muddy boots in these areas periodically.

Questions & Answers

1. Question: Can you clarify the work schedule?

Answer: See Section 3.1 of the RFP document. The intent is for the janitorial services to be completed outside of normal operations of the Public Utilities Department each day. This will include night work and/or weekend work in the case of cleaning after Friday at 5:00pm but before Monday at 7:00am. The City is flexible on working with the contractor's schedule, so long as the weekdays each begin with a clean building Monday-Friday.

2. Question: Will waxing and stripping be needed regularly on the laminate?

Answer: No – only the tile. Waxing and stripping is a seasonal item (spring & fall) and is separately priced on Attachment M. Pricing Schedule.

3. Question: Will cleaning of the small kitchen area in the Billing Break Room be required (countertops, etc)?

Answer: No – only dry and wet mop the floors in this space.

4. Question: Does the contractor supply the toilet paper and paper towels for the facility? If so, where are they kept?

Answer: They are kept in a cabinet in the locker/restroom area; however, the contractor is not responsible for replacement of these items. This is not included in the Scope of Work of this contract.

5. Question: When the carpets are shampooed, do you want the contractor to move furniture in the rooms or will the City do that?

Answer: We have done this both ways and are ok with the City or the contractor being responsible to move the furniture out/in the rooms for shampooing. Please indicate in your proposal response which your company would prefer to do.

6. Question: Do you want to redo the epoxy floors in the break room?

Answer: We do intend to repair the damaged epoxy floor in the Ready Room. This work will be separate from this janitorial contract and does not have a schedule at this time.

7. Question: How many of the Contractor's employees are allowed to use the fob/card that is issued by the City?

Answer: Historically, the City has issued one set of the key/card/fob to the contractor; however, we are willing to issue more than one if it is needed.

8. Question: Is there any work required on the outside of the building?
Answer: No.

All other requirements, terms and conditions of the ITB/RFP remain unchanged.

Addendum page must be signed and returned with your bid/proposal to acknowledge receipt of this addendum.

Authorized Signature

By: Shane B. Smith
Procurement Manager



NON-MANDATORY PRE-PROPOSAL MEETING
SIGN-IN SHEET

City of Harrisonburg, Virginia

Janitorial Services at Public Utilities RFP (2023010-PU-P)

November 3, 2022 at 11:00am

NOTE: EACH PERSON PRESENT FROM A COMPANY SHOULD SIGN IN SEPARATELY.

Company Name: Diamond Building Services General Contractor () Subcontractor () Supplier ()

Address: 401 Hyattsville .6975 New Hampshire

Telephone Number: 240-743-1577 Fax Number: _____

Attendee Name: Antonio Gomez Email: info@diamondbuildingervices.net

Company Name: The Uduma Group LLC General Contractor () Subcontractor () Supplier ()

Address: 5 W Lewis rd Hampton VA 23666

Telephone Number: (757) 234-5730 Fax Number: _____

Attendee Name: Hamaj Miller Sr Email: hmillersr@theudumagroupllc.com

Company Name: THE UDUMA GROUP General Contractor () Subcontractor () Supplier ()

Address: 5 W LEWIS RD HAMPTON, VA 23666

Telephone Number: 301-529-3100 Fax Number: _____

Attendee Name: Dennis Windley Email: dwindley@theudumagroupllc.com

Company Name: Jett Cleaning Services General Contractor () Subcontractor () Supplier ()

Address: 5726 Sierra Dr Roanoke Va

Telephone Number: 540 632-8162 Fax Number: _____

Attendee Name: Dmitry Jett Email: Jett cleaning services LLC @ Gmail

Company Name: RIGHT TOUCH CLEANING General Contractor () Subcontractor () Supplier ()

Address: 871 Jefferson St Apt E

Telephone Number: 540-209-5485 Fax Number: _____

Attendee Name: Juan Taylor Email: rosa@righttouchcleaning.biz

Company Name: _____ General Contractor () Subcontractor () Supplier ()

Address: _____

Telephone Number: _____ Fax Number: _____

Attendee Name: _____ Email: _____