



**ADDENDUM #1 FOR REQUEST FOR PROPOSAL NO. 25-003
JANITORIAL SERVICES
THIS ADDENDUM NO. 1 IS ISSUED: DECEMBER 16, 2024**

The following questions were posed by vendors expressing interest in the Request for Proposal (RFP) issued by OWASA. The purpose of this Addendum No. 1 is to provide responses to those inquiries.

This Addendum No. 1 constitutes a part of the Contract Documents and modifies the original RFP Documents dated December 3, 2024.

Proposers must acknowledge receipt of this Addendum No. 1 in their proposal packages. Failure to do so may result in rejection of your proposal.

REQUEST FOR PROPOSAL SUBMITTAL DEADLINE

Proposals will be accepted until Friday, **December 20, 2024, at 3:00 PM ET.**

QUESTIONS AND ANSWERS

Question 1:

I am reaching out to inquire if there is an incumbent currently performing the services outlined in the RFP **25-003** for Janitorial Services at Orange Water & Sewer Authority. If so, would you be able to share the contract number and the award amount for this contract with me by any chance?

Answer:

The current service provider for Janitorial Services is Anago Cleaning Systems, with a contract amount of \$68,640.

Question 2:

Can you disclose what the square footage is of both locations?

Can you disclose who the current contractor is and price being paid?

The square footage for each location is as follows:

Administration: 22,337 sq. ft.

Operations: 36,123 sq. ft.

Water Treatment Plant (WTP): 12,232 sq. ft.

Wastewater Treatment Plant (WWTP): 10,122 sq. ft.

The current contractor is Anago Cleaning Systems, and the contract amount is \$68,640.

Question 3:

Possible typo on scope of work under interior admin building 2nd floor, Strip/Wax Vinyl areas is listed twice. Under WTP 1st floor there is no strip and wax listed, only weekly buffing.

Answer:

Please see the attached updated Task and Frequency Table:

- **Removed the duplicate "Strip/Wax Vinyl" entry for the Interior Admin Building 2nd Floor.**
- **Clarified that there is no "Strip/Wax Vinyl" listed under WTP 1st Floor because the floor is ceramic and does not require this service.**
- **Adjusted "Strip/Wax Vinyl" in all other locations to be performed on an as-requested basis.**

Question 4:

I reviewed the scopes I had on file for past bids at OWASA, and it seems the strip/wax has been quarterly for some time, yet the current company says they only do them 1 time a year. Are they in default of the contract or does the scope need to change? Same question in regard to buffing, there doesn't appear to be any buffing taking place currently, is the current vender in default or does this scope need changed also?

Answer:

The scope for Strip/Wax Vinyl has been updated to an as-requested basis for all locations. The Task and Frequency Table serves as the governing document for this contract. All proposers are encouraged to thoroughly review the Task and Frequency Table to ensure a complete understanding of the scope of work.

Question 5:

Will there be an option to provide an initial deep clean price to bring the site up to base standard?

Answer:

Deep cleaning will be conducted on an as-requested basis, and the pricing model includes a provision for submitting a separate cost for this service.

Question 6:

What is the current contracted amount?

Answer:

The current contracted amount is \$68,640.

Question 7:

Are you able to provide the square footage for each of the buildings below for RFP 25-003 Janitorial Services?

Answer:

The square footage for each building included in RFP 25-003 Janitorial Services is as follows:

- Administration: 22,337 sq. ft.
- Operations: 36,123 sq. ft.
- Water Treatment Plant (WTP): 12,232 sq. ft.
- Wastewater Treatment Plant (WWTP): 10,122 sq. ft.

Question 8:

What happens if I forget a to submit one of the documents in the email after submitting proposal?

Answer:

You may submit any missing documents up until the submittal deadline. After the deadline, no additional documents will be accepted.

Question 9:

Are you net 30

Answer:

Yes, we are net 30.

Question 10:

Who is the current provider and how long have they had the contract?

Answer:

The current provider is Anago Cleaning Systems, and they have held the contract for three years.

Question 11:

Can you provide the cleanable square footages?

Answer:

We do not have the cleanable square footage information available.

End of Addendum

Administration

Location: 400 Jones Ferry Road Carrboro, NC 27510

Interior Admin Building (1st Floor)		FREQUENCY
Empty trash		Daily
Clean restrooms/locker rooms		Daily
Sweep/Wet mop restrooms/locker rooms		Daily
Sweep/Mop all vinyl floors		Daily
Clean breakroom kitchen and HR nook		Daily
Vacuum carpeted areas		Daily
Clean elevator doors & mop inside		Daily
Community Room - clean tables, dust, mop		Daily
Empty recycling		2 days per week
Clean interior windows		Weekly
Dust furniture		Weekly
Clean glass doors and wall enclosures		Weekly
Buff floors		Monthly
Stairwell by elevator-Sweep, dust & remove cobwebs, wipe hand rails and ledges		Weekly, as needed
Stairwell by HR-Sweep, dust & remove cobwebs, wipe hand rails and ledges		Weekly, as needed
Strip/wax vinyl areas		as requested
Shampoo all carpeted areas		2 times a year
Exterior Admin Building (1st Floor)		FREQUENCY
Empty trash cans		Daily
Clean mats		Daily
Clean glass doors		Weekly
Interior Admin Building (2nd Floor)		FREQUENCY
Empty trash		Daily
Clean restrooms		Daily
Sweep/wet mop restrooms		Daily
Sweep/Mop all vinyl floors		Daily
Clean entire Boardroom & kitchenette		Daily
Clean entire kitchen & all nooks (Customer Service, Engineering and Finance)		Daily
Vacuum carpeted areas		Daily
Clean elevator doors & mop inside		Daily
Empty Recycling		2 days per week
Dust Furniture		Weekly
Clean interior windows		Weekly
Clean glass doors and wall enclosures		Weekly
Buff floors		Monthly
Stairwell by elevator-Sweep, dust & remove cobwebs		Weekly, as needed
Stairwell by Finance-Sweep, dust & remove cobwebs		Weekly, as needed
Sweep all stairwells, dust & remove cobwebs		Monthly
Strip/Wax vinyl areas		as requested
Shampoo all carpeted areas		2 times a year
Exterior Admin Building (2nd Floor)		FREQUENCY
Empty trash cans, including gazebo		Daily
Clean mats		Daily
Clean glass doors		Weekly

First and Second Floor – On the 2nd Thursday of each month, please schedule the Administration Building to be cleaned last.

Operations

Location: 400 Jones Ferry Road Carrboro, NC 27510

Operations 1st and 2nd Floor	FREQUENCY
Empty trash	Daily
Clean restrooms/locker rooms	Daily
Sweep/wet mop restrooms/locker rooms	Daily
Mop entire floor	Daily
Sweep/dust mop	Daily
Clean elevator doors & vacuum inside	Daily
Clean entire breakroom	Daily
Clean counter tops	Daily
Clean kitchen area	Daily
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and wall	Daily
Empty recycling	2 days per week
Stairwell #1- sweep,dust and remove cobwebs, wipe hand rails and ledges	Weekly, as needed
Clean and dust furniture & flat services	Weekly
Clean interior windows and dust blinds	Weekly
Buff floors	Monthly
Strip/wax vinyl areas	as requested
Shampoo all carpeted areas	2 times per year
Exterior Operations 1st and 2nd floor	FREQUENCY
Clean exterior windows at entryway doors	Weekly
Stairwell #2- sweep,dust and remove cobwebs,wipe hand rails and ledges	Weekly, as needed
Operations Warehouse	FREQUENCY
Empty trash in office	Daily
Sweep/Wet mop restrooms/offices	Daily
Clean restrooms	Daily
Clean office windows and dust blinds	Weekly
Strip/wax vinyl areas	as requested
Operations Vehicle Maintenance Shop	FREQUENCY
Empty trash in office and Meter Shop	Daily
Sweep/wet mop restrooms/offices	Daily
Clean kitchenette area	Daily
Clean restrooms	Daily
Strip/wax vinyl areas	as requested

Water Treatment Plant (WTP)

Location: 400 Jones Ferry Road Carrboro, NC 27510

WTP Admin Main Building (2nd Floor)	FREQUENCY
Empty trash	Daily
Clean restrooms/locker rooms	Daily
Sweep/wet mop restrooms/locker rooms	Daily
Mop entire floor	Daily
Sweep/dust Mop	Daily
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and windows at main entrance and filter gallery entrance	Daily
Clean interior windows and screens	Weekly
Primary stairwell next to elevator-sweep, dust and remove cobwebs, wipe hand rails and ledges	Weekly, as needed
Clean and dust furniture & flat services	Weekly
Empty recycling	2 days per week
Buff floors	Monthly
Strip/wax vinyl areas	as requested
Shampoo all carpeted areas	Annually
Operator Area (2nd Floor)	FREQUENCY
Empty trash	Daily
Mop entire floor	Daily
Sweep/dust Mop	Daily
Sweep/wet mop	Daily
Clean interior windows and screens in operator area and filter gallery	Weekly
Buff floors	Monthly
Sweep and mop staircase from filter gallery to pipe gallery in corridor	Monthly
Strip/wax vinyl areas	as requested
Counter tops in Operator area -DO NOT CLEAN	None
Exterior WTP Admin/Operator Main Building (2nd Floor)	FREQUENCY
Clean exterior windows at entryway doors	Weekly
Clean Mats	Weekly
WTP (1st Floor)	FREQUENCY
Empty trash	Daily
Clean restrooms/Locker rooms	Daily
Sweep/Wet mop restrooms/locker rooms	Daily
Mop entire floor	Daily
Sweep/Dust Mop	Daily
Clean entire breakroom	Daily
Clean counter tops	Daily
Clean kitchen area	Daily
Sweep/wet mop	Daily
Clean glass doors and wall	Daily
Primary stairwell next to elevator-sweep, dust and remove cobwebs, wipe hand rails and ledges	Weekly, as needed
Clean interior windows and screens	Weekly
Clean and dust furniture & flat services	Weekly
Buff floors	Monthly
Shampoo all carpeted areas	Annually
Maintenance Workshop-Do Not Clean	None
Pipe Gallery-Do Not Clean	None

WTP Laboratory- (3rd Floor)	FREQUENCY
Empty trash	Daily
Clean restrooms	Daily
Sweep/Wet mop restrooms	Daily
Mop entire floor	Daily
Sweep/Dust Mop	Daily
Counter tops-DO NOT CLEAN	None
Kitchen area-DO NOT CLEAN	None
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and widows	Daily
Empty recycling	2 days per week
Clean and dust furniture & flat services	Weekly
Primary stairwell next to elevator-sweep, dust and remove cobwebs, wipe hand rails and ledges	Weekly, as needed
Buff floors	Monthly
Shampoo all carpeted areas	Annually
Strip/wax vinyl areas	as requested
GC Room-Do NOT CLEAN or ENTER	None

Waste Water Treatment Plant (WWTP)

Location: 170 Old Mason Farm Road Chapel Hill, NC 27514

WWTP Admin Area	FREQUENCY
Empty trash	Daily
Clean restrooms/locker rooms	Daily
Sweep/wet mop restrooms/locker rooms	Daily
Mop entire floor	Daily
Sweep/dust mop	Daily
Clean entire breakroom	Daily
Clean counter tops	Daily
Clean kitchen area	Daily
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and wall	Daily
Empty recycling	2 days per week
Clean and dust furniture & flat services	Weekly
Clean interior windows	Weekly
Buff floors	Monthly
Strip/Wax vinyl areas	as requested
Shampoo all carpeted areas	Annually
WWTP Laboratory	FREQUENCY
Empty trash	Daily
Sweep/Wet mop restrooms	Daily
Mop entire floor	Daily
Sweep/dust mop	Daily
Counter tops-DO NOT CLEAN	None
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and wall	Daily
Empty recycling	2 days per week
Clean and dust furniture & flat services in office	Weekly
Buff floors	Monthly
Strip/Wax	as requested
Shampoo all carpeted area in office	Annually
WWTP Maintenance Shop Office	FREQUENCY
Empty trash	Daily
Sweep/dust mop	Daily
Mop entire floor	Daily
Exterior WWTP	FREQUENCY
Clean exterior entryway doors	Weekly