



Addendum No. 2
 City of Coquitlam
RFP No. 24-043

Janitorial Services at Public Safety Building

Issue Date: May 31, 2024

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This Addendum is issued to Proponents registered as attending the Mandatory Site Meeting on Monday, May 27, 2024. Proposals will only be received from the companies that are recorded on the City's Mandatory Site Visit Registration Form.

Proponents shall note the following amendments to the RFP documents:

QUESTIONS AND CLARIFICATIONS

Q1. Appendix A only includes the Scope of Work and schedule for Ridge Community Police Station, Burquitlam Community Police Station and City Hall. I cannot find the schedule for the Public Safety Building. Could you please provide me with the schedule of this building (for example: how many days a week do we need to provide the service?)

A1. As per Appendix A, Schedule D:

Janitorial Coverage:

7:30 a.m. to 10:00 p.m. - Monday through Friday

8:00 a.m. to 4:00 p.m. - Saturday, Sunday and holidays

Schedule Frequency:

7 days per week

Q2. Do you have any required hours for each cleaning shift (such as 5 hours per shift), or as long as the cleaner team is done with the cleaning tasks?

A2. Work can be done at any time, but Appendix A, Schedule D, Column C specifies required start times for certain tasks. One example below. There are four (4) specific task with critical start times.

<i>Floor</i>	<i>Cleaning Tasks Schedule</i>	<i>Critical Time/Hour</i>
	DAY SHIFT STARTS	
Ground	Male locker rooms, showers & washroom (x4) (all areas)	9:00a

Q3. The three (3) questions we have pertain to the additional locations in this RFP:

- Community Police Station - 1059 Ridgeway Ave.
- Community Police Station - 555 Emerson St
- City Hall Police Occupied Space

Q3a) How many staff work at each of the additional locations usually?

A3a) The number of staff changes throughout the day, with 5 to 10 RCMP members and is 24/7/365.

Q3b) Is there specific cleaning schedule for the additional locations and is daytime or nighttime cleaning preferred?

A3b) No cleaning schedule but daytime cleaning is required.

Q3c) Can these 3 additional locations be sub-contracted?

A3c) Subcontracting is prohibited.

Q4. Is the cleaning staff currently unionized? If yes, please provide a copy of the Collective Bargaining Agreement.

A4. The current cleaning staff are Contractor and not employees of the City or RCMP. Their employment contracts are independent of the City..

Q5. What work order management platform or process is being utilized?

A5. Aside from email, there is no system in place. Appendix A should be followed in any order, except for the four specified tasks that must be started at the designated times in the Public Safety Building. See also A2.

Q6. Please confirm that all cleaning and project work is to be done during 'working hours' listed in Appendix A at all sites to be serviced.

A6. Confirmed. See also A1.

Q7. If working hours differ at each service site, please confirm the working hours at each location.

A7. Three (3) days per week, 8:00 a.m. to 4:00 p.m., Monday through Friday as needed.

Q8. Does the City currently have a cleaner on shift for the entirety of the listed Hours of Work. If not, what is the current shift timing at each service location?

A8. There is no City worker assigned to cleaning. Cleaning is the sole responsibility of the Contractor. Shift Times, see A1 or Appendix A.

Q9. Please confirm that the City provides the consumables listed in Appendix B at all service locations. Appendix A - Schedule A, indicates the contractor is responsible for "Consumables, i.e.. All cleaning supplies", while Appendix B indicates the City is responsible for certain consumables.

A9. Yes, the City supplies the consumables.

Q10. Is a plumbing snake provided and available onsite to rectify minor plumbing issues as requested within Scope of Work?

A10. No, tools are the Contractor's responsibility.

Q11. Please confirm that the required security clearances are conducted upon award at the City's cost for the assigned start up team and that any subsequent replacement staff security clearances are at the Suppliers/Proponent's cost.

A11. Confirmed. Note that the current wait time for clearance is 8 – 12 months, for start-up and any staff changes.

Q12. Please confirm who is responsible for repair and replacement dispensers (i.e. Soap dispensers, paper dispensers, hand sanitizing dispensers etc.)

A12. The City is responsible.

Q13. Is it expected that cleaners remove curtains for dry cleaning purposes and then re-hang?

A13. There are no curtains in the building. There are blinds in some of the offices and they are not to be removed.

End of Addendum No. 2

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal submission.

Issued by:

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