



**SOLICITATION ADDENDUM**

**CITY OF GLENDALE**  
Procurement Division  
5850 W. Glendale Avenue  
Suite 317  
Glendale, AZ 85301  
Phone: (623) 930-2865

Solicitation Number: RFP 18-12 Addendum #1 Page 1 of 2

Solicitation Due Date: August 24, 2017 2:00 p.m. (Local Time)

**RFP 18-12**  
**CUSTODIAL SERVICES FOR COMMUNITY LIBRARIES**

As a result of the pre-offer conference held on Tuesday, August 1, 2017, the following revisions have been made to Request for Proposals No. 18-12:

**1.2 SCOPE OF WORK**

**REVISE:** Section 1.2.3 Contractor shall provide cleaners, disinfectants, **hand sanitizer**, waxes, wax stripping materials, wastebasket liners, feminine product disposable bin liners, deodorant bars for toilets and urinals, urinal mats, electrical odor control, and any other products and equipment required to provide the cleaning services specified herein. Contractor shall fill all dispensers.

**1.4 DEFINITION OF TERMS**

**REVISE:** Section 1.4.14, delete last sentence of first paragraph as follows:

**1.4.14 RESTROOM CLEANING STANDARDS** Every toilet, urinal, lavatory and sink, associated fixtures and floors shall be properly cleaned daily using environmentally and City approved products. Flush water down the urinal nightly. ~~Remove waterless urinal cartridge monthly and clean it completely, paying close attention to the P-trap on the unit.~~

**1.5 TECHNICAL REQUIREMENTS**

**REVISE:** Section 1.5.10 as follows:

**1.5.10 SUPERVISION BY THE CONTRACTOR** The Contractor will supervise and direct the work. The Contractor will be solely responsible for the means, methods, and safety practices of its employees, techniques, sequences and procedures. The Contractor will employ and maintain ~~on the work site~~ a qualified, English speaking, working Supervisor or Superintendent who shall have been designated in writing by the Contractor as the Contractor's representative. The Supervisor/**Superintendent** shall have full authority to act on behalf of the Contractor and all communications given to the Supervisor/**Superintendent** shall be as binding as if given to the Contractor. The Supervisor/**Superintendent** shall be ~~present on the site~~ **available** at all times as required to perform adequate supervision and coordination of the **employees'** work.

**REVISE:** Section 1.5.11 as follows:

**E. Uniforms:** All Contractor employees shall wear picture identification badges ~~or~~ **and** uniforms at all times.

**6.1 FREQUENCY SCHEDULE AND PRICE SHEET**

**ADD: OPTIONAL SERVICE – PRICE FOR DAY PORTER AT MAIN LIBRARY**

Monday-Thursday (4 hours daily). Restrooms, mop/vacuum high traffic areas, remove trash, and basic cleaning as needed.

\$ \_\_\_\_\_

**QUESTIONS:**

**Q.** Can the City provide square footage for carpet and tile at each location?

**A.** **No.** Contractor shall vacuum carpeted areas and mop tile/vinyl flooring.



**SOLICITATION ADDENDUM**

Solicitation Number: RFP 18-12 Addendum #1 Page 2 of 2

Solicitation Due Date: August 24, 2017 2:00 p.m. (Local Time)

**CITY OF GLENDALE**  
Procurement Division  
5850 W. Glendale Avenue  
Suite 317  
Glendale, AZ 85301  
Phone: (623) 930-2865

**Q.** Can a floorplan of all the libraries be provided?

**A.** Yes, see attached.

**Q.** Do we know how much the supplies are currently costing the contractor?

**A.** No, supplies are included in the lump sum fees.

**Q.** Is the contractor responsible for filling the Hand Sanitizer Dispensers?

**A.** Yes, Section 1.2.3 is revised to add hand sanitizer.

**Q.** Is the contractor responsible for the exterior trash cans at Velma Teague Branch?

**A.** No, the exterior trash cans are maintained through a Parks Department contract.

**Q.** Is the contractor responsible for cleaning the Adult and Youth Patios at the Foothills Branch?

**A.** No, only the exterior windows shall be cleaned according to the Frequency Schedule.

**Q.** At Foothills branch, there is gridding over the self-check area; is this an optional cleaning request or part of the dusting?

**A.** This area is part of Miscellaneous: Dusting – High/low dust all fixtures weekly.

**Q.** What Holidays are the libraries closed for 2017-2018?

**A.** The City observes the following holidays: New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day; Thanksgiving (2 days) and Christmas.

**ATTACHMENTS:**

- 1) Branch Floorplans

**All other specifications, instructions, terms and conditions remain the same. The Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the proposal submittal.**

**Name of Company:** \_\_\_\_\_

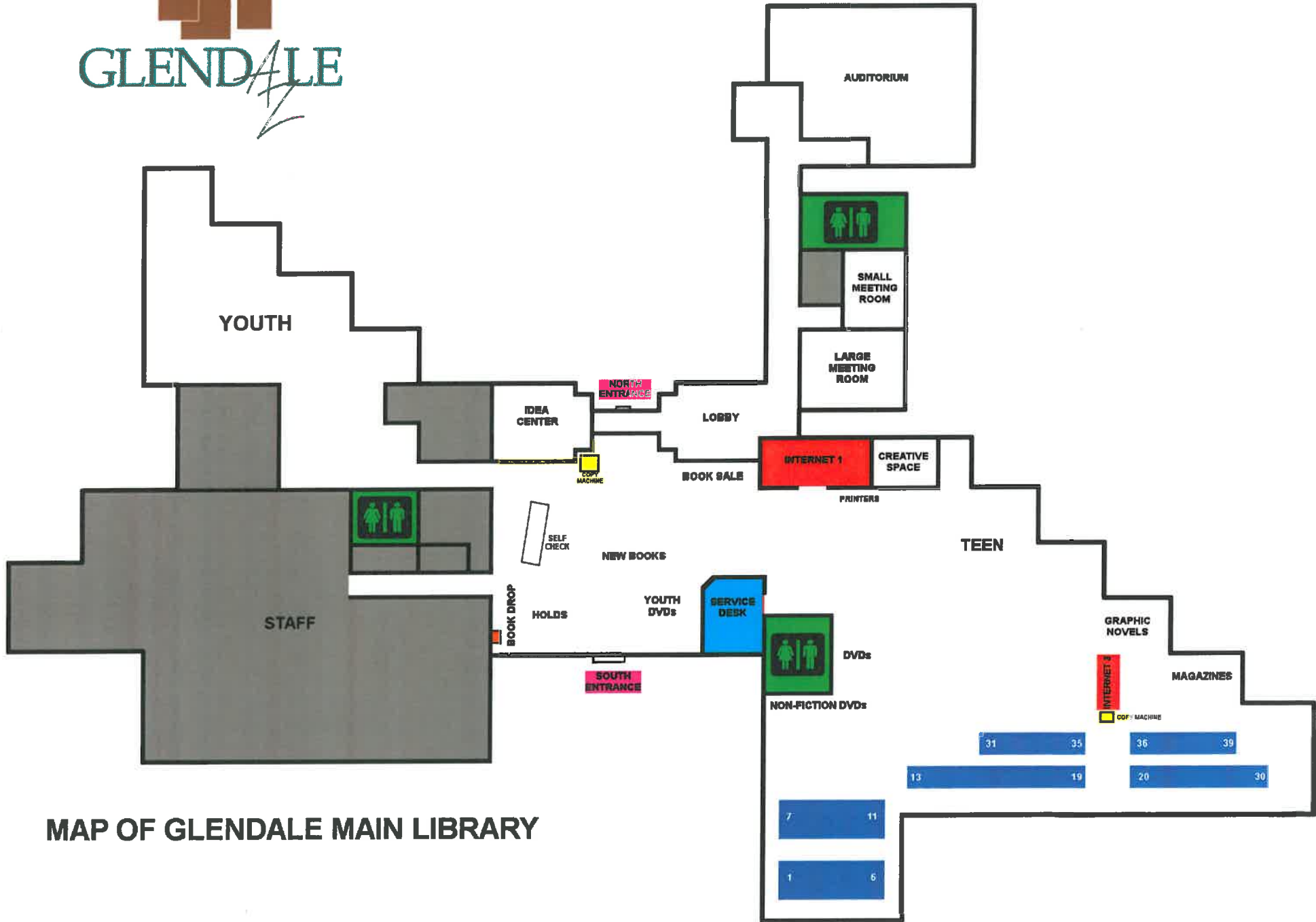
**Address:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

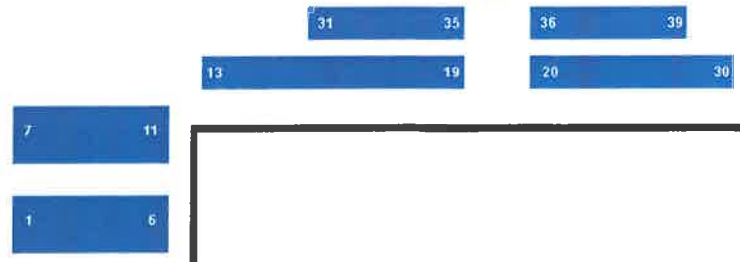
**Print Name and Title:** \_\_\_\_\_



BOOK DROP

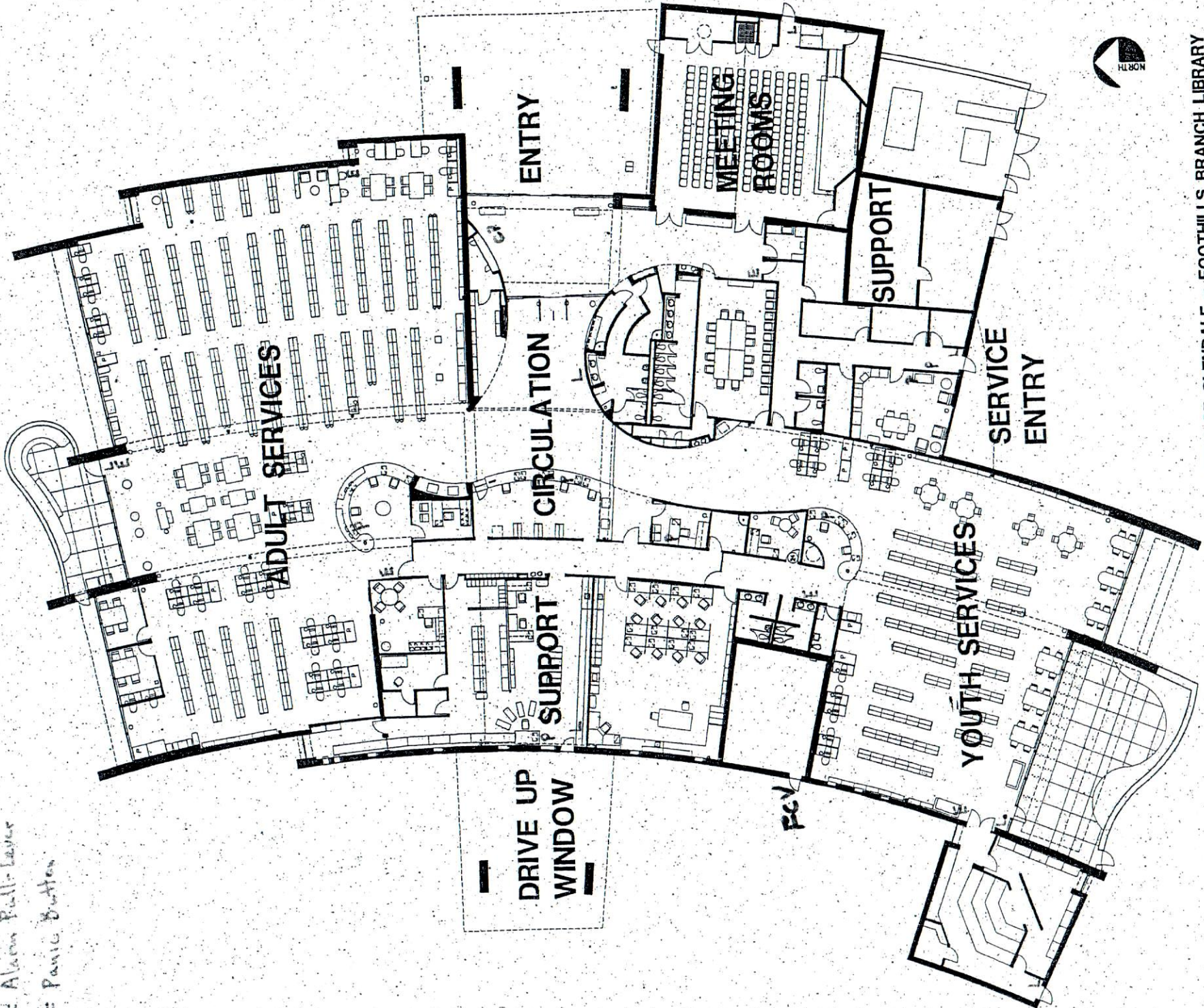


MAP OF GLENDALE MAIN LIBRARY

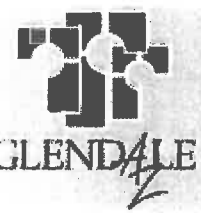




■ Fire Extinguisher  
 ■ Alarm Pull-Levers  
 ■ Panic Buttons



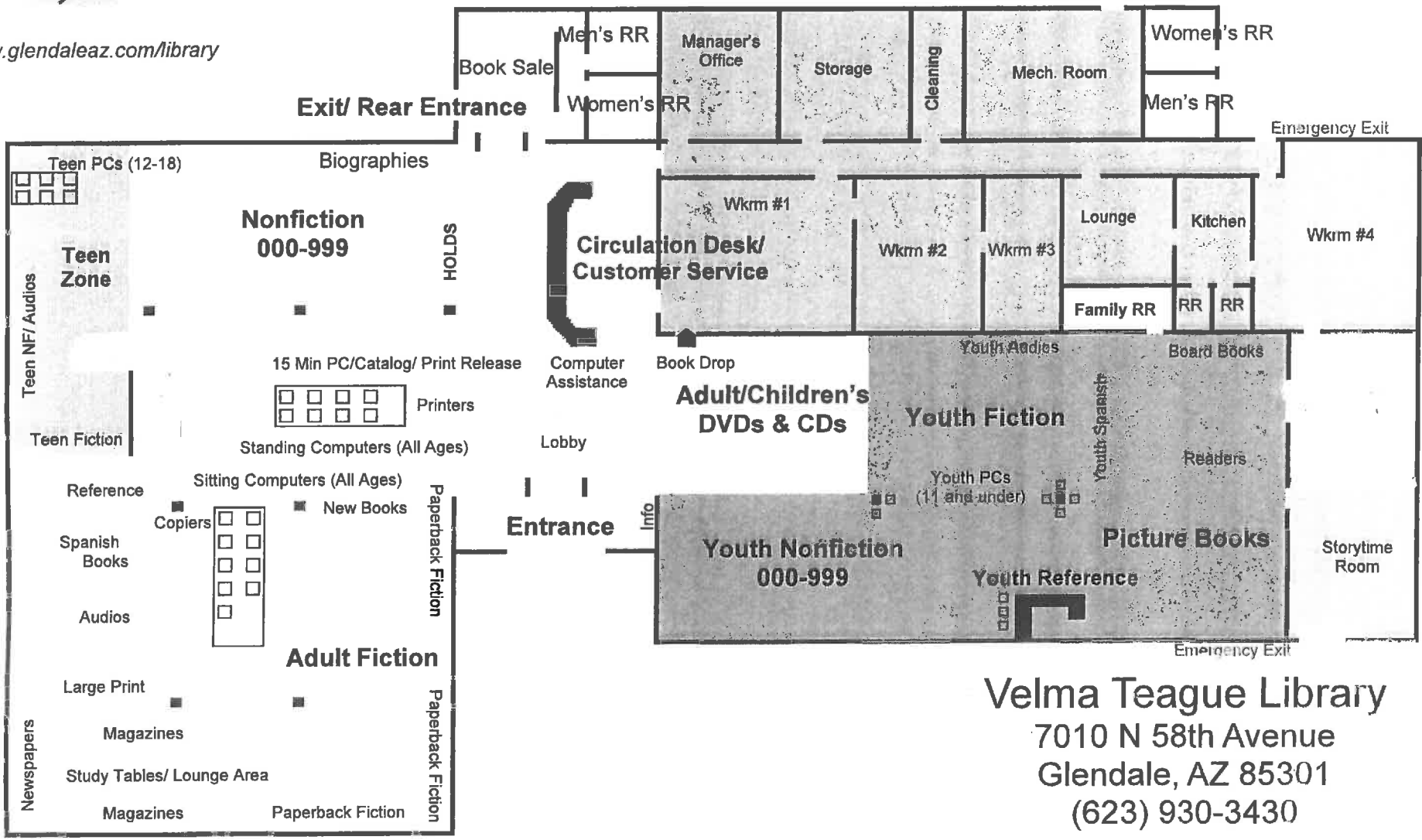
(Partial text from another page)



To City Hall/ Amphitheatre

# Velma Teague Branch Library Map and Layout

www.glendaleaz.com/library



Velma Teague Library  
7010 N 58th Avenue  
Glendale, AZ 85301  
(623) 930-3430



To 58th Ave/ Parking

