

**CITY OF RANCHO MIRAGE
69825 HIGHWAY 111
RANCHO MIRAGE, CA 92270
(760) 324-4511**

**ADDENDUM TO
REQUEST FOR PROPOSALS
FOR
CUSTODIAL SERVICES**

**ISSUED:
JULY 18, 2022**

PURPOSE:

This Addendum (“Addendum”) is being issued to provide answers to questions about the City of Rancho Mirage Request for Proposals for Custodial Services, dated June 30, 2022 (“RFP”), which questions prospective bidders submitted requesting further details regarding the RFP. Included below are said questions and answers thereto, all of which shall be made part of the RFP by inclusion into this Addendum.

GENERAL INSTRUCTIONS:

This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP. Where inconsistent with the RFP, this Addendum shall govern. It is the responsibility of all respondents to the RFP to conform to this Addendum. Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged. All respondents must acknowledge receipt of this Addendum by signing and submitting the form that is attached to this Addendum as Exhibit “A.”

QUESTIONS AND ANSWERS:

Question 1: Is staff within the facilities working a full-time schedule, or part time due to COVID?

Answer 1: Currently, full-time, but schedule is subject to change at City’s sole discretion.

Question 2: Is there a janitorial closet in the basement at City Hall?

Answer 2: No.

Question 3: Can the City of Rancho Mirage clarify the expectation for deep cleaning of offices and common areas as referenced on page 12?

Answer 3: This type of cleaning is more through, emphasizing those areas that are not usually being touched during routine cleaning.

Question 4: Can the City of Rancho Mirage define the size of spot on the carpet that would classify as nightly spot cleaning.

Answer 4: All visible spots.

Question 5: Will the City of Rancho Mirage require bidders to submit evidence of good standing in the form of an official certificate of good standing issued by the California Secretary of State?

Answer 5: Please follow the requirements within the RFP. Where bidders are not evidenced having good standing on the California Secretary of State’s website, evidence

of good standing and/or authority to transact business in California will be requested of bidders.

Question 6: Will the City of Rancho Mirage be adhering to Labor Code section 2776 regarding business-to-business contracting for janitorial services?

Answer 6: Please see page 25 of the RFP, under heading "INDEPENDENT CONTRACTOR STATUS". Without limiting the generality of the forgoing, failure of bidder to qualify as an independent contractor under applicable law shall result in the bid being rejected as non-responsive, and City will only contract with bidders which qualify as an independent contractor under applicable law. With respect to Labor Code Section 2776, specifically, the City will consider such statute as possible grounds for applying the *Borello* case (as defined in Labor Code Section 2776) to the determination of an employee or independent contractor, noting that bidders have certain criteria which must be satisfied for such statute to apply.

Question 7: Will the City of Rancho Mirage consider requiring a payroll tax and workers compensation insurance audit, to ensure that potential service providers are meeting all state and federal regulations?

Answer 7: The City reserves all rights, powers and privileges it's afforded under applicable law, including but not limited to the Federal and California Constitutions, the City's Charter and Municipal Code, and under its police power. It is the bidder's sole obligation to meet all state and federal regulations, and City may take any and all lawful actions to ensure the same, at its reasonable discretion.

Question 8: Can the City of Rancho Mirage provide the carpeted floor square footage for all buildings outlined in the RFP?

Answer 8: City Hall 25,577 sq. ft. Estimated, Library 22,896 sq. ft. Estimated, City Yard 1100 sq. ft. Estimated.

Question 9: Can the City of Rancho Mirage provide the hard floor square footage for all buildings in the RFP?

Answer 9: City Hall 3,383 sq. ft. Estimated, Library 7,342 sq. ft. Observatory 308 sq. ft. Estimated, City Yard 4,100 sq. ft. Estimated.

Question 10: Can the City of Rancho Mirage provide floor plans for each of the buildings that are part of the RFP?

Answer 10: See attached floor plans.

Question 11: Can the City of Rancho Mirage provide the current provider existing agreement and or for the fiscal year 2021/2022 agreement?

Answer 11: This information is available on the City website.

Question 12: Can the City of Rancho Mirage provide invoices for the previous 6 months, regarding the services that are being provided under the current contract?

Answer 12: This information is available on the City website.

Question 13: Can the City of Rancho Mirage provide clarification on the specific type of dust mop that is mentioned on page 10?

Answer 13: Microfiber type mop.

Question 14: Should prospective bidders provide another line on the price sheet for the billing amount of the mid-day service?

Answer 14: There is a line item on page 16 of the RFP for "Optional Library mid-day services."

Question 15: As mentioned on page 2 of the RFP, Can the City of Rancho Mirage clarify what cleaning products will be provided, chemicals, batteries, etc.?

Answer 15: Disinfectant cleaners, reusable mop heads, rubber gloves, sponges, rags, glass cleaner, carpet and upholstery cleaner, non-chlorinated bleach, and an assortment of batteries.

Question 16: Is the City of Rancho Mirage currently operating a recycling program where trash and recycling need to be sorted at each workstation?

Answer 16: Yes.

Question 17: I am looking at the RFP you currently have out for custodial services, on the City's website it does state that proposals are accepted electronically, but there are a few spots in the RFP that state hard copy original with 3 copies. Would you be able to clarify that for me please, I appreciate it?

Answer 17: Proposals may be submitted electronically, as follows:

Proposals may be submitted electronically by delivering such proposals to: ryans@ranchomirageca.gov.

All electronic submittals shall include in the subject line "**BID FOR SERVICES - DO NOT OPEN WITH REGULAR EMAIL**". It shall be the responsibility of proposer to ensure the electronic delivery is successful prior to deadline for submissions.

The City shall not be responsible for, nor accept any as a valid excuse, any delay in any method of delivery used by the proposer.

Failure of the proposer to properly identify the email proposal as described may result in the proposal being considered non-responsive.

*****END ADDENDUM NO. 1*****

ALL BIDDERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM NO. 1 BY SIGNING THE ATTACHED RECEIPT SHEET AND SUBMITTING THE SIGNED SHEET WITH THEIR BID PROPOSAL. FAILURE TO COMPLY MAY BE CAUSE TO CONSIDER THE BID NON-RESPONSIVE.

EXHIBIT "A"

**ADDENDUM RECEIPT
ACKNOWLEDGEMENT FORM**

By signing this form, I hereby acknowledge receipt of the Addendum dated July 18, 2022 ("Addendum"), to the City of Rancho Mirage Request for Proposals for Custodial Services, dated June 30, 2022 ("RFP"). I agree to include this signed instrument as part of any proposal package submitted in response to the RFP and Addendum.

By:

Title:

Date: _____, 2022