

**Addendum No.2**  
**Request for Proposals No. P24/10060L**  
**Custodial Services**

**Issue Date:** August 8, 2023

**ADDENDUM 2:**

This addendum will be posted to the Pima Community College webpage by August 8, 2023, by 5 pm (AZ Time)

**ITEM NO. ONE (1): PRE-PROPOSAL CONFERENCE**

Attendance roster is included at the end this document for the Pre-Proposal Conference held on Tuesday, July 25, 2023.

**ITEM NO. TWO (2): QUESTIONS AND ANSWERS**

1. We understand consumables are to be included in our pricing. Do you have the last three months of invoices to get a general idea of usage to price accordingly?

**Response: *We do not have access to the current providers supply invoices. Consumables should be included in your price per square foot.***

2. What is the potential start date for services?

**Response: *The current contract ends December 31, 2023. A tentative start date is January 1, 2024***

3. Will all answers to all vendor questions be posted on your site?

**Response: *All questions that require an answer will be posted in an addendum. Questions that can be answered from the current solicitation language may not be posted as this information is already publicly available.***

4. Page 36 Notes: 4. Any designated meeting room and activity area must be cleaned before the next scheduled meeting/activity. This is particularly important when meetings and activities are scheduled in conjunction with meals catered by the cafeteria. Food spills must be attended to promptly to ensure smooth transition from one meeting period to another. Scheduled meetings and activities will be communicated to the Contractor. How does the contractor receive schedule or notice of events to be monitored throughout the day.

**Response: *The College uses the Famis 360 online platform for scheduled events and custodial needs. The custodial contractor will have a designated email address to receive email notifications of scheduled events and custodial needs.***

5. Page 37 Cleaning Supplies 2.f. Waterless Urinal Cleaning Products. Contractor must work with Campus Operations Managers to ensure the best products are used to reduce/eliminate odor and plumbing issues. Can you clarify the campus operations preferred product, how many waterless urinals are on campus, and that the product is paid for by the contractor?

**Response: For cleaning the waterless urinals, any product that cleans porcelain is fine. Waterless urinals make up a small percentage of urinals on campuses; exact quantity is not currently known. The urinal cleaner is considered a consumable and should be included in your price per square foot**

6. Page 39 Custodial Storage A lockable area will be assigned to the Contractor. The contractor shall provide complete cooperation to the Environmental Health and Safety department for storage area inspections. Can you share the approximate square footage of storage at each Location?

**Response: Please see Pima Community College Custodial Storage Listing table at the end of this addendum.**

7. Is the estimated annual budget of \$2.5 million dollar inclusive of the January 2024 minimum wage increase?

**Response: While the \$2.5 million-dollar annual budget does include adjustments for wage increases, proposers should include current and future wage requirements in their cost per square foot.**

8. Does the estimated annual \$2.5 million budget include the consumables provided by the incumbent?

**Response: While the \$2.5 million-dollar annual budget does include consumables, proposers should include current and future consumables in their cost per square foot.**

9. What is the student population present on each campus daily?

**Response: Below is the current information that we have regarding student population on the specified campuses daily.**

Section Campus Desc	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Davis-Monthan AFB	10		20			3	
Desert Vista	623	767	596	600	184	69	13
Downtown	1703	1614	1725	1431	508	112	
East	837	830	831	754	105		
Northwest	760	785	803	763	220	31	
West	2189	2332	2113	2162	549	66	

10. What locations need consistent weekend work?

**Response: Weekend work is dependent on the scheduled activities at the campuses. Some campuses may have more consistent weekend work than others.**

11. Will the chosen provider be responsible for the outdoor lockers at the Aviation Technology Center?

**Response: Yes**

12. Will the chosen provider be responsible for wiping down/cleaning white boards?

**Response: Yes – in accordance with APPA (Association of Physical Plant Administrators) 2 standards**

13. Can PCC clarify if the dine-in area on the West side of the café/bookstore at the Downtown Campus, is included in the contractual scope?  
**Response: Yes, it is**
14. Can you share the titles of those who will comprise the decision-making committee for this RFP?  
**Response: *That information is not available currently.***
15. Will the chosen provider purchase hand sanitizer for wall units?  
**Response: *Pima Community College will no longer be providing hand sanitizer to those areas***
16. Will the chosen provider restock hand sanitizer in the wall units?  
**Response: *NO see response to question 15***
17. Is there an opportunity for vendors present at the Pre-Proposal Meeting to receive the recording of the meeting?  
**Response: *Any vendors that were present at the preproposal meeting can request the recording of the meeting via email at: do-bids-proposals@pima.edu***
18. Does PCC require any specific PPE for custodial staff entering lab spaces?  
**Response: Yes, safety glasses**
19. What is the estimated award date for this contract?  
**Response: *Tentative award notification is the week of November 13, 2023***
20. What is the estimated start date of this contract?  
**Response: *See question 2 on page 1***
21. Will PCC provide golf carts or gators to the custodial staff at any locations?  
**Response: No**
22. Who is the current janitorial services provider?  
**Response: *Olympus Building Services, Inc.***
23. Item 11.3: What events/results from a background check would disqualify a candidate from working at the College?  
**Response: *Please see Scope of Work section "Qualification of Custodian" page 39 item 4-6 for information on background checks.***
24. What are the background check requirements to service the Air Force Base?  
**Response: *The Department of Defense requirements. Contractor will have to get the requirements from the Air Force Base.***
25. Scope of Work Frequency Codes on page 28: Please confirm how the College defines 'daily' (I.E. 5 days per week or 7 days per week)  
**Response: *Based on activities at each specific campus, daily could range from 5 to 7 days per week.***

26. Scope of Work: Is there a modified scope of work for seasonal breaks (e.g. winter break, summer, spring)? If so, please provide.  
**Response: NO, there is not a modified scope of work for seasonal breaks.**
27. Are consumable supplies such as paper products, hand soap, and trash can liners billed separately?  
**Response: No. Consumables should be included in your price per square foot.**
28. Is the College able to provide the current annual spend on consumable supplies?  
**Response: No, this information is not available. Consumables should be included in your price per square foot.**
29. How many Day Porters are required under this contract? Please provide by campus and include shift times.  
**Response: See page 24 in the scope of work for specialized day porter duties. Proposers will have to determine the number of day porters required and shift times by campus based on the information in the RFP scope of work.**
30. Which facilities require Day Porter service?  
**Response: See response to question 29**
31. Please specify which facilities require day cleaning and which require night cleaning  
**Response: See response to question 29.**
32. What are the cleaning expectations (tasks and frequency) for the epoxy floors in the hangar?  
**Response: Sweep and mop daily with mild soap solution. Mechanized scrubber once a week or as needed.**
33. Is there an assigned office for the custodial company to use on campus to run their operations from?  
**Response: No**
34. Is there Wi-Fi or internet available for the cleaning contractor?  
**Response: Yes**
35. Are parking permits required at any of the locations and if so, what is the cost?  
**Response: Parking permits are not required currently.**
36. Are there laundry facilities available for the custodial team to use to wash rags, mop heads, etc  
**Response: No**
37. What are the current challenges the Community College faces as it relates to custodial services?  
**Response: Serving all stake holders, upholding the standards of cleanliness at multi-use facilities, servicing specialized areas all while supporting the educational process.**
38. Can you please explain and unique background check/requirements that may be required at specific sites?

**Response: See question #24**

39. Can you explain the employee badge process and what is the turnaround time from request to badge being issued?

**Response: The College badge process will be explained to the successful contractor(s) after contract award.**

40. Day Porters: Are they required at each location and should they be available during all operational hours? (6:00 am - 10:00 pm)

**Response: Yes. Hours are determined by location.**

41. Scope of work: All tasks labeled daily, are they Mon- Sat or Mon-Fri?

**Response: Daily tasks for Monday - Saturday or Monday - Friday will be determined by location.**

**Table: PCC Custodial Storage Square Footage per Location**

Pima Community College Custodial Storage Areas									
Site	Building	Floors	Room Number	Room Name	Use Code	SQ FT			
29th Street Coalition Center	29-A	1	A229	CUSTODIAL	X01	44	7 X 7		
29th Street Coalition Center	29-B	1	B119	CUSTODIAL	X01	34	4 X 10		
29th Street Coalition Center	29-B	1	B209	CUSTODIAL	X01	59	5 X 13		
Aviation Technology Center	AT-ATC	1	A117	CUSTODIAL	X01	86	8 X 13		
Aviation Technology Center	AT-ATC	1	A180	CUSTODIAL	X01	34	8 X 4		
Downtown Campus	DC-AH	1	AH104	CUSTODIAL	X01	82	6 X 14		
Downtown Campus	DC-CC	1	CC142	CUSTODIAL	X01	49	6 X 8		
Downtown Campus	DC-CC	2	CC242	CUSTODIAL	X01	37	6 X 7		
Downtown Campus	DC-CO	1	CO127	CUSTODIAL	X01	16	3 X 5		
Downtown Campus	DC-LB	1	LB147	CUSTODIAL	X01	107	14 X 8		
Downtown Campus	DC-M	1	M135	CUSTODIAL	X01	74	11 X 6		
Downtown Campus	DC-M	1	M196	CUSTODIAL	X01	45	6 X 8		
Downtown Campus	DC-M	2	M296	CUSTODIAL	X01	58	7 X 8		

Downtown Campus	DC-M	3	M397	CUSTODIAL	X01	130	8 X 16
Downtown Campus	DC-RV	1	RV110	CUSTODIAL	X01	24	4 X 6
Downtown Campus	DC-ST	1	ST108	CUSTODIAL	X01	62	7 X 9
Downtown Campus	DC-T	1	T107	CUSTODIAL	X01	46	9 X 6
Downtown Campus	DC-T	2	T213	CUSTODIAL	X01	54	8 X 8
District Office	DO-A	1	A119	CUSTODIAL	X01	34	6 X 7
District Office	DO-A	2	A203	CUSTODIAL	X01	31	6 X 6
District Office	DO-B	1	B124	JANITOR ROOM	X02	106	9 X 16
District Office	DO-C	1	C134	JANITOR ROOM	X02	96	4 X 16
District Office	DO-C	2	C205	CUSTODIAL	X01	30	5 X 6
District Office	DO-D	1	D128	CUSTODIAL	X01	34	6 X 7
District Office	DO-D	2	D242	CUSTODIAL	X01	31	5 X 6
Desert Vista Campus	DV-F	1	F133	CUSTODIAL	X01	61	7 X 9
Desert Vista Campus	DV-F	2	F258	CUSTODIAL	X01	38	5 X 8
Desert Vista Campus	DV-PUEBLO	1	A159	CUSTODIAL	X01	35	4 X 9
Desert Vista Campus	DV-PUEBLO	1	D125	CUSTODIAL (CTD)	X01	27	5 X 6
East Campus	EC-E2	1	E2-214	CUSTODIAL	X01	30	5 X 6
East Campus	EC-E5	1	E5-511	CUSTODIAL	X01	29	5 X 5
East Campus	EC-E6	1	E6-602	CUSTODIAL	X01	38	4 X 8
East Campus	EC-E7	1	E7-712	CUSTODIAL	X01	44	4 X 11
East Campus	EC-LSC	1	L118	CUSTODIAL	X01	165	13 X 13
East Campus	EC-LSC	1	L129	CUSTODIAL	X01	49	7 X 8
East Campus	EC-LSC	1	L206	CUSTODIAL	X01	47	5 X 9
East Campus	EC-LSC	1	L238	CUSTODIAL	X01	34	4 X 8
East Campus	EC-M6	1	M6-103	CUSTODIAL	X01	101	9 X 13
East Campus	EC-O1	1	O1-122	CUSTODIAL	X01	34	5 X 8
East Campus	EC-RC	1	RC108	CUSTODIAL	X01	34	7 X 5

East Campus	EC-RC	1	RC206	CUSTODIAL	X01	32	5 X 7
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Maintenance & Security	MS-MS	1	MS125	CUSTODIAL	X01	174	11 x 17
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Northwest Campus	NW-A	1	A103	CUSTODIAL	X01	63	7 X 9
Northwest Campus	NW-A	2	A202	CUSTODIAL	X01	60	7 X 8
Northwest Campus	NW-A	3	A341	CUSTODIAL	X01	72	8 X 10
Northwest Campus	NW-B	1	B124	CUSTODIAL	X01	65	8 X 8
Northwest Campus	NW-B	2	B224	CUSTODIAL	X01	52	6 X 8
Northwest Campus	NW-C	2	C215	CUSTODIAL	X01	53	7 X 8
Northwest Campus	NW-C	2	C218	CUSTODIAL	X01	54	7 X 7
Northwest Campus	NW-C	3	C333	CUSTODIAL	X01	56	5 X 11
Northwest Campus	NW-D	2	D208	CUSTODIAL	X01	48	7 X 7
Northwest Campus	NW-G	1	G108	CUSTODIAL	X01	70	5 X 15
Northwest Campus	NW-G	2	G241	CUSTODIAL	X01	119	8 X 14
Northwest Campus	NW-G	3	G330	CUSTODIAL	X01	119	8 X 14
Northwest Campus	NW-L	2	L202	CUSTODIAL	X01	61	7 X 9

West Campus	WC-A	1	A129	CUSTODIAL	X01	75	8 X 8
West Campus	WC-A	2	A221	CUSTODIAL	X01	52	4 X 9
West Campus	WC-A	2	A235	CUSTODIAL	X01	54	4 X 9
West Campus	WC-B	1	B106	CUSTODIAL	X01	42	6 X 7
West Campus	WC-B	G	BG09	CUSTODIAL	X01	52	5 X 10
West Campus	WC-B	G	BG38	CUSTODIAL	X01	47	5 X 10
West Campus	WC-C	1	C148	CUSTODIAL	X01	58	8 X 7
West Campus	WC-C	2	C223	CUSTODIAL	X01	58	7 X 8
West Campus	WC-C	3	C321	CUSTODIAL	X01	58	7 X 8
West Campus	WC-C	G	CG74	CUSTODIAL	X01	59	7 X 8
West Campus	WC-CD	1	CD60	CUSTODIAL	X01	129	7 X 17
West Campus	WC-E	1	E109	CUSTODIAL	X01	47	5 X 10
West Campus	WC-E	2	E247	CUSTODIAL	X01	40	8 X 5
West Campus	WC-E	2	E248	CUSTODIAL	X01	39	8 X 5
West Campus	WC-FS	1	FS117	CUSTODIAL	X01	50	8 X 6
West Campus	WC-H	1	H139	CUSTODIAL	X01	42	6 X 8
West Campus	WC-H	2	H217	CUSTODIAL	X01	35	6 X 71
West Campus	WC-H	3	H321	CUSTODIAL	X01	35	6 X 8
West Campus	WC-H	G	HG03	CUSTODIAL	X01	35	5 X 8
West Campus	WC-J	1	J139	CUSTODIAL	X01	42	6 X 8
West Campus	WC-J	1	J140	CUSTODIAL	X01	36	6 X 6
West Campus	WC-J	1	J141	CUSTODIAL	X01	36	6 X 6
West Campus	WC-J	2	J219	CUSTODIAL	X01	42	6 X 8

West Campus	WC-J	3	J329	CUSTODIAL	X01	42	6 X 8
West Campus	WC-J	G	JG03	CUSTODIAL	X01	42	6 X 8
West Campus	WC-J	G	JG19	CUSTODIAL	X01	22	4 X 5
West Campus	WC-K	1	K104	CUSTODIAL	X01	35	8 X 4
West Campus	WC-L	1	L119	CUSTODIAL	X01	30	6 X 6
West Campus	WC-N	1	N112	CUSTODIAL	X01	44	7 X 7
West Campus	WC-R	1	R131	CUSTODIAL	X01	20	4 X 8

All other Request for Proposals (RFP) No. P24/10060L information/terms and conditions not modified herein remain the same.

**END OF ADDENDUM TWO – RFP P24/10060L Custodial Services**

Thank you for your interest in Pima Community College.

*Charles Ebunoha, Senior Procurement Analyst*



**Pre-Proposal Conference Attendees**

Taylor Baker, Brian Mamas, Ricky Dobbs, Cindy Williams  
Robert Owen, Jesse Lewis  
Israel Hernandez, Rico Sotomayor  
Denise Benedetti  
Jacqi Marth, Bertha Celaya Yescas, Jake Marth  
Erik Ponce, Howie Korn  
Geordie Straubing, Trent Mueller, Dan Hall  
Alex Bustamante, Matt Kis  
Alan Schultz, Harold Valencia  
Joe Rodriguez, Josh Vizcarra  
Paul Short, Megan Lear  
Travis Lambert, Gregory Raglin, Sasha Olvera  
Ivan Royal, Miguel Casillas  
Annemarie Boeckman, Joshua Woodworth  
Lorenzo Majalca, Ken Davis, Joe Hidalgo  
Leslie Covarrubias  
Brian Mamas  
Jae Song

ABM Education  
Allied Universal Janitorial Services  
CBMC Janitorial  
Campus Services Group  
CCS Facility Services  
Elite Building Services  
HES Facility Management  
HCSG  
Jan-Pro  
KEEPERS Commercial Cleaning  
Kleen-Tech Services, LLC  
Olympus Building Services LLC  
OMEX Office Maintenance Experts  
Oranje Commercial Janitorial  
Triad Service Solutions  
UBM Enterprise