

**ADDENDUM #3**

Request for Proposals  
Supplemental Janitorial Services  
Solicitation No. TP24-1809

Originally Issued February 1, 2024

**Addendum 3 – Issued February 5, 2024**

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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**REVISED:**

**Attachment A- Scope of Work Section 1.1.5.5– Stripping, Waxing and Refinishing is deleted. This service has been added to the Fee Submittal Form as a separate line item but none of the flooring in the TPS property inventory need this service. Also removed from Attachment I-Cleaning Schedule under Deep Cleaning Schedule.**

**Attachment B- Fee Submittal Form has been revised to address the below questions, to remove the taxable columns, and to remove the Sutterview property.**

**QUESTIONS:**

1. Are all site visits mandatory for prospective bidders? **No, none of the site visits are mandatory.**
2. Is there a possibility of rescheduling a sites visit if necessary? **No, none of the site visits can be rescheduled.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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3. For Contract Acceptance and Award is it required to submit Firm Fixed Costs for all 12 properties and 2 potential properties? **There is no requirement to quote all the properties. Proposers may quote all the properties or only select properties.**
4. Within the Contract Acceptance and Award, it states that the contract shall not exceed \$50,000. Is that a monthly amount limit based on all 12 properties and 2 potential properties for one year? **Contract value will not exceed \$50,000 over a 3-year period. The value is not dependent on the number of properties quoted.**
5. How will “As Needed Basis” be executed? For example, could services be required for one week of one month for only one or more properties but not all properties or could my services be required for two months of one year for only one or more properties but not all properties? **Services as-needed will be determined by the Property Managers on schedules they set up for which they have a need. All proposers are strongly recommended to provide hourly rates in the Related Services table in the Fee Submittal Form.**
6. Should the price of the deep cleaning be included in the individual building and per month quoted rates? Is the initial deep cleaning considered a separate fee over and above the awarded monthly quoted fee? If so, are Deep Cleaning fees entered under related services as an hourly rate based on time & materials? **An Initial Deep Cleaning Fee line item has been added to the Fee Submittal Form. The deep cleaning fees for stripping waxing the hallway floors and lobby has been removed from the scope but added as a line item on the Fee Submittal Form (see above). As the other deep cleaning fees are performed monthly, those fees should be included in your monthly fee. All fees are firm, fixed fees meaning cost of supplies should be included in your fixed monthly fees or fixed hourly rates.**
7. In Addendum 1 dated February 1, 2024 notes the work week for all properties is Monday through Friday but where in the Attachment B Fee Submission Form will an actual weekly schedule such as Monday, Wednesday, Friday be noted for the Firm Fixed Cost per month? **The Monday-Friday schedule provided in Addendum 1 applies to all properties under the solicitation; however, the**

**checklist of the work needed may vary slightly for each property (for example, not all properties have elevators so the cleaning would only apply to those properties that do have elevators).**

8. What are the costs for these properties under the current solicitation? **The table below represents the average prices currently being charged (or proposed) for each property. Note that on the Fee Submittal Form, a Maximum Price Allowed entry has been made for some of the properties. This price should not be exceeded.**

	AVERAGE PRICE PER PROPERTY
Baldwin Grove	\$1,716.90
Cary Crossing	\$556.68
Evanston	\$2,920.27
Park Eden	\$7,977.35
Pinecrest	\$7,465.13
Reserve at South Martin	\$1,421.55
West Union Square	\$2,183.83
Horizon Hills	\$1,872.38
Marianna Terrace	\$1,705.33
Maple Tower	\$4,267.22
Beechwood	\$4,272.13
San Marco	\$2,828.43
Riverview	\$3,520.14

\*\*\*END OF ADDENDUM TO DATE 2/5/24\*\*\*

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**SOLICITATION TP24-1809  
JANITORIAL SERVICES  
ATTACHMENT B FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

Touchstone Property Services include taxes for most properties. See Section 20.4 of the Terms and Conditions. TPS reserves the right to add or delete services and properties.

**Attachment B: Contractor's Fee Submission Form –  
SPECIFIC PROPERTIES**

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
BALDWIN GROVE	\$ _____	<b>\$1833.00</b>	<b>Yes</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
CARY CROSSING	\$ _____	<b>\$583.00</b>	<b>Yes</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
EVANSTON	\$ _____	<b>\$3319.00</b>	<b>No</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
PARK EDEN	\$ _____	<b>\$4949.00</b>	<b>Yes</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
PINECREST	\$ _____	<b>\$9728.50</b>	<b>Yes</b>

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Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
RESERVE AT SOUTH MARTIN	\$ _____	<b>\$1333.00</b>	<b>Yes</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
WEST UNION SQUARE	\$ _____	<b>\$1166.00</b>	<b>Yes</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
HORIZON HILLS	\$ _____	<b>\$1166.00</b>	<b>Yes</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
SAN MARCO	\$ _____	<b>N/A</b>	<b>No</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
RIVERVIEW	\$ _____	<b>N/A</b>	<b>No</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
MARIANNA TERRACE	\$ _____	<b>N/A</b>	<b>No</b>

Building	Firm Fixed Cost Per Month	Maximum Price Allowed	Taxable Yes/No
BENNETT POINT	\$ _____	<b>N/A</b>	<b>No</b>

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**PENDING TRANSFERS:**

<b>Property</b>	<b>Firm Fixed Cost Per Month</b>
Maple Tower	\$ _____
Beechwood	\$ _____

**EMERGENCY SERVICES:**

<b>Unit of Measure</b>	<b>Firm Fixed Fee Per Hour</b>
Cost per hour	\$ _____

**RELATED SERVICES:**

<b>Service (specify by writing in the service below)</b>	<b>Firm Fixed Fee Per Hour</b>
Litter/Bulk Furniture Removal Window Washing	\$ _____
Light Fixture cleaning and light bulb replacement	\$ _____
Stripping and Waxing	\$ _____
<b>Initial Deep Cleaning</b> (per Section 1.4.1 of Attachment A-Scope of Work). If variable for each property, attach a separate list of cost.	\$ _____
<b>Janitorial Services (hourly rate for staff)</b>	\$ _____
<b>Other:</b>	\$ _____

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<b>Other:</b>	\$ _____
<b>Other:</b>	\$ _____

**Additional Services**

Provide a firm fixed hourly rate for related services

Name/Position	Firm Fixed Hourly Rate
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Notes and Exclusions:

**DISCOUNT OFFERED FOR EARLY PAYMENT:** \_\_\_\_\_ % if invoice paid within \_\_\_\_\_ days of properly submitted invoice as stated in the QSP.

**PROPOSER'S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if TPS discovers that any information entered herein to be false, such shall entitle TPS to not consider or make award or to cancel any award with the undersigned party. Pursuant to all QSP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply TPS with the services and/or products described herein for the fee(s) submitted pertaining to this QSP.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_



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Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Offerer)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

Fed Tax ID: \_\_\_\_\_