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## **ADDENDUM #4**

Request for Proposals  
Supplemental Janitorial Services  
Solicitation No. 2024-1072

Originally Issued November 27, 2024

### **Addendum 4 – Issued January 10, 2025**

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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### **CHANGES:**

**The Fee Submittal Form is deleted and replaced with the attached form. The Proposal Packet posted to the website has also been updated.**

### **QUESTIONS:**

1. I tried to find the exact unit count for Stanley row I keep getting two different numbers what is the unit and floor count?

Stanley Rowe A  
835 Poplar  
Units: 150  
Floors: 13

Stanley Rowe B  
1621 Linn St  
# of Units: 208  
Floors: 14

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: [www.cintimha.com](http://www.cintimha.com)

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2. Is there a unit count for scattered sites east and west?

201-Scattered Site – Central	181
202-Scattered Sites – Far Southeast	119
203-Scattered Sites – Southeast	137
204-Scattered Sites – North	135
205-Scattered Sites – Far Southwest	143
206-Scattered Sites – Southwest	102
207-Scattered Sites – Northwest	177
208-Scattered Sites – Avondale/Walnut Hills	217
209-Winton Terrace	608
210-Findlater Gardens	653
211-Beechwood/ Maple Towers	269
213- Redding/ President	196
214-Liberty Apt./Stanley Rowe Houses	196
215-Stanley Rowe Liberty St. & Linn St.	358
217-Millvale	382
218-Marquette Manor	140

3. Will the fee submission form be updated with maximum prices allowed?

Yes. See attached.

4. Which awarded contractor is the current janitorial cleaner for each site?

201-Scattered Site – Central	Intense Pro
202-Scattered Sites – Far Southeast	Stonestreet
203-Scattered Sites – Southeast	Stonestreet
204-Scattered Sites – North	Stonestreet
205-Scattered Sites – Far Southwest	Clayton
206-Scattered Sites – Southwest	Intense Pro
207-Scattered Sites – Northwest	Clayton
208-Scattered Sites – Avondale/Walnut Hills	Intense Pro
209-Winton Terrace	Clayton Walker
210-Findlater Gardens	Volker
211-Beechwood/ Maple Towers	KareN Cleaning/ Clayton
213- Redding/ President	Clayton Walker

214-Liberty Apt./Stanley Rowe Houses	Pleasant
215-Stanley Rowe Liberty St. & Linn St.	TrustUs
217-Millvale	Intense Pro
218-Marquette Manor	Clayton

5. Is there a maximum price allowed per month per site that can be provided like Solicitation TP24-1018? Is the maximum price allowed including taxes?

Yes, see revised fee form. Asset Management properties do not pay sales tax.

6. Are you considering one contractor for all properties or will they be divided up? I wrote my proposal for all properties will that be a problem?

Properties will be divided up among awarded contractors. That is not a problem.

7. What was the annual payment for these services under the last contract?

\$917,957.24

8. Does this solicitation include a maximum allowable price per location, similar to Solicitation TP24-1018?

Yes, see revised fee form.

9. If a maximum price cannot be provided, could you share the current contract solicitation number and the vendors currently servicing each location under the vendor pool?

Contract number 2024-1002. See assignments above.

10. For properties requiring daily cleaning, are there variations in the daily tasks based on the property's specific needs, or does the provided daily cleaning scope apply universally?

There will be some property-specific variations.

11. Can you confirm if CMHA will provide any site-specific checklists or schedules beyond what is outlined in the RFP?

Yes.



12 Regarding COVID-19 and biohazard cleaning tasks (Section 1.4), will CMHA provide training or certifications for contractors, or is the contractor solely responsible for verifying staff qualifications?

**No, CMHA will not provide training.**

13. Can you provide further details on the reporting process for hazardous material disposal?

**CMHA will inform the contractor about any identified needs and share relevant information related to the issue at hand. It will then be the contractor's responsibility to determine the appropriate clean-up and disposal methods, ensuring compliance with all local and state regulations.**

14. The RFP indicates this is an Indefinite Quantities Contract with no guarantee of work volume. Could you provide historical data on past spending trends or service volumes for janitorial services under similar contracts?

**Previous year spend is \$917,957.24.**

15. How will CMHA determine the allocation of assignments among the pool of selected vendors?

**The Property Manager will have the opportunity to meet with contractors to determine the best fit for their property type.**

16. Will CMHA conduct periodic audits of contractor performance? If so, how will results impact future work assignments or contract extensions?

**CMHA does not currently perform formal audits of contractor performance. The property management team evaluates the contractor's performance. Performance issues may be taken into account in future business decisions.**

17. Please provide a list of current vendors servicing these properties, including their site assignments and contract terms.

**Please see list above.**

18 Please provide details on past vendor performance evaluations or feedback mechanisms CMHA has used.

**This information will not be provided.**

**\*\*\*END OF ADDENDUM TO DATE 1/10/25\*\*\***

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**CMHA SOLICITATION 2024-1072**  
**Supplemental Janitorial Services**  
**FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

**SPECIFIC PROPERTIES (BY PROPERTY TYPE)**

<b>Property Type: High Rises</b>	<b>Firm Fixed Cost Per Month</b>	<b>Max Monthly Rate</b>
Stanley Rowe 1621 Linn St. and 835 Poplar St, Cincinnati, OH 45214	\$ _____	<b>\$12,500</b>
Beechwood 330 Forest Ave., Cincinnati, OH 45229	\$ _____	<b>\$6,000</b>
Maple Towers 601 Maple Ave, Cincinnati OH 45229	\$ _____	<b>\$6,000</b>
President 784 Greenwood Ave, OH 45229	\$ _____	<b>\$5,000</b>
Redding 3700 Reading Rd, OH 45229	\$ _____	<b>\$5,000</b>

**\*\*Includes all weekly and monthly cleaning and trash services as stated in scope. No hourly rates will be accepted. Coverage includes the weekends.**



**CMHA SOLICITATION 2024-1072**  
**Supplemental Janitorial Services**  
**FEE SUBMISSION FORM**

Property Type: Scattered Sites See Property List and Cleaning Frequency	Firm Fixed Cost Per Week**	Max Rate Per Week
AMP 201 Scattered Sites – Central		
3471 Fernside Pl	\$ _____	<b>\$100</b>
4048 Ledgewood Dr	\$ _____	<b>\$100</b>
76 E Galbraith Rd	\$ _____	<b>\$75</b>
1726 Race St	\$ _____	<b>\$375</b>
1716 Race St	\$ _____	<b>\$375</b>
1708 Race St	\$ _____	<b>\$375</b>
130 E McMicken Ave	\$ _____	<b>\$50</b>
1714 Race St	\$ _____	<b>\$125</b>
2455 E Galbraith Rd	\$ _____	<b>\$75</b>
5492 Bosworth Pl	\$ _____	<b>\$50</b>
5496 Bosworth Pl	\$ _____	<b>\$50</b>
AMP 202 Scattered Sites- Far Southeast		
6351 Beechmont Ave	\$ _____	<b>\$300</b>
6347 Beechmont Ave	\$ _____	<b>\$300</b>
1316 Crotty Ct	\$ _____	<b>\$75</b>
AMP 203 Scattered Sites- Southeast		
5012 Ebersole Ave	\$ _____	<b>\$50</b>
5016 Ebersole Ave	\$ _____	<b>\$50</b>
5020 Ebersole Ave	\$ _____	<b>\$50</b>
7370 Shawnee Run Rd	\$ _____	<b>\$50</b>
7380 Shawnee Run Rd	\$ _____	<b>\$50</b>
2377 Madison Rd	\$ _____	<b>\$150</b>
2379 Madison Rd	\$ _____	<b>\$150</b>
2381 Madison Rd	\$ _____	<b>\$50</b>
1819 Mears Ave	\$ _____	<b>\$125</b>
3304 Mowbray Ln	\$ _____	<b>\$50</b>
3308 Mowbray Ln	\$ _____	<b>\$50</b>
2891 Linwood Ave	\$ _____	<b>\$50</b>
2895 Linwood Ave	\$ _____	<b>\$50</b>
2899 Linwood Ave	\$ _____	<b>\$50</b>
3842 Hyde Park Ave	\$ _____	<b>\$50</b>
600 Torrence Lane	\$ _____	<b>\$125</b>
3021 Kinmont Ave	\$ _____	<b>\$50</b>
3027 Kinmont Ave	\$ _____	<b>\$50</b>
3046 Alpine Terrace	\$ _____	<b>\$50</b>
3676 Ashworth Drive	\$ _____	<b>\$50</b>
2538 Woodburn Ave	\$ _____	<b>\$50</b>



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**FEE SUBMISSION FORM**

Property Type: Scattered Sites See Property List and Cleaning Frequency	Firm Fixed Cost Per Week**	Max Rate Per Week
AMP 204 Scattered Sites- North 437 Springfield Pike 3318 Fortney Ln 8946 Blue Ash Rd 6312 Montgomery Road 6318 Montgomery Road 6324 Montgomery Road	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$50 \$50 \$50 \$125 \$50 \$125
AMP 205 Scattered Sites- Far Southwest 586 Claymore Ter 598 Claymore Ter 4605 Foley Rd 28 E Main St 3920 Florence Ave	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$75 \$75 \$75 \$75 \$50
AMP 206 Scattered Sites- Southwest 2554 Westwood Northern Blvd 2329 Harrison Ave 3206 Gobel Ave 3110 Bracken Woods Ln 3345 Sherlock Ave	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$50 \$100 \$50 \$50 \$50
AMP 207 Scattered Sites- Northwest 6090 Belmont Ave 6092 Belmont Ave 2547 W North Bend Rd 3271 Gayway Ct 7273 Boleyn Dr 6614 Cheviot Rd 36 Anderson Ferry Road 2750 Losantiville Avenue 2747 Cypress Way 5621 Ridge Road 5721 Cheviot Rd 3333 North Bend Rd	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$50 \$50 \$50 \$50 \$50 \$75 \$125 \$50 \$50 \$50 \$50 \$50
AMP 208 Scattered Sites- Avondale/Walnut Hills 420 Glenwood Ave 2106 Sinton Ave 418 Kasota St	\$ _____ \$ _____ \$ _____	\$125 \$125 \$75

\*\* Note: This is not an hourly rate. Enter the amount for the weekly service. Ensure that you have reviewed the frequency of service for each property. It will vary.



**CMHA SOLICITATION 2024-1072**  
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**FEE SUBMISSION FORM**

Administrative Office Cleaning

Property	Firm Fixed Cost Per Week	Max Rate
Millvale 3357 Beekman, Cincinnati, OH 45225 Management Office and Laundry Room (Mon-Fri Interior and Exterior of the Building)	\$ _____	<b>\$200</b>

Property	Firm Fixed Cost Per Week	Max Rate
Winton Terrace 4848 Winneste Ave., Cincinnati, OH 45232 Management Office, Laundry Room, Recreation Room, and Envision Center (Interior and Exterior of the Building)	\$ _____	<b>\$300</b>

Property	Firm Fixed Cost Per Week	Max Rate
Findlater Gardens 595 Strand Lane, Cincinnati, OH 45232 Management Office, Laundry Room, and Envision Center (Interior and Exterior of the Building)	\$ _____	<b>\$300</b>

**EMERGENCY SERVICES: (Response time must be within 1 hour of call)**

Unit of Measure	Firm Fixed Fee Per Hour
Cost per hour	\$ _____

**Hillside Cleaning**

Unit of Measure	Firm Fixed Fee	Removal Cost
Flat Fee for entire services (note: this is not an hourly rate)	\$ _____	\$ _____



**CMHA SOLICITATION 2024-1072**  
**Supplemental Janitorial Services**  
**FEE SUBMISSION FORM**

**COVID SERVICES AND BIOHAZARD SERVICES:**

<b>JANITORIAL SERVICES</b>	<b>Firm Fixed Fee Per Hour</b>
<b>Provide a firm, fixed hourly rate for COVID19 cleaning services (where the virus is not active)</b>	\$ _____
<b>Provide a firm, fixed hourly rate for COVID19 cleaning services (where the virus is active)</b>	\$ _____
<b>Provide a firm, fixed hourly rate for Biohazard cleaning services</b>	\$ _____

**Additional Services:**

<b>Service (specify by writing in the service below)</b>	<b>Firm Fixed Fee Per Hour</b>	<b>Removal Cost</b>
Biohazard Clean Up	\$ _____	
Sewage/Water Clean Up	\$ _____	
Litter/Trash Clean Up	\$ _____	\$ _____ per ton**
Hillside Cleaning (Beechwood)	\$ _____	\$ _____
Bulk Furniture Removal Cost	\$ _____	\$ _____ per ton**
Light Fixture cleaning and light bulb replacement	\$ _____	
Window Washing	\$ _____	
Power Washing	\$ _____	
Office Space Cleaning	\$ _____	
General Cleaning	\$ _____	



**CMHA SOLICITATION 2024-1072**  
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**FEE SUBMISSION FORM**

Other:	\$ _____	
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\*\* must provide copy of dumping slip with the billing. If not a full ton, the cost must be prorated.

Notes and Exclusions:

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

**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 the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

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

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

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

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

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

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

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

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

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