

**ADDENDUM #2**

Request for Proposals  
Supplemental Janitorial Services  
Solicitation No. TP24-1018

Originally Issued November 7, 2024

**Addendum 2 – Issued December 3, 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.

---

**CHANGES:**

**The Proposal Submittal Deadline is extended to December 12, 2024 at 11:00AM local time.**

**Maintenance Janitorial Checklist is deleted and replaced with the attached checklist document.**

**Attachment A Scope of Work Section 1.1.4 is revised as follows:**

**1.1.4 Restroom Cleaning and Servicing** - Restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease-causing organisms and to prevent odors. Servicing shall be accomplished daily to assure adequacy of supplies and hygienic condition of restrooms. Supplies are to be provided by custodial contractor **including paper products and soap. TPS Management must approve supplies prior to purchase.**

**QUESTIONS:**

1. Is there a specific checklist or set of expectations for each individual property? While the Maintenance Janitorial Checklist on page 22 outlines general requirements, it appears that different properties have varying needs and schedules. For example:
  - Park Eden requires 2 people for 6 hours per day (60 hours per week).
  - Baldwin Grove requires 20-25 hours per week.
  - West Union Square requires 6-9 hours per week, with a maximum of 3 days per week.

**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)

Equal Opportunity Employer, Equal Housing Opportunities

**Services on the Maintenance Janitorial Checklist (attached) must be done at all properties as applicable. The number of hours to accomplish these services is at your discretion.**

Can CMHA provide a detailed breakdown of property-specific requirements, including the recommended hours or staffing expectations as most of the PM do have these requirements?

**Services on the Maintenance Janitorial Checklist (attached) must be done at all properties as applicable. The number of hours to accomplish these services is at your discretion.**

2. Are there any additional updates or clarifications not reflected in Addendum #1 regarding daily or periodic tasks for smaller properties such as Marianna Terrace? **No.**
3. When will be the walk trough or can we go by ourselves to see these buildings since we have the address? **There are no scheduled walkthroughs. You can see the outside of the buildings anytime and the management offices are open during regular business hours (M-F 9-4).**
4. As I was completing the Janitorial Proposal, on the section that request your Experience Summary and EEO information, the PDF appears to have a glitch as the typing only appears in the middle of the page and when your typing the information it just stays in a straight line even when you try to indent to create a paragraph. Can I receive a new PDF or is there a way to correct this on the current PDF? **This has been corrected.**
5. On the Fee Submission Form, if the max amount stated 1200 and it says "yes" for taxable does that mean that the monthly max will be taxed or that is the amount the contractor receives after taxes? And if it states no taxes and the monthly amount is 1200, that is what I would receive in full? **The maximum amounts include tax.**
6. Is this a new contract or a contract up for renewal? **This is a supplemental contract for additional services.**
7. If this is a contract up for renewal, what was the amount invoiced for these same services last year? If the scope of work has changed since the previous contract, what changed? Can a copy of the current contract be provided? **Spending on current contracts TP23-1010 Janitorial Services from September 1, 2023 to present is \$466,061.37. Copies of the current contracts are available by public record request. This solicitation is for the same services.**
8. To provide you with a "monthly fixed cost" as outlined in attachment "B" of the proposal packet, we would need to know additional building specs. Can you please provide the cleanable square footage for each facility along with floor plans? **This information will not be provided. You can see the outside of the buildings anytime and the management offices are open during regular business hours (M-F 9-4).**

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)

Equal Opportunity Employer, Equal Housing Opportunities

9. Please confirm that the contractor is responsible for providing consumables such as toilet paper, hand soap, etc. If so, can you provide usage estimates from this last year or the number of occupants per building? **Please refer to Scope of Work section 1.1.4, revised above. Usage estimates are not available.**
10. Page 15 of the RFP states: "Windows below 100" in height shall be cleaned on the inside according to schedule" and "The contractor shall wash and dry both the inside and outside of windows four times a year." How many interior windows are there at each facility that would be above 10' in height? How many exterior windows are there at each facility? How many exterior windows are there at each facility above 10' in height that may require special equipment? **This information will not be provided. You can see the outside of the buildings anytime and the management offices are open during regular business hours (M-F 9-4).**
11. Page 16 of the RFP states: "All locations shall receive an initial deep cleaning service at the start of the contract and each year". What is included with this annual deep cleaning? Floor Care? Carpet Care? Strip Wax? Steam Cleaning? etc. Please be as specific as possible. **This service shall include window washing, floor stripping and refinishing, and carpet cleaning.**
12. Page 25 of the RFP mentions monthly strip and wax of hallways. What is the square footage of hallways in each facility that would require monthly strip/wax? **This information will not be provided. You can see the outside of the buildings anytime and the management offices are open during regular business hours (M-F 9-4).**
13. Page 12 of the RFP states: "Carpet Care – Carpets shall be vacuumed, spot cleaned, and shampooed to remove accumulations of dust, dirt, stains, and soil according to the schedule". I do not see carpet shampooing on the schedule. Is this a requirement? If so, what is the square footage of carpet to be shampooed at each facility and the frequency? **Please refer to attached updated checklist adding this as a monthly requirement. Square footage information will not be provided. You can see the outside of the buildings anytime and the management offices are open during regular business hours (M-F 9-4).**
14. Section 1.1.4 states "Servicing shall be accomplished daily to assure adequacy of supplies and hygienic condition of restrooms. Supplies are to be provided by custodial contractor." Does this mean that paper and soap supplies are provided by the contractor (Soap, Toilet Paper, Paper Towels, Feminine Hygiene, etc.)? If the contractor is to provide these items, do they have to be approved by TPS? Are there any supplies that will be provided by TPS? **Please refer to Scope of Work section 1.1.4, revised above.**
15. Are the Janitorial services, within the scope of work on this contract, subject to prevailing wage rates? If yes, which classification? **No, there are no Maintenance Wage Rates applicable to this position.**

16. The RFP States that “TPS intends to create a “pool” of Contractor(s) to provide Janitorial Services utilizing various Contractor(s) which will be available on an as-needed basis.” In order to understand the staffing model needed for this contract, will you explain whether or not contractors will be assigned buildings and expected to provide ongoing services to those same assigned buildings, from week to week, during the contract period? Or will the contractor be notified each day or each week of the request for their services? **Contractors will be assigned to building sites. Additional services may be requested on an as-needed basis.**
17. Does the contractor need to submit SDS sheets with our proposal? **No. Please see Scope of Work section 1.3.7.**

\*\*\*END OF ADDENDUM TO DATE 12/3/24\*\*\*

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)

Equal Opportunity Employer, Equal Housing Opportunities

## MAINTENANCE JANITORIAL CHECKLIST

WEEK OF: \_\_\_\_\_

LOCATION	MON	TUES	WEDS	THURS	FRI
Pick up trash in parking lot, around building and fence line within landscape area (bushes, flower beds, etc)					
Empty/ Clean the exterior garbage cans, if needed wash out trash cans due to spillage					
Pick up trash on the common space patio area					
Empty/ Clean the ashtrays					
Tires/Large items are to be place by garbage toters and manager notified for proper disposal					
<b>COMMENTS:</b> Gazebo area /Designated Smoking Area/ Exterior Sitting Areas remove all trash and debris. Wipe down exterior structures to ensure no dust, spider webs, etc.					

LOBBY					
Dust/clean furniture, chairs and fixtures					
Clean windows and sills					
Clean/dust around fire place					
Remove old tape - Report worn signs to the manager by the end of the shift					
Clean the front doors					
Vacuum lobby rugs					
Clean water fountain					
Clean off intercom box and directory					
Sweep and Mop the floors					
Wipe down wall					
<b>COMMENTS:</b>					
Elevators					
Clean ground floor elevator doors					
Clean interior walls, control panel and handrails					
Dust elevator exhaust fan					
Clean and polish all chrome fixtures					
Vaccuum/clean the elevator tracks					
<b>COMMENTS:</b>					
Report any Graffiti/Stains not able to be cleaned to the office by the end of the shift					

### Public Bathrooms

Clean sink					
Clean toilet					
Clean Bathroom Mirror					
Clean and polish all chrome fixtures					
Empty/ Clean trash can					
Wipe down wall if marked, stained with dirt/debris					
Stock toilet paper, paper towels, air freshener and hand soap					
Sweep and Mop floors					
<b>COMMENTS:</b>					

<b>Recreation Room/ Pool Room</b>					
Empty /Clean trash cans include wall behind trash can					
Clean doors					
Wipe down all chairs/tables/countertops					
Sweep and mop floors					
<b>COMMENTS:</b>					

<b>Hallways</b>					
Clean all light fixture - this may require the removal of fixture (Report light outages to the office before end of shift)					
Wipe down stairwell doors					
Wipe down the benches					
Clean all molding along the walls					
Wipe and clean behind hand rails					
Clean around fire extinguishers					
Clean exterior of Elevator Doors					
Sweep and Mop the floor					
<b>COMMENTS:</b>					
Report any defective or missing fire extinguishers to the office before the end of the shift					

<b>Trash Chute Rooms/ Compactor</b>					
Run trash compactor and move to outside as needed					
Spray down compactor room with Enzyme					
Remove any trash in the room					
Clean the exterior of the chute					
Clean up any spills on the walls and baseboards					
Sweep and Mop the floor					
<b>COMMENTS:</b>					
Report any findings of pest/rodents to the office before the end of the shift					

<b>Laundry Room</b>					
Clean the front and sides of the washers and dryers					
Clean light fixtures					
Remove lint from dryers lint trap					
Clean the wall behind the garbage cans					
Empty/Clean Trash Cans					
Clean table tops					
Clean out the utility sink					
Dust off heater					
Sweep and Mop the floor					
Clean window sills and light fixtures					
<b>COMMENTS:</b> Report any washer/dryer that may be out of service to office by end of the shift					

Clothing/Items left in laundry room for more than 24 report to office by the end of the shift

<b>Elevators/ Stairwells</b>					
Clean signage and chrome around the elevator and within the cab					
Dust/clean vent					
Remove and clean up trash and/or spills					
Sweep and mop the stairwells					
Clean/disinfect the stair rails					
Clean stains on stairway entrance doors, walls and baseboards					
<b>COMMENTS:</b> If items are cluttering stairwells, which includes plants, report to office by the end of the shift					

<b>Weekly Items</b>	<b>COMMENTS:</b>				
Clean trash chute doors (scraping interior of the doors) Dispose of all clutter trash in/or around trash room.					
Elevator tracks					
Clean off patio furniture to remove stains					
Clean recreation room windows/window seals					
Check/restock hand soap and paper towels in kitchen					
Clean air handler unit in the hallways					
Dust blinds and furniture in the recreation room					
Dust and wipe down hallway exhaust fans on each floor					
Wipe down ledges and bannisters in the stairwell					
Detail the floor corners and baseboards					



