

ADDENDUM #2

Request for Proposals
City West Janitorial Services
Solicitation No. TP26-1803

Originally Issued December 17, 2025

Addendum 2 – Issued January 9, 2026

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.

QUESTIONS:

1. Do the requested services include grounds in the parking lot behind the retail buildings or any of the residential common areas on the back side of the building? Or are we correct in our understanding that services only include front and side areas of the Linn St facing retail buildings? **No, services only include the sidewalks and not the parking lot.**
2. Prices listed in Addendum #1 appear to be very low for all serviced areas to be covered in each service, if they truly are “per service” rates. Could you please clarify if the rates in Addendum #1 are hourly rates or per service rates? **The rates were per service. Vendors may offer any reasonable rate that is affordable for their company.**
3. Is there a current schedule of when the property prefers the different services to be performed? **Services are required weekly.**
4. What is the square footage of carpet & flooring in each building for quoting purposes for initial cleaning. **This information is not available; however, there was a site visit at which time vendors could take measurements.**

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5. Will CMHA consider extending the proposal due date to allow vendors adequate time to incorporate responses to pricing-related questions? **The proposal due date will not be extended.**
6. Please identify the current contractor(s) providing janitorial, emergency, snow removal, and light maintenance services at City West, including whether services are performed by a single vendor or multiple vendors by service category. **Cincy Queen LLC was performing all the services.**
7. Please provide a copy of the current or most recent executed contract(s) for City West janitorial and related services, including scope, pricing structure, and contract term, for reference purposes? **Pricing was provided in Addendum 1. The contract documents will require a Request for Public Documents.**
8. Please provide the annual or monthly budget allocated for City West janitorial and related services under this solicitation. **As stated in Section 6.0 of the QSP document, \$75,000 is the budget for the pool of contracts awarded over a 3-year contract term; however, it is TPS's intent to award 1 contract only.**
9. What is the unit of measure for the services fee provided in Addendum #1? **The unit of measure for all the fees are per service.**
10. Are services expected to be performed daily, weekly, monthly, or on an as-needed basis for each line item? **Service for the litter and trash pick-up is performed twice per week.**
11. Is the stated not-to-exceed amount of \$75,000 intended to be a total contract cap or an annual limit? **See #8.**
12. Please provide the maximum allowable amount per service and clarify whether limits apply per occurrence, per month, or per contract term. **Services are set on a weekly basis.**
13. For services listed on a “per service” basis in the Fee Submission Form, can CMHA clarify the anticipated service frequency (e.g., daily, weekly, monthly,

seasonal, or as needed) for each applicable service category? **Services will be performed on a weekly basis.**

14. For emergency services billed on an hourly basis, will CMHA clarify expectations regarding response time, minimum hours per call, and whether emergency services are expected to be available 24/7? **Emergency services will not be required under the awarded contract. Proposers do not need to provide a quote for the Emergency Services part of the Fee Submittal Form.**
15. Does CMHA anticipate awarding this solicitation to a single contractor for all services, a pool of contractors, or does CMHA reserve the right to award by service category? **The contract award will be to one contractor.**
16. Are services provided under this contract exempt from sales tax? **Per Section 20.4 of the Terms and Conditions, City West Retail is sales exempt.**
17. If services are not tax-exempt, should vendors include applicable sales tax within the all-inclusive pricing or list it separately? **See #12.**
18. Under Attachment B, several line items request pricing on a “per service” basis. Please clarify the intended unit of measure for “per service” pricing. **Per Service pricing is on a weekly basis.**
19. For services priced on a “per service” basis, will CMHA provide expected service frequency (e.g., daily, weekly, monthly, seasonal, or as needed)? **See #18.**

END OF ADDENDUM TO DATE 1/9/26