



ADDENDUM #10

RFP 25-012

JANITORIAL SERVICE CITY OF COMMERCE

This addendum is being issued to include additional qualifications required by Offeror on RFP 25-012:

1. General question regarding RFP 25-012
2. Thanks for taking my call. I'm looking to get clarity on the best way to format our price proposal. I understand that Harmony Grove and the 1st Floor Event space will require separate pricing. For the rest, how specific would you like the breakdown to be for each building? When I'm creating the pricing matrix, it looks like the example below excluding our pricing which we will provide upon submission. Is this format sufficient for what you're looking for? Please advise.

Building	Description of Cleaning Tasks	Frequency	Daily Rate Per Associate	# of Associates	Total Cost Per Week
Admin Complex	Vacuum/sweep, mop and spot clean floors and stairs, wipe down surfaces, spot clean windows and glass doors, thoroughly clean bathrooms, empty trash and replace liners.	Bi-Weekly (Tue & Fri)			
1st Floor Event Space & Harmony Grove	Sweep & mop floors, wipe down surfaces, spot clean windows and thoroughly clean glass doors, thoroughly clean bathrooms, empty trash and replace liners.	Bi-Weekly (Tue & Fri)			
Police Station	Vacuum/sweep, mop floors, wipe down surfaces, thoroughly clean bathrooms, empty trash and replace liners.	Bi-Weekly (Tue & Fri)			
CID	Vacuum/sweep, mop floors, wipe down surfaces, thoroughly clean bathrooms, empty trash and replace liners.	Bi-Weekly (Tue & Fri)			
Utilities & Rec Center	Vacuum/sweep, mop floors, wipe down surfaces, thoroughly clean bathrooms, empty trash and replace liners.	Bi-Weekly (Tue & Fri)			
Cultural Center	Vacuum/sweep, mop floors, wipe down surfaces and windowsills, thoroughly clean bathrooms, empty trash and replace liners.	Bi-Weekly (Tue & Fri)			
Library	Vacuum/sweep, mop floors, wipe down surfaces and windowsills, spot clean windows and glass doors, thoroughly clean bathrooms, empty trash and replace liners.	Weekly (M-F)			
Total Cost of Project Weekly					

The attached format will suffice for the bid.

This addendum should be signed and returned with your proposal. Failure to do so may result in the proposal being non-responsive.

Debby Peete
Finance Specialist
City of Commerce

Company Name _____

Authorized Representative _____

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