



City of Aurora

Purchasing Division • Finance Department • 44 E. Downer Place • Aurora, Illinois 60507-2067
(630) 256-3550 • FAX (630) 256-3559

Jolene Coulter
Director of Purchasing

DATE: May 17, 2018
TO: Prospective Proposers
FROM: Jolene Coulter, Director of Purchasing
RE: **CITY OF AURORA REQUEST FOR PROPOSALS 18-32
JANITORIAL SERVICES FOR THE AURORA POLICE DEPARTMENT
COMPLEX**

This notice forms a part of the Request for Proposals 18-32 Janitorial Services for the Aurora Police Department Complex. All other information pertaining to this Request for Proposal shall remain the same.

Please submit four (4) copies of your sealed proposal to the office of the City Clerk, 44 E. Downer Place, Aurora, IL 60507 no later than 2:00 pm, Wednesday, May 23, 2018.

Proposers are hereby instructed to submit their bids on Revised Proposal Form 18-32 (R) included with this Addendum in lieu of the original Proposal form issued with the Request for Proposal documents. Failure to submit on the attached form may be considered non responsive.

Responses to questions received by 5:00 pm, May 15, 2018:

- 1) Clarification for 3.13.0 Bonds and Insurance

3.13.0 BONDS AND INSURANCE

The contractor awarded the project will be required to furnish a Performance and Payment Bond each year of the contract in the amount of one hundred percent (100%) of the full contract price, as well as Liability and Workers Compensation Insurance; all of which shall be acceptable to the City of Aurora. Failure to provide a bond each year of the contract is just cause for termination of the contract in accordance with Appendix A, Section 1.0.0.d. of this Request for Proposal.

~~The Contractor awarded the project will need to provide performance and payment bonds for one year with a letter attached from the bond company certifying that the bond may be automatically renewed for the second year.~~

The term Payment Bond shall be understood to mean the bond executed by the contractor and his surety guaranteeing the payment of all sums of money due for any labor, materials, apparatus, fixtures, or machinery furnished to such principal for the purpose of performing the contract work.

The term Performance Bond shall be understood to mean the bond, executed by the contractor and his surety, guaranteeing complete execution of the contract.

Proof of liability insurance coverage through a reputable, recognized carrier shall be provided at the time of acceptance and signing of the contract.

The City of Aurora, by showing and substantiating sufficient proof of incompetence, negligence, poor or substandard workmanship which would cause unwarranted damage or deterioration of either premises, contents or appendages, reserves the right to terminate said Contractor without recourse from the City by successful Contractor.

- 2) How many day porters do you require?
We currently are provided two full time day shift and two full time shift employees Monday through Friday and two employees on the day shift, 8 hours each, Saturday and Sunday.
- 3) How many days?
See response to question #2.
- 4) What are the hours for the day porter and night cleaning?
See response to question #2.
- 5) What is the total building(s) square footage? Also breakdown the square footage into carpeting vs. hard floor vs. tile.
Total square footage 154,845 for the main building and approximately 45,000 for the Training and Support Center (TAS). There is no square footage breakdown for the specific floor types.
- 6) Floor non wax able how often scrub?
The traffic areas must be Stripped and Refinished quarterly and Strip and Refinish entire hard floor – two times per year. Space has been added to the revised proposal form to submit this pricing.
- 7) Are windows part of this contract? All outside and inside? If so, how often?
See Appendix A, Section 1.1.4 Glass. Perimeter windows are not part of this contract.
- 8) Is carpet shampoo part of this contract? If yes, how often?
See Appendix A, Section 1.1.5 Carpeting.
- 9) Can you specify what area is accessible for night crew?
See response to question #2. No night crew is required.
- 10) Do you have a scope of work/check list for day porter?
As part of the RFP, the proposer needs to provide how they will accomplish the tasks detailed in Appendix A to meet the requirements.
- 11) Who provides cleaning chemicals?
See Appendix A, Section 1.1.2 Supply Responsibility.

- 12) Is there a coverage 24/7 with cleaning people?
[See response to question #2.](#)
- 13) Does the night crew work until morning porters come at 7 am?
[See response to question #2.](#)
- 14) What are the current shift(s) times/hours?
[See response to question #2.](#)
- 15) How many employees per shifts and what hours to work?
[See response to question #2.](#)
- 16) Will Saturday and Sunday along with Holidays shifts be the same?
[See response to question #2 and Appendix A, Section 1.1.10 Holidays.](#)
- 17) Prevailing wages are requested?
[Only state service contracts, i.e. janitorial services, have to abide by the procurement requirements. You will need to contact the Department of Labor for additional information or questions.](#)
- 18) At the walk thru, I requested a copy of the building schematics. Can this be provided?
[Building schematics are not available.](#)
- 19) Does the City of Aurora provide all supplies and equipment?
[See Appendix A, Section 1.1.2 Supply Responsibility and 1.1.3 Equipment Responsibility.](#)
- 20) Is there a time when the custodial crew needs to be out of the facility or is it open to the custodians 24/7?
[No there is not a set time for the custodial crews.](#)

End of Addendum

**PROPOSAL FORM
18-32 (R)
CITY OF AURORA
JANITORIAL SERVICES AT AURORA POLICE
DEPARTMENT COMPLEX**

We propose to furnish janitorial services as specified in the attached Request for Proposal at the following listed monthly price(s):

BUILDING & ADDRESS:

MONTHLY AMOUNT:

Aurora Police Department Complex
1200 East Indian Trail
1301 Reckinger Road
Aurora, Illinois 60505

\$ _____

Prices for Terrazzo Floors:
(Appendix A, Section 2.19.0)

1.) Stripping: \$_____ per sq. foot

2.) Waxing: \$_____ per sq. foot

No additional charges over base bid price will be accepted without written approval of the Purchasing Director.

Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certificate Permit No. Illinois E9996-0842-07.

SUBMITTED BY:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PREPARER'S NAME: _____

Please Type

CONTRACT PERSON: _____

Please Type

AUTHORIZED SIGNATURE: _____

Title

EMAIL: _____

PHONE # (_____) _____ FAX# (_____) _____

DATE: _____