



**Finance Department | Purchasing Division**

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DATE: September 11, 2024  
TO: Prospective Bidders  
FROM: Jolene Coulter, Director of Purchasing  
RE: **CITY OF AURORA REQUEST FOR PROPOSAL 24-093  
ADDENDUM #1: JANITORIAL CLEANING SERVICES AT VARIOUS  
CITY-OWNED BUILDINGS**

This notice forms a part of the Request for Proposal 24-093: Janitorial Cleaning Services at Various City-Owned Buildings. All other information pertaining to this Invitation to Bid shall remain the same.

Sealed Bid Proposals will be received at the City of Aurora, Attn: City Clerk, 44 E. Downer Place, Aurora, Illinois 60507, until **11:00 am, CST, Wednesday, September 18, 2024**. It is the sole responsibility of the Bidder to see that their Bid is received by the due date and time. No Late bids will be accepted.

1. What is the square footage of each building?  
**Answer: Approximate square footage is provided in Section 2. Facilities/Locations.**
2. What is the current vendor?  
**Answer: The current vendors are International Cleaning Services, Total Facility Maintenance and Medina Maintenance.**
3. What is the value of the current vendor's contract?  
**Answer: The values vary by building and vendor. 2020 Bid Tabulation and recent invoices have been provided as a separate attachment 24-093\_Addendum 1\_Supplemental Materials.**
4. Will the winning bidder be awarded all buildings or would the contract be awarded to multiple vendors?  
**Answer: The City reserves the right to award the proposal individually or cumulatively to qualified and responsible proposers.**
5. What, if anything, would the state like to improve on (besides cost) by awarding the contract to a new vendor?  
**Answer: The City issued Bid 24-093, as our current contract for janitorial services is set to expire December 31, 2024. The City is searching for qualified vendor(s) to provide janitorial services that meet the needs of the City.**

6. Is the City of Aurora union mandated for this RFP?

**Answer: No.**

7. On Price Sheet do you need to bid on all locations or can you cherry pick?

**Answer: Reference Appendix D, Pages 1-3. Directions and clarifications are included within Appendix D. Certain buildings/locations can be bid on separately, while other buildings/locations must be bid on cumulatively.**

8. What is the square footage of Development Center on both floors?

**Answer: Approximately 32,000 square feet.**

9. Is having “Audited Company Financial Statements” a requirement for Bid Proposal?

**Answer: Yes. The City would also accept monthly/YTD financial statements in lieu of an “Audited” Company Financial Statement.**

10. Please clarify the submission of two (2) complete copies of the proposal. Should the pricing be included in complete copy as well as submitting pricing in a separate envelope?

**Answer: Clarification: Proposer must submit one (1) complete, sealed, signed and attested copy of the proposal and one (1) PDF copy on a flash drive, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in order to be considered responsive. NO PRICING shall be included throughout the proposal.**

**In a separate sealed envelope, submit one (1) set of the proposal pricing. Pricing shall not be mentioned anywhere in the body of the proposal.**

11. In section 4.3 it states to submit an original plus 4 copies of the proposal. Under the Instructions to Proposers number 2 states to submit 2 complete copies and 1 pdf flash drive copy. Which is the correct method for submitting a proposal?

**Answer: See answer to Question #10.**

12. What is the cleanable square footage for the sites listed below?

Development Services Center  
Central Garage Building  
Phillips Park Golf Clubhouse  
1st Tee Building

**Answer: Approximate square footage is provided in Section 2. Facilities/Locations.**

13. Who is the Incumbent and what is total monthly amount awarded for each location?

**Answer: The current vendors are International Cleaning Services, Total Facility Maintenance and Medina Maintenance. The values vary by building and vendor. 2020 Bid Tabulation and recent invoices have been provided as a separate attachment 24-093\_Addendum 1\_Supplemental Materials.**

14. Custodial duties are to be performed 5 days per week during the following hours: ▪ \_Monday through and Friday between the hours of 6:00 p.m. and 8:00 p.m. Can these hours be adjusted?

**Answer: See attached chart (Modified Specific Cleaning Times).**

15. What is the Total Cleanable square footage for the Development Services Center located at 77 S Broadway?

**Answer: Approximate square footage is provided in Section 2. Facilities/Locations.**

16. Please verify the Total Cleanable square footage at The Public Facilities Department is located at 101 N. Lake Street. It looked a lot bigger than 3,800SqFt.

**Answer: Approximate square footage is provided in Section 2. Facilities/Locations.**

17. Does the Mayor's office have specific cleaning times?

**Answer: See attached chart (Modified Specific Cleaning Times).**

18. Does the city specify a time to clean the 24hrs Call Center at the Customer Service Center?

**Answer: See attached chart (Modified Specific Cleaning Times).**

19. What is the current spend for Janitorial Services for all referenced locations?

**Answer: See answer to Question 13.**

20. Hours to clean, example, I know city hall wants a start time at 6pm to have lead meet with a member of the cities custodial staff, do we have to be completed by 8PM, I would like to group clean a few buildings, it's difficult to find people to only work two or three hours a day.

Are the other buildings flexible with the start and end times?

**Answer: See attached chart (Modified Specific Cleaning Times).**

21. Do you have the cleanable square footage for the Development Services Center and the Public Works?

**Answer: Approximate square footage is provided in Section 2. Facilities/Locations.**

22. What is the correct wording for adding the city of Aurora to our insurance policies?

**Answer: Please reference Bid Document, Instructions to Bidders, #28. Insurance and Hold Harmless Provision.**

23. When you specify cleaning hours as *between 5 p.m. and 8 p.m.*, does this mean we are permitted to start cleaning at any time within that window?

**Answer: Yes. See attached chart (Modified Specific Cleaning Times).**

24. If a vendor's business has not been required to have a financial audit would the monthly/YTD financial statements be accepted?

**Answer: Yes.**

25. The employees in the Elmslie/Hogan Building are there temporarily, correct? If so, how long will they be stationed there?

**Answer: There is no set timeline.**

26. Will our cleaning duties include the exhibit and exhibit glass in the GAR Building?

**Answer: No. Exhibits will be maintained by City staff.**

27. In the Public Art Building, will our staff be responsible for dusting and cleaning exhibits?  
**Answer: No. Exhibits will be maintained by City staff.**
28. In the Electrical Department Building, there is a room to the right of the entry door that appears to have not been cleaned or mopped for some time. Is this area included in the scope of work in the bid?  
**Answer: No.**
29. If bidding on multiple sites and proposals. State vendors may bid on the following sites individually. Should we put together an individual proposal for each site? Or can each go into one proposal specifying each site's detailed cleaning outline?  
**Answer: Each can go into one proposal specifying each site's detailed cleaning outline.**
30. Does each building have at least one Janitor closet?  
**Answer: Yes, either a closet or dedicated area.**
31. In regard to the performance bond, is 100% of full contract price to include the 2-year agreement or just the initial first year's contract amount?  
**Answer: The Proposer will be required to furnish a Performance Bond in the amount of one hundred percent (100%) of the full contract price, a Payment Bond, Public Liability Insurance, and Workers Compensation Insurance; all of which shall be acceptable to the City of Aurora.**  
**The Proposer awarded the project(s) 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.**
32. Can you provide the square footage that we are responsible for within the development services center?  
**Answer: See answer to Question #8.**
33. Phillips Park Golf Clubhouse and First Tee building – Is the square footage of 2700 for both buildings?  
**Answer: Clubhouse is approximately 2,700 and First Tee Building is approximately 900.**
34. Who are the current Janitorial Service providers for each of the buildings?  
**Answer: See answer to Question #13.**
35. What is the annual dollar amount of the current janitorial contract for each building?  
**Answer: See answer to Question #13.**
36. Do you want cleaning services to be performed on the holidays when the golf course is open for the related buildings?  
**Answer: Yes.**
37. Is the City of Aurora willing to waive the requirement of submitting an "Audited" Company Financial Statement?  
**Answer: Yes, The City would accept monthly/YTD financial statements in lieu of an "Audited" Company Financial Statement.**

38. Is the City of Aurora willing to waive the requirement of submitting the Payment Bond?

**Answer: No.**

39. Does this Janitorial Cleaning Services at Various City-Owned Building Proposal need to be based on the Prevailing Wage?

**Answer: No.**

40. Do you have disadvantaged business goals for the various contracts?

**Answer: No. The City encourages minority business firms to submit proposals and encourages the successful firm to utilize minority businesses as applicable.**

41. At the visitor center located at 1000 Ray Moses Drive, is the janitorial staff responsible for floor maintenance in the Mastodon Exhibit?

**Answer: Yes.**

42. Is there a janitorial closet located at the Customer Service Center at 3770 McCoy Drive?

**Answer: Yes.**

43. If there are not janitorial closets available at locations, will there be on-site storage for materials and consumables?

**Answer: Yes.**

**Additional Information Provided as a Separate Attachment**

- 24-093\_Addendum 1\_Modified Specific Cleaning Time Chart
  
- 24-093\_Addendum 1\_Supplemental Materials which includes:
  - Previous RFP from 2020
  - Cost Tabulation RFP 20-40
  - Selected Custodial Services Vendors
  - Janitorial Invoices

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Please acknowledge receipt of this Addendum within the Cover Letter of your proposal. Failure to do so may subject the bidder to disqualification.