



FINANCE

**RFP 831-24**  
**Lancaster Police Station Custodial Services**

Addendum #1  
Date: June 10, 2024

**Questions:**

1. Who is the current contractor?

**The is no current contractor. Building is new and this is a new operation.**

2. What is the current monthly charge of the current contractor?

**The is no current contractor. Building is new and this is a new operation.**

3. What is the current monthly charge of the current contractor?

**The is no current contractor. Building is new and this is a new operation.**

4. What are the terms of the current contract?

**The is no current contract. Building is new and this is a new operation**

5. Are there additional buildings/locations or scope of work added from the previous contract?

**The is no current contract. Building is new and this is a new operation.**

6. What are the sizes/sq ft of all the hard floors?

**Size of hard floors not known at this time. Refer to RFP specs (including floor plan) for overall size of site**

7. What is the size/sq ft of all vinyl floors?

**Size of vinyl floors is not known at this time. Refer to RFP specs (including floor plan) for overall size of site**

8. What is the size/sq ft of all tile floors?

**Size of tile floors not available at this time. Refer to RFP specs (including floor plan) for overall size of site**

9. What is the size/sq ft of all of the carpeted area?

**Size of carpeted area not available at this time. Refer to RFP specs, including floor map.**

10. What is the FREQUENCY, DAY and TIME cleaning schedule for this project?

**Refer to page 22 of the RFP**

11. Is the 1st floor 140,000 square feet a cleanable area?

**Yes**

12. Do you have a breakdown of carpet vinyl tile concrete?

**Not at this time**

13. Require day porter only?

**Please refer to Scope of Work beginning on page 22 of the RFP. Contractor to determine crew type and size.**

14. How many cleaning personnel do you require?

**Contractor to determine crew size. Please refer to RFP for Scope of Work details and project requirements.**

15. Floor care work requires 6pm-7am, does it include weekend?

**Please refer to Scope of Work, starting at page 22 of the RFP**

16. Frequency of window and partition glass cleaning?

**Please refer to Scope of Work, starting on page 22 of the RFP**

17. Consumable supplies (restroom supplies and plastic liner will be provided by the city)?

**Please refer to pages 25 and 26 of the RFP for details**

18. Is the bid submitted through mail and not electronically?

**In writing. Please refer to page 1 of the RFP for details.**

19. Please provide the name of the current contractor providing these services to the facility and the current contract annual dollar amount.

**The is no current contractor and no current contract amount. Building is new and this is a new operation**

20. The RFP timeline states that the contract will be awarded on June 25, 2024, yet the first day of service is July 1, 2024. Please advise if the stated 5-day window to transition to a new company (hire, process, train new personnel, etc.) is correct.

**The City will be flexible with the selected contractor and will work on a reasonable timetable for project start.**

21. Please verify that the current workforce does not belong to a Union.

**There is no current workforce as there is no current contract.**

22. Do we turn in our proposal via mail and not through Planet Bids website?

**Submit proposal in writing. Please refer to page 1 of the RFP for details**

23. Are there additional buildings/locations or scope of work added from the previous contract?

**There is no previous contract**

24. Do you want the building deep cleaned after construction is completed?

**It will be in maintenance condition.**

25. What time do you expect us to be here, do we have to be on site all day?

**Monday – Friday 7AM-5 PM. Refer to RFP specifications**

26. Will every office have cubicles?

**Please refer to specifications**

27. Do you know what type of flooring will be installed in the rest of the building?

**The building has a combination of carpet, ceramic tiles, and vinyl composite tile (VCT)**

28. Will all rooms need to be cleaned in the building?

**Yes, besides from restricted areas, please refer to floor plan in specifications.**

29. What is the minimum for day porters?

**Please refer to RFP specifications for work hours.**

30. Do we have a janitor's closet?

**Yes**

31. Will the lobby be a part of the services provided?

**Yes, this is part of the contract.**

32. Do you know how long the background checks will take?

**No**

33. What are the grey areas in the plans?

**Restricted Areas**