

ADDENDUM No. 1

RFP No. 26-31

Wheeler Service Center Janitorial Services

Due: May 1, 2026, at 11:00 A.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes nine (9) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment B – Legal Status of Offeror**
- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)	Change
	As provided in RFP No. 26-31 Document, updated herein:
Section IV <i>Comment:</i>	Addition of Attachment A-3 - Operations Building and VSB Site Maps <i>The intent with this change is to include this addition to the list of attachments.</i>
Pages 19 to 21 <i>Comment:</i>	Correction to Form, ATTACHMENT A-1 – SCHEDULE REQUIREMENTS AND DESCRIPTION OF TASKS: B. Description of Tasks as pertains to: 2. Operations Building under a. Daily Tasks and b. Weekly Tasks under 4. Wellness Center, e. <i>The intent with this change is to simply correct and replace the inaccurate information on Pages 19, 20, and 21 provided in the RFP Document with the accurate Pages 19, 20, and 21 provided herein.</i>

Attachment A-3 Addition of Form, ATTACHMENT A-3 - OPERATIONS BUILDING AND VSB SITE MAPS

Comment: The intent of this addition is to provide site maps for each building which includes the areas outlined in Attachment A-1 and square footage for each area. Relevant areas are highlighted in yellow.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: When the office doors are closed do we knock and enter?

Answer 1: Please refer to [RFP Document](#) for areas and offices specified on A-1 SCHEDULE REQUIREMENTS AND DESCRIPTION OF TASKS that have closed doors, please knock before entering.

Question 2: If the office doors are closed for a few days, how do we indicate to you that they were closed and we weren't able to clean the room (s)?

Answer 2: When areas and offices specified on A-1 SCHEDULE REQUIREMENTS AND DESCRIPTION OF TASKS have been locked and/or inaccessible the Contractor will contact the Site Representative using the agreed upon methods of communication as outlined in the finalized contract.

Question 3: How often do we clean the offices?

Answer 3: Please refer to the [RFP Document](#) under A-1 SCHEDULE REQUIREMENTS AND DESCRIPTION OF TASKS.

Question 4: Do we wax the floors?

Answer 4: Please refer to the [RFP Document](#) under A-1 SCHEDULE REQUIREMENTS AND DESCRIPTION OF TASKS.

Question 5: Is the plan to regularly use the laundry room?

Answer 5: Yes.

Question 6: Do we have to wipe down all the exercise equipment daily?

Answer 6: Please refer to the [RFP Document](#) under A-1 SCHEDULE REQUIREMENTS AND DESCRIPTION OF TASKS.

Question 7: What are the total square feet of the building?

Answer 7: Please refer to the [RFP Document](#) A-1 SCHEDULE REQUIREMENTS AND DESCRIPTION OF TASKS. Additionally, please refer A-3 - OPERATIONS BUILDING AND VSB SITE MAPS provided as part of this addendum.

Question 8: Do we receive communication regarding Open House and special events in advance?

Answer 8: Yes.

Question 9: Consumables: Will the City provide all the consumables?

Answer 9: Please refer the [RFP Document](#) under SECTION II - SCOPE OF SERVICES, C.2 REQUIREMENTS.

Question 10: Chairs: What is the percentage of conference rooms and offices with chairs that require cleaning? Where are they located? How often?

Answer 10: The chairs listed in the areas below shall be vacuum/whisked (upholstered) or damp-wiped (vinyl) on a weekly basis. On a monthly basis these chairs shall be cleaned under the chair seats, legs, casters, wheels, and armrests. On a semiannual basis all upholstered furniture in the listed areas shall be deep cleaned/steam cleaned.

- 2 Conference rooms = ~20 chairs each room
- All administrative offices, common areas, and cubicles located in the carpeted area of the building = ~48 chairs
- Kitchen = ~12 chairs

Question 11: Is there a current contract? If yes, may I get a copy of the agreement? If yes, is this up for bid because the timing of the contract coming to an end or is there a current issue you would like to see resolved?

Answer 11: A copy of the current janitorial arraignment can be found publicly at [City of Ann Arbor - File #: 23-0960](#). Additionally, please refer to answer 13 of this addendum.

Question 12: How long was the current contract in place?

Answer 12: Three years.

Question 13: Why is the city switching contractors?

Answer 13: The current contract expires 6/30/2026 and the scope of services has changed.

Question 14: Under C21A, we are to provide trash liners and urinal screens. Can you tell me the size and normal usage of trash liners or the number of trash cans and sizes in the facility? Also, I think we counted 7 urinals in the facility, is that correct?

Answer 14: The current size(s) for liners used in the building are: 24 in. x 33 in., 24 in. x 33 in., 38 in. x 58 in., and 38 in x 60 in. Rough estimate for usage would be 2 bags per office, conference rooms, copy rooms, hallways, work bay or cubicles, plus 2-4 bags per locker room/bathroom, hallways, and kitchen. All would be changed 5 days a week. There are 7 urinals.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

SECTION IV - ATTACHMENTS

Attachment A-1 – Schedule Requirements and Description of Tasks

Attachment A-2 -- Proposal Fee Form - Estimated Work Hours for Wheeler Service Center

Attachment A-3 - Operations Building and VSB Site Maps

Attachment B - Legal Status of Offeror

Attachment C – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment D – Living Wage Declaration of Compliance Form

Attachment E – Vendor Conflict of Interest Disclosure Form

Attachment F – Non-Discrimination Ordinance Poster

Attachment G – Living Wage Ordinance Poster

ATTACHMENT A-1
SCHEDULE REQUIREMENTS AND DESCRIPTION OF TASKS

A. Schedule Requirements

1. Wheeler Service Center Public Works Operations and Vehicle Storage Building
 - a Cleaned five days per week (except Business observed holidays).
 - b The Wheeler Service Center cleaning should begin no sooner than 5:00 p.m. and must be completed no later than 10:00 p.m.
 - c On-site staffing or day porter services are not required.
2. Contractor shall provide a yearly calendar that identifies dates when monthly, quarterly, and semi-annual tasks are to be completed. This calendar shall be posted and kept up to date so the Site Representative is able to assist with coordination and can track completion of required tasks

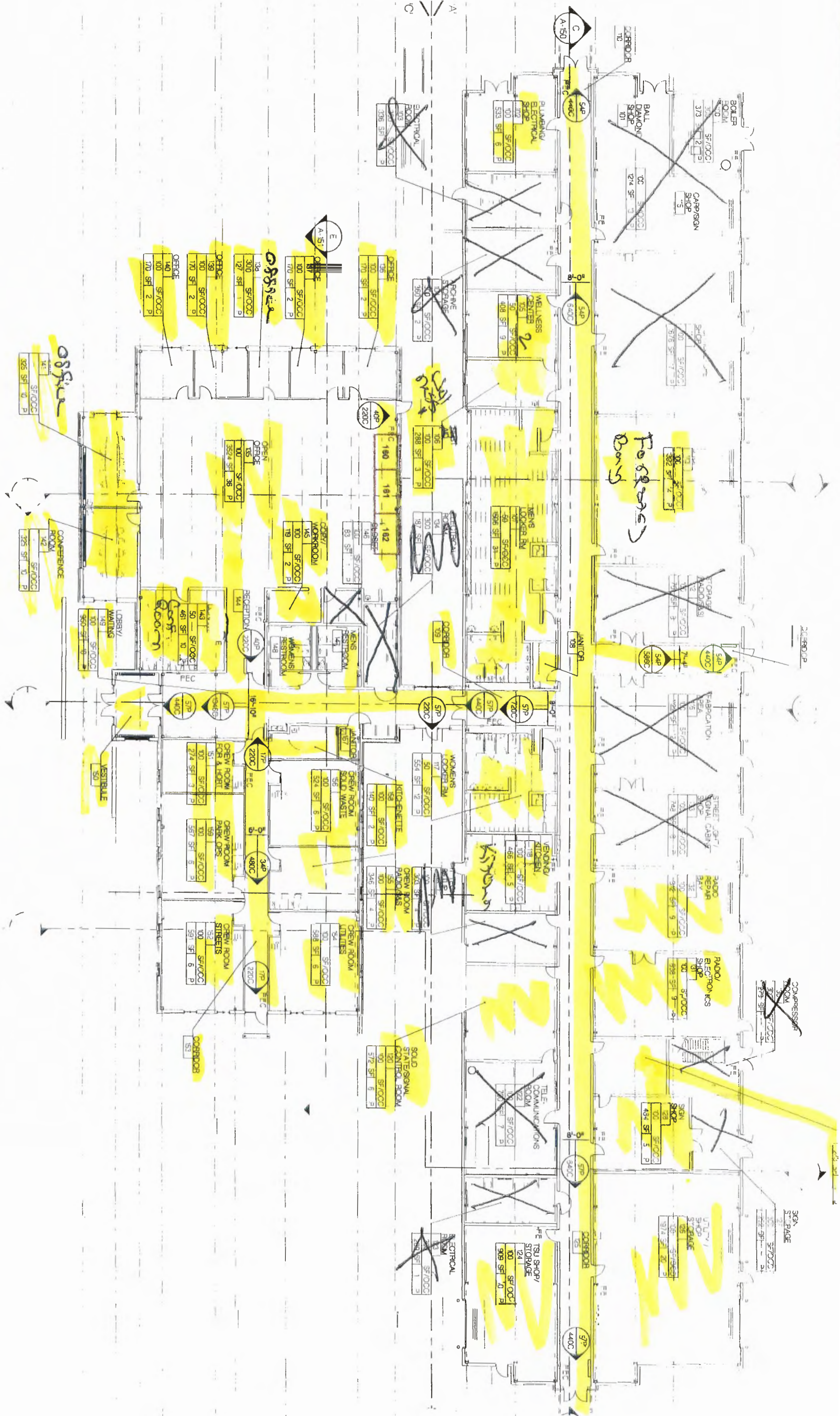
B. Description of Tasks

1. Initial Deep Clean of the Operations Building and VSB
 - a This service is intended to restore areas of the facilities that show accumulated dirt, discoloration, and neglect beyond what is addressed through routine cleaning. The Contractor shall perform a comprehensive deep sanitation that includes, but is not limited to, the following focus areas :
 1. Locker rooms and restrooms: Removal of discoloration, staining, and buildup on grout, ceramic tiles, shower walls, floors, partitions, and surrounding surfaces.
 2. Wellness center floors: Elimination of accumulated dirt and ground-in grime on all flooring types.
 3. Kitchens and kitchenettes: Deep cleaning of floors, corners, baseboards, appliance surfaces, and areas that are difficult to reach during routine cleaning.
 4. Common areas: Removal of dirt and grime from flooring and detailed cleaning of edges, corners, and areas where buildup is present.
 5. High and out-of-reach dusting: Dust removal from vents, ledges, pipes, beams, tops of cabinets, and other surfaces not typically cleaned during routine cycles.
 - b Contractors should include a comprehensive approach addressing:
 1. The methods, equipment, and cleaning agents to be used.
 2. A detailed scope of areas and surfaces to be addressed that include the above focus areas and any additional recommended areas.
 3. The staffing plan, schedule, and estimated duration.
 4. Measures to prevent cross-contamination during the deep clean.
 5. Any anticipated challenges and recommended solutions.
 6. How completion and quality of the optional deep clean will be verified
2. Operations Building
 - a Daily Tasks
 1. Common Areas (offices, cubicles, conference rooms, copy room, hallways and entryways)
 - a. Empty all trash and recycling receptacles and dispose of materials at the designated collection point. Recycling and trash must be collected separately and must not be comingled.
 - b. Vacuum all carpeted areas and floor mats. Spot clean stains as necessary.
 - c. Wipe down and disinfect all desktops, tabletops, countertops, drawer fronts, and file cabinet surfaces.

- d. Wipe down and disinfect all high-frequency touch points including light switches and door handles/knobs.
 - e. Clean and disinfect all drinking fountains.
 - f. Sweep and wet mop all hard surface floors.
 - g. Vacuum all carpeted areas and floor mats. Spot clean stains as necessary.
 - h. Spot clean:
 - i. Interior glass, including glass in doors
 - ii. Walls and doors, including cinder block walls
 - iii. Hard-surface and vinyl chairs and bench surfaces
 - iv. Remove cobwebs as necessary
2. Restrooms / Locker Rooms
- a. Mop and disinfect all floors.
 - b. Wipe down and disinfect high-frequency touch points.
 - c. Restock all supplies (paper, soap, etc.).
 - d. Empty and sanitize all sanitary napkin disposal units.
 - e. Empty all trash containers and dispose of trash at the designated collection point.
 - f. Clean and sanitize all urinals, commodes, wash basins, towel dispensers, surrounding wall areas, and polish all chrome fittings and stainless-steel fixtures.
 - g. Clean and polish all wall and cabinet mirrors.
 - h. Clean (scrub) shower walls and floors.
 - i. Remove hair and debris from shower floors.
 - j. Spot clean ceramic tiles, walls, and toilet partitions, including areas surrounding commodes, urinals, sink backsplashes, soap dispensers, and paper towel dispensers.
3. Kitchen / Kitchenettes
- a. Pick up trash and recycling on floors. Empty all trash and recycling receptacles and dispose of waste at the designated collection point. Recycling and trash must remain separate.
 - b. Restock all supplies (paper, soap, etc.).
 - c. Sweep floors and mop with disinfectants. Pay special attention to corners and baseboards.
 - d. Clean and disinfect sinks, counters, stovetops, tables, and chairs.
 - e. Wipe down and disinfect all high-frequency touch points, including paper towel dispensers, cabinet handles, light switches, disposal switches, the exterior of the refrigerator, ice machine, and vending machines.
 - f. Clean and disinfect microwaves inside and out.
 - g. Spot clean walls near trash receptacles with disinfectants.
 - h. Clean sides and tops of trash receptacles with disinfectants.
4. Janitorial Closets
- a. Keep closets clean and organized. Store mops hung to dry. Clean utility sink, maintain drainage, and sweep floors regularly.
 - b. Put away all Contractor and City provided supplies on the day of delivery.
 - c. Provide staff with a copy of new chemical/cleaning product information. Maintain proper labels on all spray bottles.
 - d. Provide proper cleaning equipment, tools, liners, and cleaning supplies, all properly labeled.

- e. Check for special cleaning requests posted in the janitorial closet.
 - f. Maintain Material Safety Data Sheets (SDS), inventory lists, and provide monthly updates.
- b Weekly Tasks
1. Common Areas (Offices, cubicles, conference rooms, copy room, hallways and entryways)
 - a. Vacuum or whisk upholstered furniture and damp-wipe vinyl-covered furniture.
 - b. Dust all surfaces including windowsills, ledges, door moldings, frames, vents, handrails, bookcases, and benches.
 - c. High-speed buff all hard surface floors.
 - d. Clean and polish interior window and door glass in common areas, including main entrance doors, secondary entry/exit doors, lobby areas, breezeway doors, conference rooms, and kitchen.
 - e. Dust copier machine and vacuum behind it.
 - f. Damp-wipe all telephones using disinfectants.
 - g. Wash interior windows, clean windowsills.
 2. Kitchen / Kitchenettes
 - a. Clean and disinfect cabinets and drawer fronts.
 3. Restrooms / Locker Rooms
 - a. Completely scrub and disinfect all ceramic tiles, walls, and toilet partitions.
 - b. Clean and wipe down the exterior of lockers, including tops.
 4. Wellness Center (consists of 2 rooms)
 - a. Pick up trash and recycling on floors. Empty all trash and recycling receptacles and dispose of waste at the designated collection point. Recycling and trash must remain separate.
 - b. Restock all supplies (paper, soap, etc.).
 - c. Sweep floors and mop with disinfectants. Pay special attention to corners and baseboards.
 - d. Clean and disinfect sinks, counters, stovetops, tables, and chairs.
 - e. Wipe down and disinfect all high-frequency touch points, including the exercise equipment, seats, and benches.
 5. Work Bays & Offices (found in the back half of the building)
 - a. Copper Room
 - i. Sweep work bay floor.
 - ii. Vacuum floor mats.
 - iii. Clean and disinfect all tables, high frequency touchpoints, outside of refrigerator, and sink
 - iv. Wipe down and disinfect all high-frequency touch points.
 - b. Forestry Bay
 - i. Sweep work bay floor.
 - ii. Vacuum floor mats.
 - iii. Clean and disinfect all tables, high frequency touchpoints and sink.

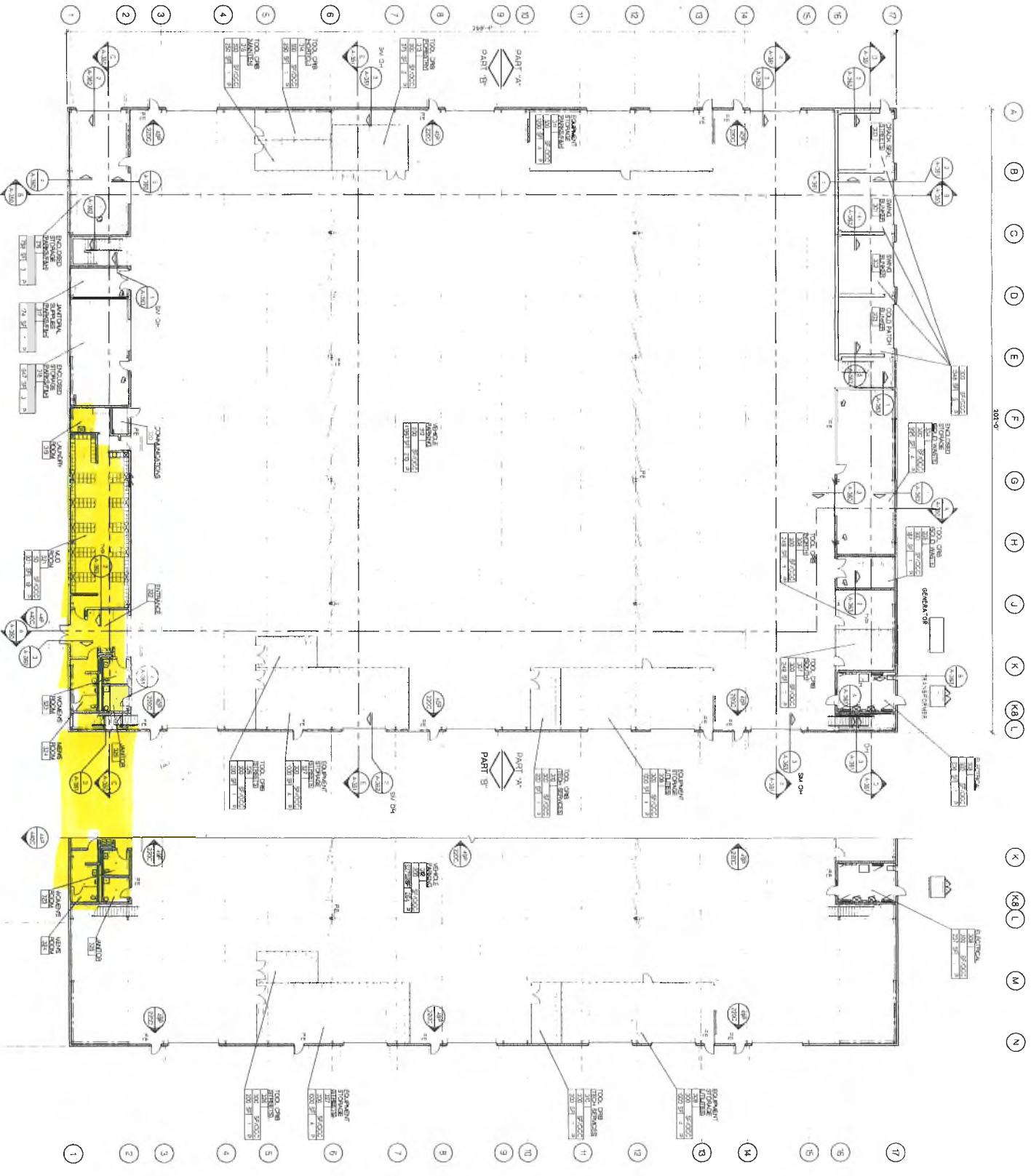
Attachment A-3 - Operations Building and VSB Site Maps



SYMBOLS LEGEND

	CORRIDOR WIDTH		CORRIDOR WIDTH
	DOOR INFORMATION		DOOR INFORMATION
	ROOM INFORMATION		ROOM INFORMATION

PC - FIRE EXTINGUISHER MOUNTED ON WALL OR COLUMN



VSB

NORTH
COMPOSITE PLAN
SCALE - 1/8" = 1'-0" (SEE ADD ALTERNATE)

NORTH
ADD ALTERNATE
COMPOSITE PLAN
SCALE - 1/8" = 1'-0" (THIS PART WAS BUILT)

NO. REV.	DATE	BY	REASON
1	10-10-2005	DAVE SSK/BD	CONSTRUCTION
2	10-10-2005	DAVE SSK/BD	CONSTRUCTION
3	10-10-2005	DAVE SSK/BD	CONSTRUCTION

DRAWN BY
CHECKED BY
DATE SSK/BD

100 YEARS

PARSONS BRINCKERHOFF
QUADE & DOUGLAS, INC.
Fire & Facilities Division

11757 Katy Freeway #600,
Houston, (281) 558-7273

1821 Chestnut Street #700,
St. Louis, (314) 421-1476



100% Force Majeure
9 72444185
ANN ARBOR, MICHIGAN

CITY OF ANN ARBOR
OPERATIONS AND
MAINTENANCE FACILITY
STONE SCHOOL ROAD
ANN ARBOR, MICHIGAN 48108

CONSULTANT

VEHICLE BLDG.
COMPOSITE
FLOOR PLAN

PROJECT NUMBER
05-309

SHEET NUMBER
A-310

Meeting Sign-In

Project: RFP 26-31

Date: 4/20/2026

Facilitator: City of Ann Arbor

Time: 11:00 a.m.

Place:

	Name	Organization	Phone	Email	Organization
1.	Cara Arheit	City of Ann Arbor			
2.	Tracy Pennington	City of Ann Arbor			
3.	Tamara Finhler-Carter	City of Ann Arbor			
4.	Ray Anward	Facilities 360	313 879-9984	rayward@facilities360.com	
5.	Fred Robinson	Detail Experts	313 7797125	fred.robinson@detail-experts.net	
6.	Jennifer Fields	Allied/Continuum	734 431-9452	JFields@teammallied.com	
7.	Sheena Harbus	Allied/Continuum	313-230-0800	sharbus@teammallied.com	
8.	Davy McLaren	CleanNet USA	313-495-8609	DMCLAREN@CLEANNETUSA.COM	
9.	TROY MARTIN	CITY WIDE	419.957.0033	TROY.MARTIN@CITYWIDE.COM	
10.	Ronald Cline	LG Global	706-703-34554	ronald.cline@lg-global.com	
11.	Jesse Ace III	LG Global	313-737-9637	jesse.ace@lgfacility.com	
12.	Justin Shew	Mask Maintenance	586 289 5954	Shew@maskmaintenance.com	

Meeting Sign-In

Project: RFP 26-31

Date: 4/20/2026

Facilitator: City of Ann Arbor

Time: 11:00 a.m.

Place:

	Name	Organization	Phone	Email	Organization
1.	Tarek Farha	Michigan Building Cleaning LLC	734-380-9411	tfarha@umceap.com	tfarha@umceap.com
2.	Magnyja Wilson	RKd M cleaning services	313-445-4379	Magnyja@xanox.com	Magnyja@xanox.com
3.	Maddison Verdene	Jan-Pro Detroit	(248)936-0300	maddison.verdene@jan-pro.com	maddison.verdene@jan-pro.com
4.	Mikemo James	Pearls Cleaning LLC	313 474 9779 313 502 8983	pearls cleaning @ owl logo.com	pearls cleaning @ owl logo.com
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