

# ADDENDUM No. 1

## RFP No. 26-25

### Water Treatment Plant Janitorial Services

**Due: April 28, 2026 at 2:00 P.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, including mandatory pre-proposal sign-in sheets, includes ten (10) 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 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.

<b>Section/Page(s)</b>	<b>Change</b>
Section III, Paragraph D/ Page14	Replace entire paragraph with the following:  D. Fee proposal forms in Attachment H Proposal Fee Form - Estimated Work Hours for Water Treatment Plant must be used and should be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Offerors shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

*Comment: The intent with this change is to simply replace the entire paragraph "D. Fee Proposal – 25 points" provided in the RFP Document with the paragraph provided herein.*

Attachment A,  
Section E. Miscellaneous,  
Paragraph 3. Schedule /  
Page 21

Replace entire paragraph with the following:

3. Schedule – Cleaned five days a week. Water Treatment Plant cleaning should begin no sooner than 3:30 p.m. and must be completed no later than 7:00 a.m.

*Comment: The intent with this change is to simply replace the entire paragraph "3. Schedule".*

**Section**  
After Attachment G

**ADD**  
Attachment H  
Proposal Fee Form Estimated Work Hours for  
Water Treatment Plant

Attachment A

F. Initial/Periodic Deep Clean

1. This service is intended to restore areas of the Water Treatment Plant that show accumulated dirt, discoloration, and neglect beyond what is addressed through routine cleaning. The Contractor shall perform a comprehensive deep cleaning and sanitation that includes, but is not limited to, the following focus areas:
  - a. Locker rooms and restrooms: Removal of discoloration, staining, and buildup on grout, ceramic tiles, shower walls, floors, partitions, and surrounding surfaces.
  - b. Control Room: Elimination of accumulated dirt and ground-in grime on all flooring, walls and other surfaces.
  - c. Kitchens and kitchenettes: Deep cleaning of floors, corners, baseboards, appliance surfaces, and areas that are difficult to reach during routine cleaning.
  - d. Common areas: Removal of dirt and grime from flooring and detailed cleaning of edges, corners, and areas where buildup is present.
  - e. 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.
2. Contractors should include a comprehensive approach addressing:
  - a. The methods, equipment, and cleaning agents to be used.
  - b. A detailed scope of areas and surfaces to be addressed that includes the above focus areas and any additional recommended areas.
  - c. The staffing plan, schedule, and estimated duration.
  - d. Measures to prevent cross-contamination during the deep clean.
  - e. Any anticipated challenges and recommended solutions.
  - f. How completion and quality of the optional deep clean will be verified.

## 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: There were two display cases, one located in the conference room and one located on the first floor across from the Control Room. Do these display cases need to be wiped down or dusted? If so, should this be something that is done daily, monthly, or semi-annually?

Answer 1: The top surface area of these display cases should be dusted weekly and considered to fall under:

- Attachment A, Section A.1.b.1: "Dust all furniture completely, dust windowsills, ledges, blinds, door moldings, picture frames, computer monitors, handrails."
- Attachment A, Section B.2.b.2: "Dust bench tops, shelves, windowsills, etc."

Question 2: Please provide the total cleanable square footage of the Water Treatment Plant included in this contract.

Answer 2: See below for approximate square footages of areas to be cleaned:

- A. Administration Area – 4,000 SF
- B. First Floor – 9,000 SF
- C. Filter Gallery – 5,500 SF
- D. Second Floor – 1,000 SF
- E. Third Floor – 2,000 SF
- F. Stairwell (Administration to First Floor) – 600 SF
- G. Stairwell (basement to 4E) – 2,000 SF

Question 3: If available, please provide a breakout of cleanable square footage by surface type, including carpeted areas and hard floor areas (VCT, tile, concrete, or other).

Answer 3: Contractors may revisit the site to measure different surfaces.

Question 4: If available, please provide cleanable square footage by floor level (basement, first floor, second floor, third floor)

Answer 4: See Answer no. 2 above.

Question 5: How many times per year are carpets to be shampooed or steam cleaned under this contract?

Answer 5: This task is to be performed twice annually. See Attachment A.

Question 6: How many times per year are VCT or other hard floors to be stripped and waxed?

Answer 6: The stripping and waxing of all hard floors is to be performed twice annually. See Attachment A.

Question 7: Are spray buffing or re-coating cycles expected in addition to strip and wax, and if so, how frequently?

Answer 7: See Attachment A. This scope is subject to change based on plant operations, special events, etc.

Question 8: Please confirm whether exterior window cleaning is included in the base scope of services. If included, please provide:

- The number of exterior windows at the first-floor level
- The number of exterior windows above the first floor
- How many times per year are exterior windows to be cleaned?

Answer 8: All windows to be washed on the exterior are at the basement level (Administration Bldg). There are a total of 19 (15 office windows, 2 foyer windows, and 2 foyer doors).

See Attachment A for cleaning frequency.

Question 9: Please confirm the number of days per week daily cleaning services are required.

Answer 9: See clarification in Section I herein.

Question 10: Please confirm the approved time window(s) for daily cleaning activities.

Answer 10: See clarification in Section I herein.

Question 11: Are there any holiday restrictions or blackout dates that affect cleaning schedules?

Answer 11: No. The City observes all Federal holidays. While cleaning schedules are not restricted on these dates, adjustments to cleaning schedule for observance of holidays may be requested and coordinated with Maintenance Supervisor.

Question 12: Are day porter services required as part of this contract?

- If so, please specify the required hours per day and days per week, and the primary duties expected.
- If not required, please confirm that all services are after-hours only.

Answer 12: Day porter services are not required under this contract. Requested hours of services are clarified in Section I herein.

Question 13: Please confirm whether prevailing wage requirements apply to this contract. If applicable, please provide the relevant wage determination or classification.

Answer 13: Prevailing wage requirements are not included in the RFP and do not apply to this contract.

Question 14: Please confirm whether there are any union labor requirements applicable to this facility.

Answer 14: There are no union labor requirements for the services described in this RFP.

Question 15: Please confirm who is responsible for providing the following consumables:

- Toilet paper
- Paper towels
- Hand soap
- Trash liners

Answer 15: The Water Treatment Plant will provide all paper products and hand soap. The Contractor must provide trash liners. See Attachment A.

- Question 16: Has the scope of work changed from the prior janitorial contract for this facility?  
Answer 16: Prior janitorial contract scope is irrelevant and offerors should prepare proposals based on the scope information as provided in RFP 26-25 only.
- Question 17: Are there any known additions or reductions to space, scope, or frequency anticipated during the term of this contract?  
Answer 17: There are no anticipated changes to the locations, scope, or frequency.
- Question 18: Are there any restricted-access areas within the WTP that would require City escort or advance coordination for the contractor to clean?  
Answer 18: All of the areas included in the RFP and covered in the site walk following the pre-proposal meeting may be accessed by employees. Taking photographs inside the WTP Control Room is prohibited.
- Question 19: Are there any specialty cleaning requirements specific to the laboratory or filter gallery areas — such as restrictions on certain chemical cleaning products — that bidders should be aware of prior to submission?  
Answer 19: No specialty cleaning requirements for the areas and scope of cleaning described in Attachment A.
- Question 20: Will the City provide designated secured storage space on-site for contractor equipment and supplies?  
Answer 20: No, the janitorial closet is utilized for City equipment and products. Space for storing limited contractor equipment and supplies may be coordinated, it cannot be guaranteed to be designated as a separate and secure space for contractors.
- Question 21: Are there any areas of the facility currently outside the scope that may be added during the contract term?  
Answer 21: There are no anticipated changes to the locations, scope, or frequency. If additional areas require cleaning, scope and schedule will be discussed with management and rates will be based on those included in the Fee Proposal Form.
- Question 22: What reporting mechanism does the City currently use for tracking completion of daily, weekly, monthly, and semi-annual tasks?  
Answer 22: The Maintenance Supervisor will maintain a checklist of tasks, organized similar to Attachment A, to track tasks. Upon execution of the Contract, a kickoff meeting will be held to review the check list and process. The Maintenance Supervisor will do daily walk throughs to track completion.
- Question 23: As we develop our staffing model, we want to make sure our approach fully addresses the facility's needs. Are there any areas of the facility or specific tasks where the City has historically found consistency or thoroughness to be a challenge?  
Answer 23: Prior inconsistencies are irrelevant. The scope defined in Attachment A was developed to describe expectations of tasks to be consistently completed.
- Question 24: The RFP's General Services Agreement requires Workers' Compensation insurance. Trust Clean Services LLC currently operates with 1099 independent

contractors rather than W-2 employees. Will the City accept a written explanation of contractor classification in lieu of a traditional Workers' Compensation policy, or is a Workers' Compensation policy required regardless of employment classification

Answer 24: No. For Workers' Compensation, the City requires compliance with Michigan law's Workers Compensation requirements. To waive this requirement, the City will only accept a filed exclusion form with the State of Michigan/an exemption from the State of Michigan.

Question 25: If a small business offeror is otherwise fully responsive and competitive but needs to secure additional insurance coverages — specifically Workers' Compensation and Umbrella/Excess Liability — upon contract award, would the City consider allowing those policies to be obtained as a condition of final contract execution rather than as a requirement at proposal submission?

Answer 25: Yes, the City is willing to permit insurance policies to only be obtained as a condition of final contract execution and not as a requirement of proposal submission.

Question 26: Does the City have a preference for or against the use of subcontractors on this contract, and if subcontractors are used, are they subject to the same background check and Living Wage requirements as direct employees?

Answer 26: For the services described in this RFP, preference is for the company hired to perform the bulk of the scope. Occasional subcontractor support for specialty services, such as striping and waxing floors, is acceptable. All staff working at the WTP under this contract must be paid the applicable living wage rate as indicated on the compliance form. All employees are subject to background checks.

Question 27: The Living Wage Ordinance exempts companies with fewer than 5 employees. Does this exemption apply to 1099 independent contractors, or is the Living Wage requirement based on the number of individuals performing work under the contract regardless of classification?

Answer 27: No. The Living Wage Ordinance still applies to independent contractors who qualify as employees under the ordinance. The exemption is only based on the number of individuals performing work under the contract for wages, regardless of classification.

Question 28: Will the City accept electronic signatures on the required attachments — B, C, D, and E — or are wet ink signatures required on the physical submission?

Answer 28: Electronic signatures are acceptable.

Question 29: Is there a preferred format for the USB drive submission — PDF only, or will Word documents be accepted alongside the PDF?

Answer 29: PDF and Word documents are both acceptable.

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

**ATTACHMENT H**  
**PROPOSAL FEE FORM – ESTIMATED WORK HOURS FOR WATER TREATMENT PLANT**

List the total estimated work hours to clean per day, specified monthly, quarterly items, and semi-annual items. (Example: 2 people working one hour each = two total cleaning hours)

- A. Daily:  
\_\_\_\_\_ persons x \_\_\_\_\_ hours per day = Total Cleaning Hours \_\_\_\_\_ per day
- B. Specified Monthly Tasks:  
\_\_\_\_\_ persons x \_\_\_\_\_ hours = Total Cleaning Hours \_\_\_\_\_
- C. Specified Quarterly Tasks  
\_\_\_\_\_ persons x \_\_\_\_\_ hours = Total Cleaning Hours \_\_\_\_\_
- D. Specified Semi-annual tasks:  
\_\_\_\_\_ persons x \_\_\_\_\_ hours = Total Cleaning Hours \_\_\_\_\_
- E. Initial/Periodic Deep Clean (as requested):  
\_\_\_\_\_ persons x \_\_\_\_\_ hours per day) x \_\_\_\_\_ days = Total Deep Cleaning Hours \_\_\_\_\_

The above numbers should be an estimate of the hours needed per day to complete daily tasks listed in the specifications and the number of hours for the completion of the specified tasks assigned to monthly, quarterly and semi-annual intervals. This is not a guaranteed staffing level. Throughout the year, additional staffing will be needed to complete weekly, monthly, quarterly, and semiannual tasks.

**PROPOSAL FEE FORM – PRICING**

**PRICING OPTIONS:**

If you do not check one of the following, your bid will be considered FIRM for the entire contract including renewals (option 1). Options with % increases shall be no greater than 3% annually.

- 1. ( ) The price per location is firm for the entire contract period (including renewals).
- 2. ( ) The price per location is firm until June 30, 2027 and is then subject to adjustment with maximum allowable increases of \_\_\_\_\_% each year of the contract, including the two (2) one year renewal periods.
- 3. ( ) The price per location is firm until June 30, 2028 and is then subject to adjustment with maximum allowable increases of \_\_\_\_\_% for each of the two (2) one year renewal periods.

NOTE: Percentage figure must be shown to obtain consideration under options B or C above.

**LOCATION PRICING:**

Water Treatment Plant (cleaned 5 days a week, assume no holidays)

Monthly cost \$ \_\_\_\_\_ X 12 months = \$ \_\_\_\_\_ per year

Total Annual Cost for All Monthly, Quarterly and Semi-Annual Tasks \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative of Bid

# Meeting Sign-In Sheet

MEETING: Pre-Proposal Meeting

PROJECT NAME: WTP Janitorial RFP

DATE: April 8, 2026

LOCATION: 919 Sunset Road, Ann Arbor, MI

NAME	REPRESENTING	EMAIL
Troy Martin	CW	TROY.MARTIN@CITYWIDE.COM
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