



*149 Wildlife Way * Santa Fe, NM 87506 * (505) 424-1850*
www.sfswma.org

ADDENDUM No. 1
to
RFB No. '20/01/B

Date: September 23, 2019
To: All Bidders of Records
From: Randall Kippenbrock, P.E., Executive Director
Re: RFB No. '20/01/B – Cleaning Services for the Santa Fe Solid Waste Management Agency

The following questions/answers, clarifications and/or revisions to Request for Bid No. '13/28/B are hereby made part of the RFB documents to the same extent as though it were originally included therein. All other provisions of the RFB documents shall remain the same. Bidders shall acknowledge receipt of this Addendum in the appropriate space at the end of this Addendum.

Q&A /Clarification/Revisions

- 1. Revision to the RFB: Bidders are directed to the RFB Section: Specifications on page 16. The corresponding paragraph, struck out below, shall be deleted and replaced with the underlined paragraph below:*

~~The hours of operations at the Caja del Rio Landfill are from 7:00 a.m. to 5:30 p.m. The cleaning crew for the Landfill is expected to clean after regular business hours.~~

~~The hours of operations at the BuRRT facility are from 7:00 a.m. to 5:30 p.m. The cleaning crew for the BuRRT facility is expected to clean after regular business hours.~~

The hours of operations at the Landfill are from 7:00 a.m. to 5:30 p.m., Monday through Saturday. The hours of operations at the BuRRT facility are from 7:00 a.m. to 5:30 p.m., Sunday through Saturday. For safety and security purposes, the cleaning services for Monday through Thursday must start at 5:30 p.m. The cleaning services for Sunday may start as early as 8:00 a.m. but no later than 5:30 p.m.

- 2. Revision to the RFB: Bidders shall use the revised Bid Form attached.*

3. *Question: Who is the current vendor and annual price?*

Response: The vendor is Nelly's Cleaning Services. The cleaning company is under a contract not to exceed \$20,000.

4. *Question: We are a company from New York. Are we allowed to bid on this even though we are not from your state?*

Response: Yes.

5. *Question: How many employees would you require and how many hours per day?*

Response: The Bidder determines the number of employees needed and the number of hours per day required for the cleaning services.

6. *Question: What is the unit of area?*

Response:

Building	Estimated Cleaning Area (ft ²)
Caja del Rio Administration	1,400
Maintenance Shop	2,040
BuRRT Administration	2,650
BuRRT Scalehouse	675
HHW Collection Center	200

7. *Question: How often would you require carpet cleaning schedule, window cleaning, strip and wax?*

Response: Bidders are directed to the Specifications and Appendix A of the RFB for cleaning requirements and frequencies.

This Addendum must be signed and returned with your Bid Submittal Form. Failure to do so may cause your bid to be considered non-responsive.

Receipt of Addendum No. 1 to RFB No. '20/01/B is hereby acknowledged

Authorized Signature

Date

Firm Name

BID FORM

RFB No. '20/01/B

All Bidders MUST use the format provided

The attached bid shall include all activities described in the Scope of Services and Appendix A of this RFB.

<u>Item</u>	<u>Description*</u>
Cleaning Services	Five Days per Week for Three Buildings; One Day per Week for Two Buildings Cleaning Hours: Start at 5:30 p.m. unless otherwise noted.

Weekly Cleaning Services: Cost in Figures (Dollars and Cents) - Excluding Applicable Tax

\$ _____

Weekly Cleaning Services: Cost in Words (Dollars and Cents) - Excluding Applicable Taxes

* In the event of an Agency holiday or other closure, alternate arrangements will be made to maintain the same cleaning services.

The Santa Fe Solid Waste Management Agency reserves the right to alter quantities based on the availability of budget. If this will alter the bid amount, the Bidder must note the percent increase for lesser quantities.

BIDDER'S INFORMATION

Bidder – Firm/Company Name

Address, City, State, Zip Code

Authorized Signature

Print Name

E-Mail Address

Title

Telephone Number

Date

Fax Number

TWO COMPLETE SETS OF BID FORM IS REQUIRED