



**RFP #DPL-CL-1901**  
**Addendum #1**

Date: July 20, 2018

RFP #: DPL-CL-1901

RFP Description: Janitorial Service for a Three (3) Year Period

Due Date: August 3, 2018 @ 2:00 p.m.

Return to: DETROIT PUBLIC LIBRARY  
Purchasing Department  
5201 Woodward Avenue  
Detroit, MI 48202

Please see the following responses to questions raised during the Pre-Proposal conference held on Friday, July 20, 2018:

1.) Can you provide the number of visitors and employees at the Library?

**Response:** *The estimated number of customers serviced by the Library in 2017 was 2,212,482 system-wide. We cannot provide a branch by branch breakdown for this number. Additionally, as of June 2018, the Library has approximately 300 full-time and part-time employees.*

2.) Are paper products, trash bags, etc. reimbursed by the Library (consumables)?

**Response:** *Yes, the Library will be invoiced for these supplies. The successful contractor is responsible for ordering supplies and submitting monthly invoices for reimbursement. The cost for these consumable supplies shall not be factored into the hourly rate for cleaning services. The attached list of products represent items, which are ordered regularly Library and pricing shall be provided for these additional items.*

3.) Please provide clarification on the hours for the janitors assigned at each branch.

**Response:** *Scheduling of the janitors at the Branches is coordinated between the successful contractor and the Branch Manager. However, there should be coverage provided during hours in which the Library is open to the public. (Please see the revised hourly requirements for certain branches).*

Additionally, the Pricing Sheet (p. 12) has been revised to provide clarity and correct the hours for janitors assigned to branches. Please utilize this pricing sheet, in lieu of the sheet included in the original RFP for submitting hourly rates.

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Addendum #1

All other instructions and provisions of the RFP remain unchanged.

This addendum shall be acknowledged and included with your bid response. Please be advised that failure to acknowledge this addendum may result in rejection of your bid.

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Acknowledgement

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Date

**SUPPLIES** - Please provide a quote for these additional supply items.

Item	Unit Cost	Brand	Estimated Quantity	Estimated Annual Cost
2" Big Fold, Hand Towel, White	\$_____/Case	Quoting on: _____	50	\$_____
Embossed, 2-ply Bath Tissue, White	\$_____/Case	Quoting on: _____	50	\$_____
Seat Covers, ½ Fold	\$_____/Case	Quoting on: _____	25	\$_____
Wax Bags	\$_____/Case	Quoting on: _____	25	\$_____
Can Liners - 24 x 33 - Clear	\$_____/Carton	Quoting on: _____	50	\$_____
Can Liners - 40 x 48 - Clear	\$_____/Carton	Quoting on: _____	50	\$_____
Can Liners - 38 x 58 – Black	\$_____/Carton	Quoting on: _____	50	\$_____
Gojo Hand Soap	\$_____/Gallon	Quoting on: _____	100	\$_____

Item	Unit Cost	Brand	Estimated Qty	Estimated Annual Cost
Urine Remover, Clorox	\$_____/Gallon	Quoting on: _____	50	\$_____
Dial Basics Soap	\$_____/Gallon	Quoting on: _____	50	\$_____
Toilet Bowl Cleaner	\$_____/Case	Quoting on: _____	50	\$_____
Glass Cleaner	\$_____/Case	Quoting on: _____	50	\$_____
Disinfectant Cleaner	\$_____/Case	Quoting on: _____	50	\$_____
All Purpose Cleaner	\$_____/Case	Quoting on: _____	50	\$_____

**PRICES – LABOR**

Labor prices are inclusive of weekly, monthly and quarterly tasks, as specified in the Scope of Services for the Main Library and Branches.

Item		Hourly Cost	Monthly Cost	Annual Cost
Janitor, Hourly Rate-MAIN BRANCH-ONLY	Est. Daily Hours: _____	\$_____/Hour	\$_____/Month	\$_____/Year
Hourly Rate-Branch Janitor (6 Hour Shifts/30 Hours) -PER BRANCH		\$_____/Hour	\$_____/Month	\$_____/Year (Monthly x 12)
Hourly Rate-Branch Janitor (40 Hours/Week)		\$_____/Hour	\$_____/Month	\$_____/Year (Monthly x 12)
Hourly Rate-Branch Janitor (18 Hours/Week)		\$_____/Hour	\$_____/Month	\$_____/Year (Monthly x 12)
Hourly Rate-Janitor w/Hi-Lo Certification – Service Building (6 Hour Shifts/30 Hours)		\$_____/Hour	\$_____/Month	\$_____/Year (Monthly x 12)
Hourly Rate for Floor Machine Operator		\$_____/Hour	\$_____/Month	\$_____/Year (Monthly x 12)
Hourly Rate - Supervisor (Cost/Inspection-Main and Branches)		\$_____/Hour	\$_____/Month	\$_____/Year (Monthly x 12)
Sunday Hours (October-May) 12:00 p.m.- 5:00 p.m. (Main)		\$_____/Hour	\$_____/Month	\$_____/Year (Monthly x 12)
Hourly Rate-Carpet cleaning crew for additional carpet cleaning		\$_____/Hour (As-Needed Basis)		
Overtime Rate – Requires Prior Approval of Facilities Department		\$_____/Hour		
* Price shall include cost per hour for special events set up, including supervisor.				
** Credits shall be issue for Absent Crew Members (@ Hourly Rate for each category, e.g. Janitor, Floor Machine Operator, Supervisor.				
*** Special events and carpet cleaning are to be billed separately.				