



August 27, 2014

**CITY OF RANCHO MIRAGE
ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS
FOR
CUSTODIAL SERVICES**

TO ALL PROSPECTIVE BIDDERS:

The following changes, corrections, and clarifications shall be made a part of the Request For Proposals ("RFP") and contract documents:

1. Proposers are reminded to follow the proposal submittal instructions commencing on page 17 of the RFP.
2. It shall be the Proposer's responsibility to make any and all measurements necessary to adequately prepare their proposal.
3. For clarification, proposal bid item #4 "Optional Library: Mid-Day Services" refers to "Optional Custodial Services" identified on page 14 of the RFP. Disregard the square footage column and base your cost on 6 hours of service per week.
4. The following additions to the scope of work are added and payment for these services shall be included in the buildings monthly service price and no additional compensation will be allowed:
 - a. Cobwebs shall be identified and cleaned from all windows, ledges, corners, light fixtures, etc. on a weekly basis.
 - b. Window shades and blinds shall be cleaned and disinfected once a month.
 - c. Hanging light fixtures shall be dusted and wiped down once a month.
 - d. Cushioned chairs shall be shampooed and sanitized a minimum of once a year or on an as needed basis.
5. The following shall be added to the RFP under "General" on page 2 of the RFP:

"The City of Rancho Mirage will evaluate the performance of the Contractor on a weekly basis. If performance by the Contractor is deficient, the City reserves the right to subtract a cost from the monthly billing. Since it is difficult to quantify and assess a value to every aspect of the work, the City shall implement a standard \$100 cost per incident. Examples of deficiencies that warrant such deductions include, but are not limited to, the following:

 - Lack of compliance to specifications, e.g., failure to adequately comply with the scope of services as set forth in the RFP.
 - Failure to provide specified reports, falsifying reports, or failing to report issues to

- the City that may result in damage or liability.
- Failure to supply adequate equipment, labor or supervision.
 - Failure to mitigate deficiencies pointed out by the City in a timely manner.
 - Failure to comply with schedules. Variances may be approved upon request by Contractor and approval by the City. Delays in part due to adverse weather conditions will be taken into consideration.
 - Failure to protect public health and safety.
 - A statement will be provided with the monthly payment describing the reason for withholding a portion of the payment and a listing of the amount.

*****END ADDENDUM NO. 1*****

All other RFP requirements stay the same.

ALL PROPOSERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM NO. 1 AND ITS ATTACHMENTS BY SIGNING THE ATTACHED RECEIPT SHEET AND SUBMITTING THE SIGNED SHEET WITH THEIR BID PROPOSAL. FAILURE TO COMPLY MAY BE CAUSE TO CONSIDER THE BID PROPOSAL NON-RESPONSIVE.

Sincerely,

A handwritten signature in black ink, appearing to read "B. B. Harry Jr.", with a stylized flourish at the end.

Bruce B. Harry Jr.
Director of Public Works

ADDENDUM RECEIPT SHEET

ADDENDUM NO. 1

**TO: CITY OF RANCHO MIRAGE
DIRECTOR OF PUBLIC WORKS**

RE: REQUEST FOR PROPOSALS FOR CUSTODIAL SERVICES

Receipt of Addendum No. 1 and its attachments is hereby acknowledged.

Bidder

Signature

Date

**THIS PAGE TO BE ATTACHED TO YOUR BID.
FAILURE TO ATTACH THIS PAGE TO YOUR BID MAY BE CAUSE
TO CONSIDER YOUR BID PROPOSAL
NON-RESPONSIVE**