



**ADDENDUM NO. 4  
RFP# 19-0072**

Date: August 20, 2020  
To: All Interested Parties  
From: Cheryl K. Turney, Purchasing Manager  
Re: **RFP 19-0072 Janitorial and Custodial Services**

The following additions, deletions, changes or clarifications to RFP No. 19-0072 are hereby made a part of the originally issued documents for the above referenced project as fully and as completely as though the same were included therein.

SJRA is extending the following dates from the original RFP documents as follows:

**Paragraph 5. Schedule of Important Dates**

- *Extended Deadline for questions:* *Thursday, August 27, 2020 at 5:00 PM*
- *RFP Response Deadline:* *Thursday, September 3, 2020 at 11:00 AM*

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**Paragraph 16. Submittal Instructions;** and  
**Paragraph 22. Contact Between Offeror(s) and San Jacinto River Authority** have been modified to a new SJRA Point-of-Contact:

Cheryl K. Turney, C.P.M.  
Purchasing Manager  
San Jacinto River Authority  
1577 Dam Site Road  
Conroe, TX 77304  
[cturney@sjra.net](mailto:cturney@sjra.net)

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**Paragraph 11. Exhibit 3 – Pricing Sheet Instructions.**

- SJRA modified the Emergency Detailed Disinfecting Rates to clearly describe this as additional daily add-on cost(s) to the Regular Cleaning Rates.
- SJRA added a new Section for Additional Regular Cleaning Daily Rates. There are a couple of locations that do not get cleaned daily. The Vendor should propose a Cost per Day for Additional Days, as requested by SJRA, above and beyond the core days stipulated.

The following questions were received on or before the deadline. Questions and SJRA responses follow:

**Question:** What is the frequency of cleaning for each location?

**Response:** 1. *General & Administrative Office*

- Daily (M-F) cleaning for all entrance and office areas, including common areas
- Daily (M-F) cleaning for restrooms and locker room
- Daily (M-F) cleaning for breakrooms
- Additional cleaning once a week and once a month are stipulated in the RFP

2. *Lake Conroe Division*

- Daily (3 days = Tues, Thurs, and Sat or Sun) cleaning for all entrance and office areas, including common areas
- Daily (3 days = Tues, Thurs, and Sat or Sun) cleaning for restrooms and locker room
- Daily (3 days = Tues, Thurs, and Sat or Sun) cleaning for breakrooms
- Additional cleaning once a week and once a month are stipulated in the RFP

3. *Woodlands*

- Each Tuesday and each Friday cleaning for all entrance and office areas, including common areas
- Each Tuesday and each Friday cleaning for restrooms and locker room
- Each Tuesday and each Friday cleaning for breakrooms
- Additional cleaning once a week and once a month are stipulated in the RFP

4. *Highlands Division*

- Each Tuesday and each Friday cleaning for all entrance and office areas, including common areas
- Each Tuesday and each Friday cleaning for restrooms and locker room
- Each Tuesday and each Friday cleaning for breakrooms
- Additional cleaning once a week and once a month are stipulated in the RFP

5. *GRP*

- Each Tuesday and each Friday cleaning for all entrance and office areas, including common areas
- Each Tuesday and each Friday cleaning for restrooms and locker room
- Each Tuesday and each Friday cleaning for breakrooms
- Additional cleaning once a week and once a month are stipulated in the RFP

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**Question:** Does each location have dumpsters and if so, how far away from the building are the dumpsters?

**Response:**

1. *General & Administrative Office*

- Yes, at Maintenance Shop located on site, but not at the G&A offices.

2. *Lake Conroe Division*

- Yes, at Maintenance Shop located on site, but not at the Adams building

3. *Woodlands*
  - Yes, approx. 100-125 yards from office and maintenance shop
4. *Highlands Division*
  - Yes, within 20 feet of the Highlands office
5. *GRP Division*
  - Yes, in the parking lot between Building 12 and Maintenance shop

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**Question:** Does the Boycott Israel form have to be notarized?

**Response:** Yes, the form should be notarized.

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**Question:** Is the contractor required to furnish all supplies?

**Response:** SJRA will furnish all paper supplies: trash liners, multi-fold towels, paper towels, toilet paper and urinal mats/screens.

The Successful vendor will provide all cleaning supplies.

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**Question:** How can we confirm the square footage for each facility? (Note: current vendor says there is a big discrepancy for GRP)

**Response:** We believe the square footage is accurate for all locations, except GRP. The GRP square footage should be:

Ops Building: 16,202 sf

Building 12: 15,650 sf

Membrane Building: 3685 sf (excludes the lab area)

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**Question:** If we cannot service a particular location, will that disqualify us from the entire proposal?

**Response:** SJRA is anticipating awarding all locations to one vendor, with the exception of the Highlands.

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All provisions that are not so amended or supplemented remain in full force and effect.

Please acknowledge receipt of this addendum with signature and date and return. Failure to do so may cause your proposal to be considered as non-responsive.

***Receipt of this Addendum No. 4 is hereby acknowledged***

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***Authorized Signature***

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***Date***

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***Company Name***

**Exhibit 3**

Respondent's Business Name

(revised August 20, 2020)

Principal Place of Business (City and State)

**RFP 19-0072 Pricing Sheet for Janitorial and Custodial Services**

The respondent shall complete the following section, which directly corresponds to the specifications. The contractor shall not make changes to this format.

**Services Proposal Pricing:**

| ITEM | Property Name and Address                                                 | Price per Square Feet | Clean-able Square Feet | Total Cost per Month | Total Cost per Year |
|------|---------------------------------------------------------------------------|-----------------------|------------------------|----------------------|---------------------|
| 1    | GENERAL & ADMINISTRATIVE OFFICE<br>1577 Dam Site Road Conroe, Texas 77304 | \$                    |                        | \$                   | \$                  |
| 2    | LAKE CONROE DIVISION<br>1561 Dam Site Road – Conroe, Texas 77304          | \$                    |                        | \$                   | \$                  |
| 3    | WOODLANDS DIVISION<br>2436 Sawdust Road, The Woodlands, Texas 77380       | \$                    |                        | \$                   | \$                  |
| 4    | HIGHLANDS DIVISION<br>1108 E. Canal Highlands, Texas 77562                | \$                    |                        | \$                   | \$                  |
| 5    | GRP DIVISION<br>11998 Pine Valley Drive – Conroe, Texas 77304             | \$                    |                        | \$                   | \$                  |

|     |                                                                                        |                                                 |                                                    |    |
|-----|----------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------------|----|
| 6   | EMERGENCY DETAILED DISINFECTING<br>(Section A, Anticipated Scope of Work, #6, Page 13) | subject to special<br>disinfecting instructions | Add-on Cost for<br>Additional<br>Services<br>Daily | \$ |
| 6.1 | GENERAL & ADMINISTRATIVE OFFICE                                                        |                                                 | \$                                                 | \$ |
| 6.2 | LAKE CONROE DIVISION                                                                   |                                                 | \$                                                 | \$ |
| 6.3 | WOODLANDS DIVISION                                                                     |                                                 | \$                                                 | \$ |
| 6.4 | HIGHLANDS DIVISION                                                                     |                                                 | \$                                                 | \$ |
| 6.5 | GRP DIVISION                                                                           |                                                 | \$                                                 | \$ |

|     |                                                    |                                                                 |              |    |
|-----|----------------------------------------------------|-----------------------------------------------------------------|--------------|----|
| 7   | ADDITIONAL REGULAR CLEANING<br>(UPON REQUEST ONLY) | Entrance, Office Areas<br>Restrooms, Locker Rooms<br>Breakrooms | Cost per Day | \$ |
| 7.1 | GENERAL & ADMINISTRATIVE OFFICE                    |                                                                 | \$           | \$ |
| 7.2 | LAKE CONROE DIVISION                               |                                                                 | \$           | \$ |
| 7.3 | WOODLANDS DIVISION                                 |                                                                 | \$           | \$ |
| 7.4 | HIGHLANDS DIVISION                                 |                                                                 | \$           | \$ |
| 7.5 | GRP DIVISION                                       |                                                                 | \$           | \$ |

**Payment Term Discounts**

Payment terms for the SJRA are typically 30 days. Please indicate the additional discount extended to each monthly invoice that is paid within the time period indicated below.

| Payment Terms           | Additional Discount % |
|-------------------------|-----------------------|
| Invoice Paid in 20 days |                       |
| Invoice Paid in 15 days |                       |
| Invoice Paid in 10 days |                       |