



## ADDENDUM #5

RFP 25-012

### JANITORIAL SERVICE CITY OF COMMERCE

This addendum is being issued to include additional qualifications required by Offeror on RFP 25-012:

#### 1. General question regarding RFP 25-012

- What are the primary goals of this RFP, and are there any specific challenges you hope to address?  
**Please refer to RFP 25-012 for goals.**
- Is this a rebid for the contract, or is it a new contract? If it is a rebid, what prompted the search for a new vendor?  
**The RFP was processed as a normal practice to act in the best interest of the City of Commerce by gleaning information with regards to future janitorial services.**
- What are the key success factors for this partnership?  
**Ensuring various buildings are kept clean and sanitary.**
- How many custodians will be required to clean the six locations?  
**The number of custodians will be at the discretion of the bidder.**
- Are these services required year-round?  
**Yes.**
- Are there any unique compliance or certification requirements for candidates?  
**Please refer to RFP 25-012.**
- What are the key criteria used to evaluate vendors?  
**Please refer to RFP 25-012.**
- How are proposals weighted (e.g., price, quality, experience, technology, DEI initiatives)?  
**Please refer to RFP 25-012.**
- What are the most common challenges with past staffing providers?  
**The RFP was processed as a normal practice to act in the best interest of the City of Commerce by gleaning information with regards to future janitorial services.**
- Is there a requirement for vendors to be licensed in the state or have a local office?  
**It is not necessary for a vendor to be local. The vendor will be required to provide the documentation noted in RFP 25-012. The vendor must have a valid business license in the State of Georgia.**
- Is there a predefined budget for this contract?  
**Not at this time.**
- What are the current hourly rates for these positions?  
**The current vendor charges a fixed amount for each building.**
- How should pricing be structured (fixed rates, markups, volume discounts, etc.)?  
**The pricing should be a fixed rate based on information from the Mandatory Pre-Bid Meeting.**
- Will you consider proposals that include W-2 employees or 1099 independent contractors as part of the staffing solution under this RFP?  
**No.**
- What are your expectations for candidate screening, assessments, and background checks?  
**Please refer to RFP 25-012.**

- What are the key compliance requirements (e.g., background checks, drug testing, licensing)?  
Please refer to RFP 25-012.
- Are there specific risk management policies vendors must adhere to?  
Please refer to RFP 25-012.
- What are your policies regarding worker misclassification?  
Please refer to RFP 25-012.
- Could you clarify the policies regarding indemnification?  
Please refer to RFP 25-012.
- Is there an incumbent vendor? If so, what has been their biggest strength and weakness?  
See Addendum #3. The RFP was processed as a normal practice to act in the best interest of the City of Commerce by gleaning information with regards to future janitorial services.
- What improvements are you hoping to see compared to your current provider?  
The RFP was processed as a normal practice to act in the best interest of the City of Commerce by gleaning information with regards to future janitorial services.
- Will there be a transition period between vendors, and if so, how will it be handled?  
No transition period. The bidder chosen must start immediately after the award of the contract.
- Is this a sole-source bid?  
No.
- What is the expected timeline for vendor selection and contract award?  
One month.
- When would you like services to begin?  
Immediately after contract award.
- Are there any upcoming milestones we should be aware of?  
No.

This addendum should be signed and returned with your proposal. Failure to do so may result in the proposal being non-responsive.

Debby Peete  
Finance Specialist  
City of Commerce

Company Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_