

**ADDENDUM TO REQUEST FOR QUOTATION NO. 2022Q025**

Date of Request	Reply Must Be Received Prior To	Buyer	Buyer Phone Number
06/09/22	1:00 P.M. Local Time, June 17, 2022	Vanisha Liston	907-343-4171
THIS IS NOT AN ORDER PLEASE QUOTE AT ONCE ON THE FOLLOWING AND SPECIFY YOUR DELIVERY DATE			Delivery Date Needed

**ADDENDUM NO. 1**

**DATE ISSUED: June 15, 2022**

RFQ No. **2020Q025** – Provide Custodial at AFD Admin/Dispatch and P&R South to the Municipality of Anchorage, Maintenance and Operation.

The following changes and/or additions are hereby made to subject Request for Quotation:

- REPLACE:** Bid Proposal pages, pages 2 & 3, consisting of two (2) pages, identified as Addendum No. 1, dated June 15, 2022.
- REPLACE:** Specifications page, page 6 of 15, consisting of one (1) page, identified as Addendum No. 1, dated June 15, 2022.

All other terms, conditions, and specifications remain unchanged.

An electronic (.pdf) copy is available at Municipality of Anchorage, Purchasing Office's website; (<http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>) Should you choose to obtain a copy of the Request for Quotation from the website; it is your responsibility to periodically check the website for addends.

THIS ADDENDUM MUST BE ACKNOWLEDGED IN SPACE PROVIDED ON BID PROPOSAL SHEET OR SIGNED AND RETURNED TO PURCHASING PRIOR TO TIME SET FOR BID OPENING IN ACCORDANCE WITH ANCHORAGE MUNICIPAL CODE 7.20.020C.

Municipality of Anchorage reserves the right to accept or reject bids. Prices bid must be F.O.B. Destination. Municipality is exempt from Federal Excise Tax. Bids must be submitted to the Purchasing Officer prior to time set for opening. Any bids not received by the Purchasing Officer prior to that time will not be considered and will be returned. Time of receipt of bids will be as determined by the time stamp in the Purchasing Department, 632 W. 6th Avenue, Suite 520.

Please ACKNOWLEDGE AND RETURN THIS ADDENDUM PRIOR TO THE DATE AND TIME SHOWN ABOVE OR YOUR BID MAY BE REJECTED.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

MUNICIPALITY OF ANCHORAGE

*Vanisha Liston*

\_\_\_\_\_  
Vanisha Liston  
Junior Buyer

**QUOTE PROPOSAL**

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	AFD Fire Station 12 Admin & Dispatch Monthly Cleaning, Per Attached Specifications	12	MO	\$ _____	\$ _____
2	AFD Fire Station 12 Admin & Dispatch Quarterly Deep Floor Cleaning, Per Attached Specifications	4	EACH	\$ _____	\$ _____
3	Parks & Rec South Maintenance Monthly Cleaning, Per Attached Specifications	12	MO	\$ _____	\$ _____
4	<b>Parks &amp; Rec South Maintenance Semi-Annual Deep Floor Cleaning, Per Attached Specifications</b>	2	<b>EACH</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL (Items 1- 4)</b>				\$ _____	

Addendum Acknowledgement	Prompt Payment Discount - Payment Terms Offered
Number(s) _____ is/are hereby acknowledged	_____ % _____ Days OR Net 30 (default) 1% minimum and 15 days are the minimum amounts allowed (As referenced on page 3 under General Provisions)

VENDOR NAME: \_\_\_\_\_

## QUOTE PROPOSAL - CONTINUED

By submitting a quote, the quoter acknowledges that he/she have received all documents listed on the cover page. Carefully reviewed and possesses knowledge of all documents listed

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company Email Address

\_\_\_\_\_  
Physical Address of Company (if different from above)

\_\_\_\_\_  
City, State, Zip Code

By signing above the bidder certifies they are an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code.

**1.13 TRASH DISPOSAL**

A trash dumpster will be provided by the Municipality at no cost to the Contractor.

**1.14 DAMAGE TO MUNICIPAL PROPERTY**

The Contractor shall be responsible for repairing or replacing any MOA property damaged by the Contractor during performance of this contract. Prior to signing the contract, the Contractor may request that they and the MOA Contract Administrator, or designee, inspect the facility and create a list of existing damage. The list of existing damage shall be signed by both the Contractor and the MOA Contract Administrator. The list of damaged property will be added to the contract as an attachment.

**1.15 FURNITURE AND FIXTURE GUARDS**

All cleaning equipment must have guards, rollers, bumpers, or soft covers as recommended by the manufacturer to prevent damage to furniture and other building fixtures.

**1.16 CLEANING SERVICES SCHEDULE: FIRE STATION 12 ADMIN & DISPATCH (*INCLUDING HOLIDAYS*)**

- DAILY MONDAY THROUGH FRIDAY: Section 4
- WEEKLY WEDNESDAY: Section 5
- FLOOR DEEP CLEANING (January, April, July, and October); Section 3.1 and Section 6

Note: All scheduled cleaning services within the building shall be performed between the hours of 8:00pm and 6:00am. The Contractor shall not be allowed to provide custodial services outside the stated hours unless authorized or requested by the Contract Administrator or designee for discrepancies.

**1.17 CLEANING SERVICES SCHEDULE: PARKS & RECREATION SOUTH MAINTENANCE (*EXCLUDING HOLIDAYS*)**

- 3X WEEK MONDAY, WEDNESDAY, FRIDAY: Section 4
- WEEKLY WEDNESDAY: Section 5
- FLOOR DEEP CLEANING (January and July); Section 3.1 and Section 6

Note: All scheduled cleaning services within the building shall be performed between the hours of 8:00pm and 6:00am. The Contractor shall not be allowed to provide custodial services outside the stated hours unless authorized or requested by the Contract Administrator or designee for discrepancies.

**1.19 RESERVED**

**SECTION 2 - CONTRACT ADMINISTRATION**

The Contract Administrator shall be a management representative of the Maintenance & Operations Department, Facility Maintenance Division and shall ensure that all services are provided in a timely and professional manner as required in the contract specifications. The Contract Administrator, or designee, shall notify the Contractor of discrepancies and request the Contractor to respond in the specified time to correct the discrepancies. The Contract Administrator, or designee, shall first ascertain the validity of complaints prior to requesting the Contractor to respond to a discrepancy notification.

The Contract Administrator, or designee, must be able to contact the Contractor or authorized company representatives within one (1) hour, seven (7) days per week. Therefore, a valid telephone or cell phone, and recording device number must be provided. This information shall be always kept current to the Contract Administrator. Contractors must also have a working email address where copies of reports and other information can be sent as needed.

Services under this contract are for normal custodial operations required to support day-to-day operations of the MOA owned or leased building.