



## **Procurement and Contracting Services**

### **Request for Proposals to provide Custodial Services for Biosphere 2**

#### **ADDENDUM #1**

**Please mark all proposal submission  
Envelopes with the following information**

**Sealed RFP # L192514  
Due on February 27, 2025 no later than 2:00 PM, MST**

The following questions were received prior to the close of the Technical Question Period close on February 17, 2025, at 12:00PM MST:

1. I noticed the requirement for a full-time custodial supervisor. Could you confirm whether this is needed five days per week or seven days per week?

We ask that there be a point of contact that would be responsible for staffing, a point of contact for communication, but that person does not need to be onsite full time. I would recommend that that person do periodic site visits to maintain the quality of work.

2. Since the contract is for three years, should our monthly pricing remain the same throughout the entire term, or will there be an opportunity to adjust pricing before renewal?

Please see section 4.39 of the RFP document.

3. Should we factor in periodic floor services such as strip and wax, carpet extraction, and window cleaning as part of our pricing, or will those services be requested separately?

These services will be requested separately. Spot cleaning of windows and doors should be done daily as noted in the scope of work.

4. If there are changes to the scope of work during the contract term, how would those adjustments be handled?

Any changes would need to be documented by an addendum to the award.

5. Could you provide insight on when this contract is expected to be awarded and the anticipated start date?

We anticipate a start date of April 1, 2025.

6. Are consumables provided?

Biosphere 2 provides all consumable products (toilet paper, paper towels, trash bags, seat covers, soap, wax sanitary bags). Vendor will be responsible for providing eco-friendly cleaning products and equipment.

7. Who currently holds this contract and what was the annual contract amount?

We currently do not have a contract for custodial services

**Please see the below updated Nightly Cleaning Scope of Work**

# Cleaning Scope of Work

Total square footage encompassing all buildings: 27,750

Total number of restrooms: 11

Biosphere 2 is open every day of the year from 9am-4pm. Cleaning should take place after the close of business day.

## I. Biosphere 2 Habitat (Upper & Lower Levels, Mezzanine & Stairway)

Carpet	Vacuum, spot clean if needed	Daily
Doors	Clean, disinfect	Daily
Drinking Fountains	Disinfect, polish	Daily
Tile Floors	Sweep, dust, mop, clean cove base	Daily
Trash & Recycling Receptacles	Empty, clean, replace liners, take trash to appropriate receptacle	Daily
Walls	Spot clean	Daily
Walls	Dust up to 10ft.	Weekly
Windows	Spot clean	Daily
Furniture	Spot clean	Daily
Horizontal Surfaces	Dust, clean (if left open/organized)	Weekly
Walk off mats	Brush Vacuum	Daily
Sanitizer stations	Dust, clean wall and device, refill if needed	Weekly
Spaceframe structure	Dust	Monthly
Podiums	Dust, spot clean	Weekly
Window sills/Ledges	Clean, dust	Weekly
Cove base	Clean	Weekly
Outdoor entryways	Sweep, remove gum or food spots, remove bird droppings	Weekly
<b>Biospherian Kitchen</b>	<b>Sweep, mop, wipe countertops</b>	<b>Weekly</b>
<b>Biosphere 2 Library Tower</b>	<b>Vacuum floors (including staircase), dust shelves, wipe furniture</b>	<b>Monthly</b>

## II. Restrooms (5 in Habitat, 4 in Visitors Center)

Paper Dispensers	Restock, clean, disinfect	Daily
Doors	Dust, spot clean, disinfect	Daily
Floors	Sweep, mop with germicidal detergent, dust cove base	Daily
Sinks	Clean, disinfect, polish	Daily
Toilets	Clean, disinfect	Daily
Trash receptacles	Empty, clean, replace liners, take trash to appropriate receptacle	Daily
Urinals	Clean, disinfect	Daily

Counters	Clean, disinfect	Daily
Vents	Dust, clean	Monthly
Mirrors	Dust, clean, polish	Daily
Wall	Spot clean	Daily
Partitions	Clean, disinfect	Daily
Soap Dispensers	Refill as needed	Daily
Floors	Scrub, clean cove base	Monthly
Wall Tiles	Disinfect	Monthly

### III. Visitors Center

Carpet	Vacuum, spot clean if needed	Daily
Doors	Clean, disinfect	Daily
Drinking Fountains	Disinfect, polish	Daily
Tile Floors	Sweep, dust, mop, clean cove base	Daily
Trash & Recycling Receptacles	Empty, clean, replace liners, take trash to appropriate receptacle	Daily
Walls	Spot clean	Daily
Walls	Dust up to 10ft.	Weekly
Windows	Spot clean	Daily
Furniture	Spot clean	Daily
Horizontal Surfaces	Dust, clean (if left open/organized)	Weekly
Walk off mats	Brush Vacuum	Daily
Sanitizer stations	Dust, clean wall and device, refill if needed	Weekly
Window sills/Ledges	Clean, dust	Weekly
Cove base	Clean	Weekly
Outdoor entryways	Sweep, remove gum or food spots, remove bird droppings	Weekly
Outdoor trash & recycling receptacles	Empty, clean, replace liners	Daily
ADO buttons	Clean, disinfect	Daily

### IV. B2 Café (including restrooms)

Cabinets	Spot Clean	Monthly
Counters	Clean	Monthly
Concrete Floors	Sweep, mop	Monthly
Trash Receptacles	Empty, clean, replace liners, take trash to appropriate receptacle	Monthly
Walls	Spot Clean	Monthly
Ledges and Sills	Spot Clean	Monthly
Vents	Dust	Monthly
Cove base	Clean	Monthly
Windows	Clean	Monthly

Restrooms:		
Paper Dispensers	Restock, clean, disinfect	Monthly
Doors	Dust, spot clean, disinfect	Monthly
Floors	Sweep, mop with germicidal detergent, dust cove base	Monthly
Sinks	Clean, disinfect, polish	Monthly
Toilets	Clean, disinfect	Monthly
Trash receptacles	Empty, clean, replace liners, take trash to appropriate receptacle	Monthly
Urinals	Clean, disinfect	Monthly
Counters	Clean, disinfect	Monthly
Vents	Dust, clean	Monthly
Mirrors	Dust, clean, polish	Monthly
Wall	Spot clean	Monthly
Partitions	Clean, disinfect	Monthly
Soap Dispensers	Refill as needed	Monthly
Floors	Scrub, clean cove base	Monthly
Wall Tiles	Disinfect	Monthly

V. Sahara Room

Waste and Recycling Cans	Empty, clean, replace liners, take trash to appropriate receptacle	Monthly
Carpet	Vacuum	Monthly
Capet	Spot clean	Monthly
Doors	Clean, disinfect	Monthly
Cove base	Clean	Monthly
Glass Windows	Spot clean	Monthly
Window sills/Ledges	Clean, dust	Monthly
Vents	Dust	Monthly
Sanitizer Stations	Spot clean, refill if needed	Monthly
Walls	Dust, spot clean	Monthly
Podiums	Dust, spot clean	Monthly

VI. Planning Center (includes restrooms)

Waste and Recycling Cans	Empty, clean, replace liners, take trash to appropriate receptacle	Monthly
Carpet	Vacuum	Monthly
Capet	Spot clean	Monthly
Doors	Clean, disinfect	Monthly
Cove base	Clean	Monthly
Glass Windows	Spot clean	Monthly
Window sills/Ledges	Clean, dust	Monthly
Vents	Dust	Monthly

Sanitizer Stations	Spot clean, refill if needed	Monthly
Walls	Dust, spot clean	Monthly
Podiums	Dust, spot clean	Monthly
Restrooms:		Monthly
Paper Dispensers	Restock, clean, disinfect	Monthly
Doors	Dust, spot clean, disinfect	Monthly
Floors	Sweep, mop with germicidal detergent, dust cove base	Monthly
Sinks	Clean, disinfect, polish	Monthly
Toilets	Clean, disinfect	Monthly
Trash receptacles	Empty, clean, disinfect, change liners	Monthly
Urinals	Clean, disinfect	Monthly
Counters	Clean, disinfect	Monthly
Vents	Dust, clean	Monthly
Mirrors	Dust, clean, polish	Monthly
Wall	Spot clean	Monthly
Partitions	Clean, disinfect	Monthly
Soap Dispensers	Refill as needed	Monthly
Floors	Scrub, clean cove base	Monthly
Wall Tiles	Disinfect	Monthly

**End of addendum, all else remains the same.**