



CHINO BASIN WATER CONSERVATION DISTRICT

4594 SAN BERNARDINO ST
MONTCLAIR, CA 91763

ADDENDUM NO. 1 RFP NO. 2025-04 – JANITORIAL SERVICES JULY 10, 2025

NOTE: This Addendum forms a part of the Request for Proposals (RFP) Documents and/or supersedes or amends the corresponding information included in the original RFP documents. Respondent shall take this Addendum (7 pages total, including floor plans) into consideration when preparing and submitting its Proposal. Please acknowledge receipt of the Addendum by submitting Appendix H.

All other terms and conditions remain unchanged.

ADDENDUM NO. 1 CONTENTS

- I. REQUEST FOR PROPOSALS
- II. QUESTIONS AND ANSWERS

REQUEST FOR PROPOSALS

1. APPENDIX A, PRELIMINARY SCOPE OF WORK, please note the following:

*We inadvertently included shower stalls to be cleaned in the Restrooms for all three buildings, but the only building that has a shower stall is the MUB. **The MUB building does include a description of the one (1) shower that is to be cleaned bi-weekly (refer to the RFP).** Please make a note of the strike through for the bullet list item in the Restroom descriptions below:*

- Clean metal and chrome surfaced fixtures including wash basins, sinks, faucets, toilet bowls, urinals, ~~shower stalls~~, mirrors, waste receptacles, shelving, dispensers, and door push plates using a cleaner-disinfectant.

2. APPENDIX I, FLOOR PLANS, add the attached reference plans (total of 4 pages)

QUESTIONS AND ANSWERS:

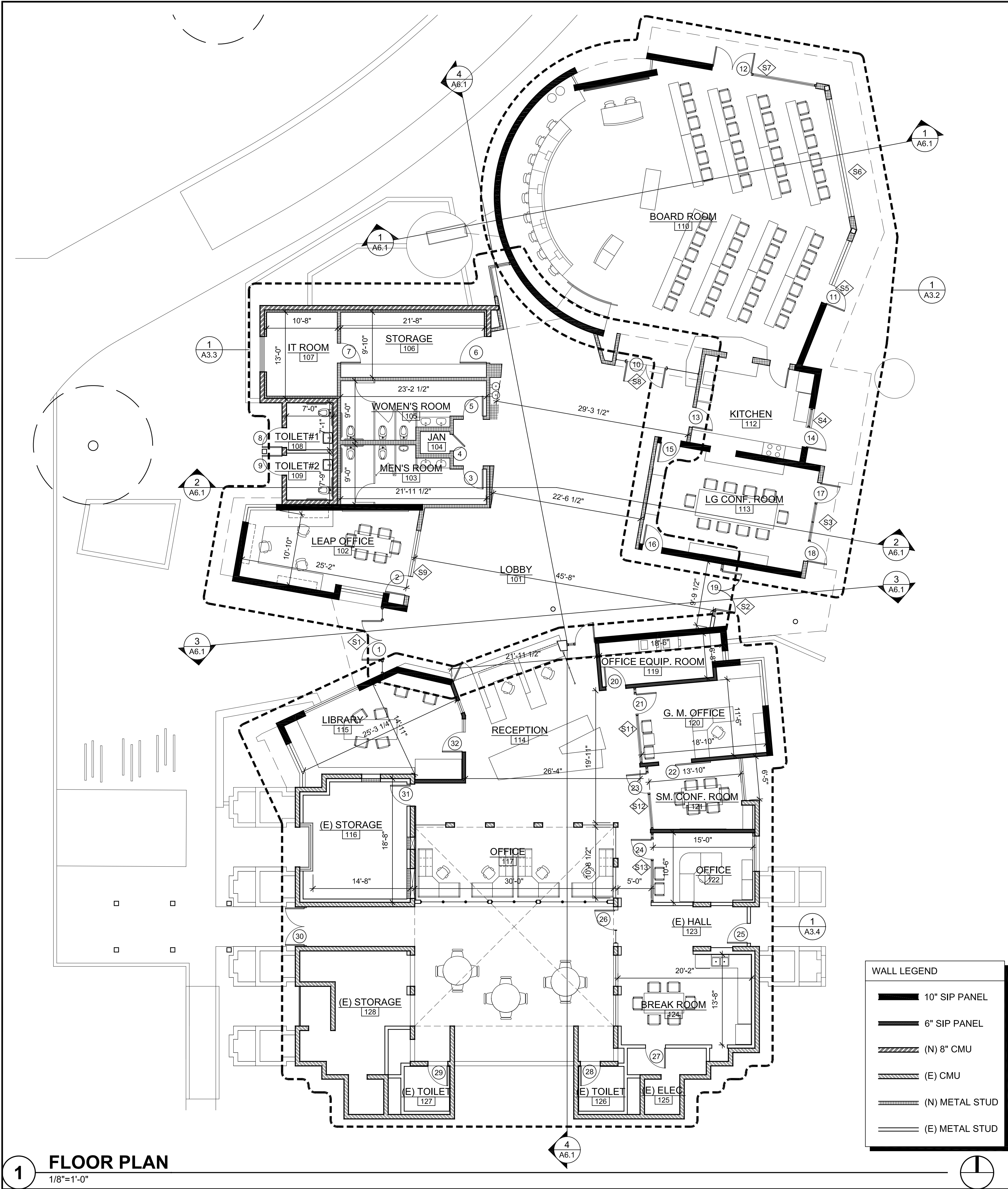
1. Is there any bonding or living wage required for this project (Performance Bond, Bid Bond, etc.)?

- a. **There is NO bonding (Performance Bond, Bid Bond) or living wage requirement.**
2. Can we get a copy of the site plans for the 3 buildings?
 - a. **The floor plans for all three buildings will be released on July 10, 2025, by 5pm with this Addendum, as "Appendix I".**
3. Can we schedule a day/time to come back out for us to do official measurements of all offices, rooms, etc. and to bring out a windows/solar contractor to do a window count and look at the solar panels so we can include that with our bid. Please let me know if you have any questions. I look forward to hearing back and coordinating with you.
 - a. **Yes, you may schedule an onsite visit to take measurements. You may bring contractor(s) who perform window and solar panel cleaning. Please coordinate any site visits with Dave Schroeder – Facilities & Operations Manager: (909) 267-3221.**
4. Who is the current contractor?
 - a. **The current contractor for Janitorial Services only, is Vanguard Cleaning Systems. The current contractor for window and solar panel cleaning is Fish Windows.**
5. What is the square footage of the three buildings to be serviced?
 - a. **Approximate square footage and site layout can be found on the floor plans which will be available and included with this Addendum. You may schedule an onsite visit to take measurements for your accuracy.**
6. How many windows are there? What are the sizes/sq. ft. of the windows to be cleaned?
 - a. **For contractors who attended the Job Walk on June 26, 2025, all areas of the buildings were available for pictures and window counts during each building evaluation. You may schedule an onsite visit to take a count and measurements for your accuracy.**
7. What is the square footage of the carpeted areas and the floor?
 - a. **Approximate square footage for the carpet and floor areas and site layout can be found on the floor plans which will be available and sent out on July 10, 2025, by 5pm with this Addendum, as "Appendix I". You may schedule an onsite visit to take measurements for your accuracy.**
8. Are there additional locations or scope of work added from the previous contract?
 - a. **The current janitorial company only provides the routine janitorial services for our three (3) buildings. The only additional scope of work that was included in the routine janitorial services includes cleaning of one (1) shower stall in the MUB building on a bi-weekly basis, and addition of wiping down three (3) appliances. The District is looking to enter into a new agreement with a company that can possibly perform the additional *Optional* services described in the RFP, which includes window cleaning, floor waxing, solar panel cleaning, and carpet cleaning. The optional services have been completed by separate companies in the past, and the District is interested in consolidating these services, if possible. **We encourage all janitorial companies to submit proposals even if****

they cannot perform the *Optional* services. The janitorial company may work with subcontractors/vendors to complete these *Optional* services. The District reserves the option to enter into an agreement that does not include the *Optional* services.

9. Will the awarded contractor provide the paper products/toiletries for this project?
 - a. **Please refer to Appendix A “Preliminary Scope of Work”, as described in the Appendix, the selected contractor shall provide some cleaning supplies (identified in the appendix) and tools. The District will provide replenishment items such as liquid and powdered soaps, toilet seat covers, toilet paper, hand towels, feminine products, sanitary napkins bags, and trash liners. Please review Appendix A in its entirety.**
10. What is the frequency, day, and time cleaning schedule for this project?
 - a. **Please refer to Appendix A “Preliminary Scope of Work”, the frequency, day, and time cleaning schedule is fully described.**
11. Is a bid bond required/mandatory for this project?
 - a. **There is NO bid bond required or mandatory for this project.**
12. Is there a prevailing wage?
 - a. **There is NO prevailing wage requirement.**
13. What material is the lobby floor in the WCC building made of?
 - a. **This floor is made of concrete and is painted over.**
14. How many janitorial closets are there in the WCC?
 - a. **There are two janitorial closets in the WCC building.**
15. In the WCC do you do high dusting on the ledges?
 - a. **Yes, but only where the windows are situated. This would be for the window and solar panel portion of the contract. For the unused flat area on the west side of the WCC lobby above the Conservation Programs Office, no cleaning or dusting is required in the contract.**
16. Do we do each location by square footage?
 - a. **All three buildings will have site plans available. It is the contractor’s responsibility to calculate square footage and room counts, cleaning areas, window counts etc. All questions and answers will be available on 10. 2025 by 5pm. All site plans for all three buildings will also be available.**

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



ROOM FINISH SCHEDULE															
ROOM NO.	ROOM NAME	FLOOR FINISH	BASE MAT'L	NORTH		EAST		SOUTH		WEST		CEILING			REMARKS
				MAT'L	FINISH	MAT'L	FINISH	MAT'L	FINISH	MAT'L	FINISH	MAT'L	FINISH	HT.	
101	LOBBY	A	--	--	--	--	--	--	--	--	--	J	K	--	--
102	LEAP OFFICE	A/ B										G			
103	MEN'S ROOM	A		H		H		H		H		F			
104	JANITOR'S CLOSET	A										F			
105	WOMEN'S ROOM	A		H		H		H		H		F			
106	STORAGE	A													
107	IT ROOM	A													
108	TOILET ROOM #1	A										F			
109	TOILET ROOM #2	A										F			
110	BOARD ROOM	A/ C										J	K		
111															
112	KITCHEN	D		H		G		G		H		G			
113	LARGE CONFERENCE ROOM	C		I		I		I		I		G			
114	RECEPTION	B										M			
115	LIBRARY	C		I		I		I		I		G	L		
116	(E) STORAGE	A										EXISTING			
117	OFFICE	B										G			
118												G			
119	OFFICE EQUIPMENT ROOM	B										G			
120	GENERAL MANAGER'S OFFICE	B										M			
121	SMALL CONFERENCE ROOM	B										M			
122	ASSISTANT G.M.'S OFFICE	B										M			
123	(E) HALL	D										M			
124	BREAK ROOM	D										M			
125	(E) ELECTRICAL ROOM	N.C.													
126	(E) TOILET ROOM #E1	N.C.										N.C.			
127	(E) TOILET ROOM #E2	N.C.										N.C.			
128	(E) UNCONDITIONED STORAGE	N.C.										N.C.			

<u>ROOM FINISH CODE</u>							
A.	STAINED CONCRETE	B.	CARPET	C.	CORK	D.	SHEET LINOLEUM
E.	CERAMIC FLOOR TILE	F.	5/8" GREEN GYP BRD, PAINTED	G.	5/8" TYPE "X" GYP BRD, PAINTED		
H.	CERAMIC WALL TILE - THIN SET	I.	WOOD PANELING	J.	SPRAY ON ACOUSTIC CEILING AT SIP ROOF PANEL		
K.	SUSPENDED FABRIC	L.	ACOUSTIC TILE	M.	ACOUSTIC SUSPENDED CEILING		

<u>ABBREVIATIONS</u>	VAR = VARIES	-- = NONE	* = EXISTING
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DOOR SCHEDULE											
DOOR NO.	WIDTH	X	HEIGHT	X	THICKNESS	TYPE	MATERIAL		MODE	HDW SET (087100)	REMARKS
							DR	FRM			
1	6' - 0"	X	7' - 0"	X	1-3/4"	--	AL	AL	DBL	--	--
2	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
3	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
4	2' - 6"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
5	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
6	6' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	DBL		
7	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
8	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
9	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
10	6' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	DBL		
11	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
12	6' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	DBL		
13	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
14	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
15	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	DBL		
16	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
17	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
18	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
19	6' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	DBL		
20	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
21	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
22	5' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	DBL		
23	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
24	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
25	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
26	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
27	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
28	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
29	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
30	6' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	DBL		
31	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		
32	3' - 0"	X	7' - 0"	X	1-3/4"		AL	AL	SGL		

ABBREVIATIONS			NOTES	
SC - SOLID CORE WOOD	STL - STEEL	AL - ALUMINUM	1.	MAIN ENTRANCE DOOR WITH CARD READER ACCESS CONTROL.
SGL - SINGLE	DBL - DOUBLE	CLS - CLOSER	2.	SIGN OVER DOOR W/ 1" LETTERS ON A CONTRASTING BACKGROUND STATING:
HM - HOLLOW METAL	SLD - SLIDING	RUP - ROLLUP		"THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS."
WTHR - WEATHERSTRIP			3.	10" BOTTOM RAIL.
DOOR TYPES A.				

cedg

CLAREMONT ENVIRONMENTAL DESIGN GROUP, INC.

• Architecture
• Landscape Architecture
• Planning

480 North Indian Hill Boulevard
Claremont, CA 91711
Tel. 909 625 3916 Fax 909 625 4282
Email: email@cedg-design.com
www.cedg-design.com

STAMP

LICENSED ARCHITECT
CARL A. WELTY
NO. C22104
REN.
STATE OF CALIFORNIA

CONSULTANT

PROJECT

CHINO BASIN WATER CONSERVATION DISTRICT ADMINISTRATION AND EDUCATION BUILDING

4594 SAN BERNARDINO ST. MONTCLAIR, CA 91763

FLOOR PLAN

REVISIONS

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DATE **SEPTEMBER 17, 2010**

SCALE **AS NOTED**

JOB# **0908**

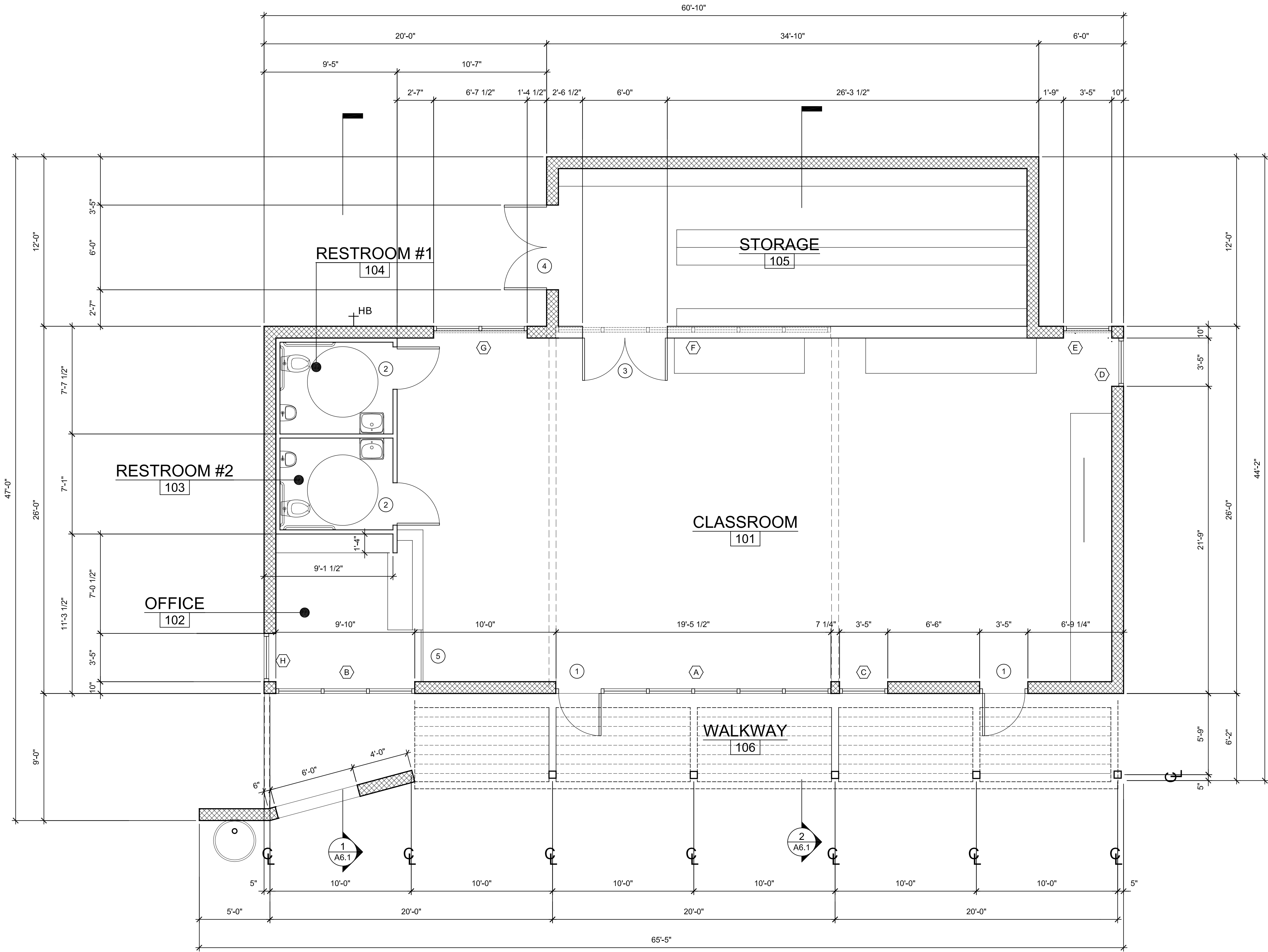
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CHK BY **CCW**

SHEET NO.

A3.1

0908 CBWCD ADMINISTRATION AND EDUCATION BUILDING - DESIGN DEVELOPMENT SET



FLOOR PLAN

1/8"=1'-0"

PLAN NOTES

FLOOR PLAN NOTES

1. NOTES

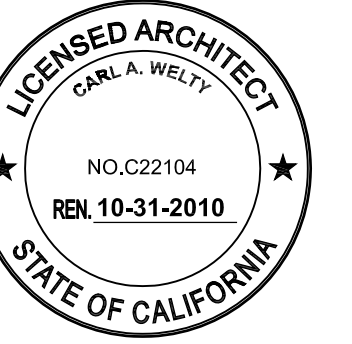
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Claremont, CA 91711
Tel. 909 625 3916 Fax 909 625 4282
Email: email@cedg-design.com
www.cedg-design.com

STAMP



CONSULTANT

PROJECT

CHINO BASIN WATER
CONSERVATION DISTRICT
EDUCATION BUILDING

4594 SAN BERNARDINO ST.
MONTCLAIR, CA 91763

FLOOR PLAN

REVISIONS

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DATE JUNE 24, 2010

SCALE AS NOTED

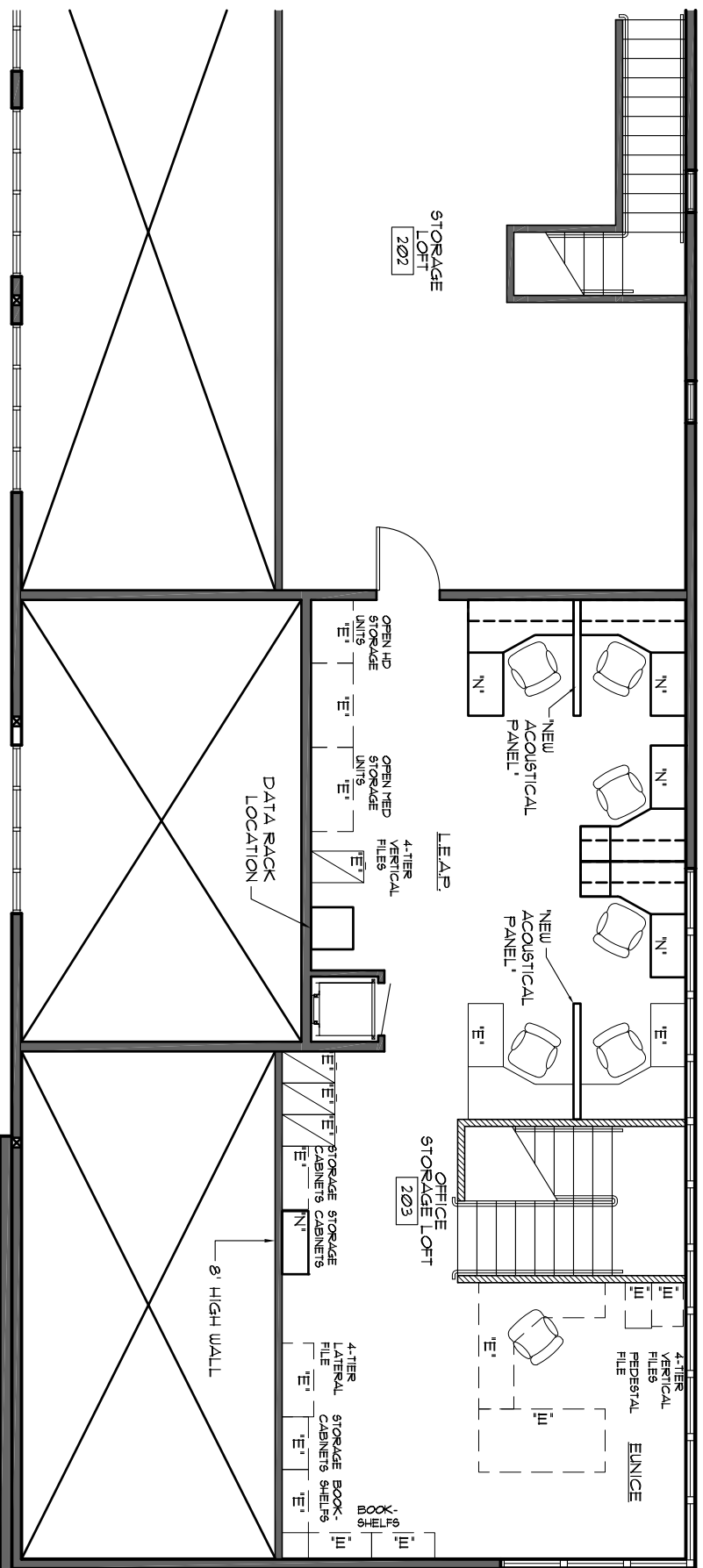
JOB# 1004

DWN BY EE, CW

CHK BY CCW

SHEET NO.

A3.1



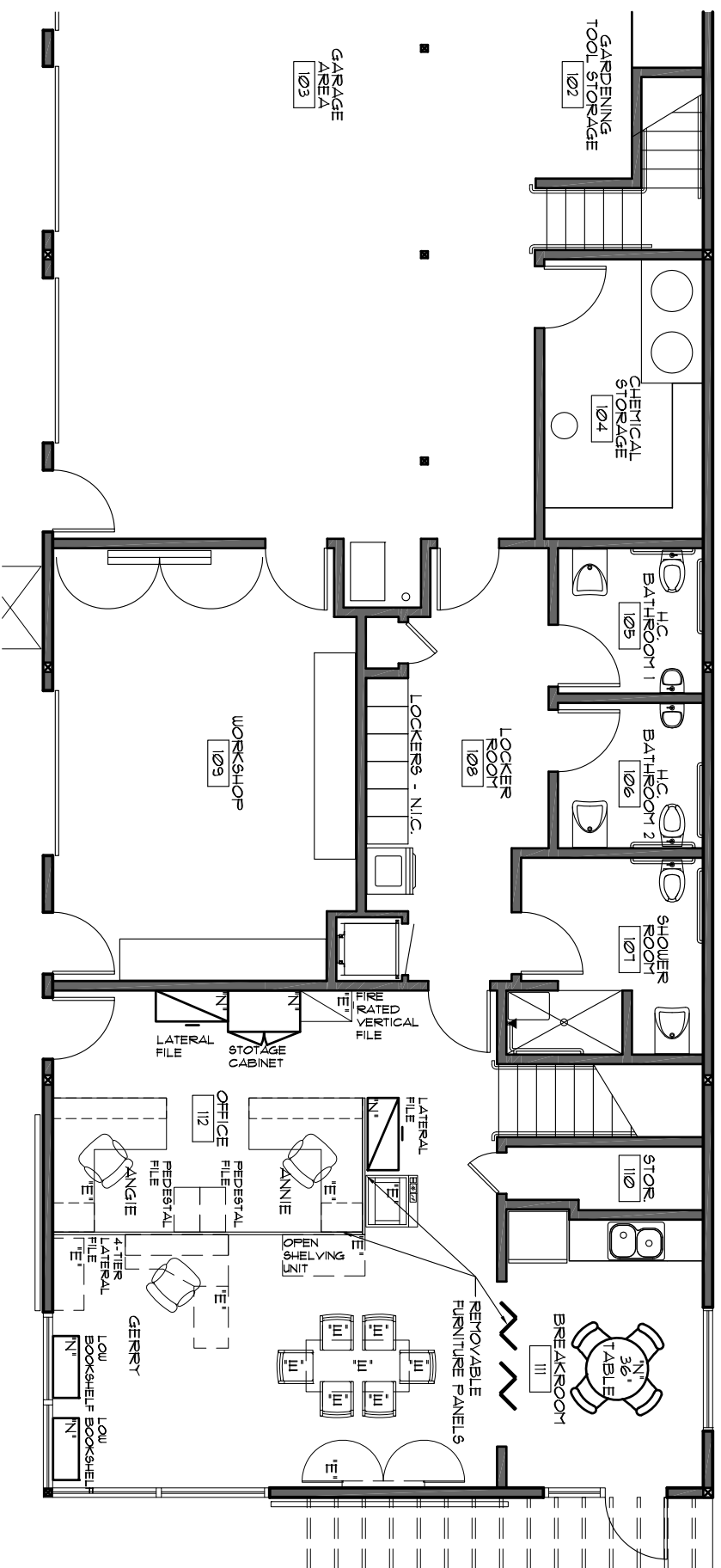
2ND FLOOR OPTION A

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Associates Inc.

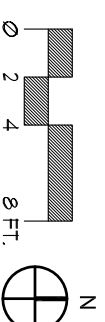
1600-A South Grove Avenue
Ontario, California 91761
Phone: (909) 773-0411
Fax: (909) 773-0410

CHINO BASIN WATER CONSERVATION DISTRICT
4594 SAN BERNARDINO STREET
MONTCLAIR, CALIFORNIA 91763

Job #	C199-209/01
Date	JUL 13, 2009
Scale	1/8"=1'-0"
Checked	NS
Drawn	CR
Sheet	SP-8.2A



1ST FLOOR OPTION A



Scarborough Design
Associates Inc.

1600-A South Grove Avenue
Ontario, California 91761
Phone: (909) 773-0411
Fax: (909) 773-0410

CHINO BASIN WATER CONSERVATION DISTRICT
4594 SAN BERNARDINO STREET
MONTCLAIR, CALIFORNIA 91763

Job #	C193-209/01
Date	JUL 14, 2009
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