



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

## **ADDENDUM 1**

**File: 2008-952-56-5058**

**Title: Housekeeping Services for Beacon Communities**

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**Question 1: For staffing and scheduling purposes. Will the awarded cleaning company be provided a schedule of upcoming apartments that will need to be cleaned beyond the 24 hour turnaround request?**

**Answer 1: Beacon properties will require Housekeeping Services on a needed basis and will notify the contractor when a unit is ready for housekeeping.**

**Question 2: COVID-19. Will the cleaning company be notified if the residence/occupants have come in contact with COVID-19. Such observations- with regards to PPE, specialized cleaning chemicals and additional time required for cleaning. Such observations will need to take place to prevent further spread/contamination?**

**Answer 2: Yes. If we receive any information it would be relayed to the contractor.**

**Question 3: COVID-19- will there be an addendum with additional costs be allowed for COVID-19 cleaning?**

**Answer 3: No, we have a contract for those services.**

**Question 4: Are there any exceptions for items that are not able to be cleaned to due permanent stains, burnt/ embedded substances, age of surfaces (could cause damage to surface), lack of previous cleaning?**

**Answer 4: If it is an existing stain or aged surface contractor will immediately report to the property manager. Otherwise, contractor shall be responsible for any damage to the property and shall take remedial action at his own expense to correct such issues.**

**Question 5: For larger apartments: Will more time be allotted for cleaning?**

**Answer 5: Will be determined on a case by case basis.**

**Question 6: Can you please clarify what 2C and 2D means?**

**Answer 6: 2C and @ 2D are different size floor plans. 2C-871 square feet and 2D is 989 square feet.**

**Question 7: I read based on the SAHA Representative, working weekends and/or holidays is a possibility. What is the likelihood this would be a consistent request/normal?**

**Answer 7: It will not be a normal but an exception depending on the situation.**



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**Question 8: What is the length of contract?**

**Answer 8: Firm fixed contract with the option to extend for up to four additional one (1) year periods at the sole discretion of SAHA.**

**Question 9: How many units a day to clean is usual?**

**Answer 9: Beacon properties will require Housekeeping Services on a as needed basis and will notify the contractor when a unit is ready for housekeeping.**

**Question 10: What is the current price?**

**Answer 10: Currently there is no contract for Beacon Communities.**

**Question 11: Who currently has contract?**

**Answer 11: Currently there is no contract for Beacon Communities.**

**Question 12: Will contractor be installing window blinds?**

**Answer 12: No.**

**Question 13: Is power washing front/back porch and sidewalk mandatory at each cleaning?**

**Answer 13: Yes, but will be determined by the property manager on case by case basis.**

**Question 14: Will contractor be making cosmetic repairs, spackling holes?**

**Answer 14: No, we have a contract for those services.**

**Question 15: Will contractor be responsible for hauling off items left by tenant, mattresses/furniture?**

**Answer 15: No, we have a contract for those services.**

**Question 16: Will a walk thru be available prior to beginning of cleaning apartment?**

**Answer 16: Yes, a walk thru will be performed before the start of Housekeeping Services.**

**Question 17: Is contractor responsible for cost in replacing items broken by tenant, ex: light covers, ceiling fans blades, light switch/receptacle plates, etc?**

**Answer 17: No.**

**Question 18: Is contractor responsible for replacing missing items from apartment, ex: vent a hood screen, shower curtain pole stove knobs, etc?**

**Answer 18: No.**

**Question 19: Will water and electricity be available for cleaning?**

**Answer 19: Yes, water will be available.**



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**Question 20:** Can a separate cost be submitted for stripping/waxing of the units? Or is it to be included in the cost per square foot? Is there an average floor square footage for the stripping/waxing?

**Answer 20:** No, the Cost per square foot is fully burdened.

**Question 21:** There is a mention of "replace blinds" are blinds provided by SAHA or do we incur that cost and include in our cost per square foot?

**Answer 21:** No blinds will need to be replaced.

**Question 22:** Outside windows is mentioned, are there units with multi-floors? Can separate costs be submitted if so?

**Answer 22:** Yes, there are units with multi floors. No, the Cost per square foot is fully burdened.

**Question 23:** Same questions for light switch covers, are they provided by SAHA?

**Answer 23:** Yes, covers will be provided.

**Question 24:** Is there a type of chemicals that we need to use for the property?

**Answer 24:** No, but contractor is encouraged to investigate and offer alternatives that would increase the "green" or environmental efficiency of the services. Such initiatives shall include use of "green" cleaning products.

**By:** Lucio Tovar  
Contract Specialist

**Date:** September 14, 2020