

ADDENDUM NO. 1 – May 21, 2026

JANITORIAL SERVICE BID

The following Requests for Information (RFI) have been received by the city, and are followed by the City's answer (A):

1. **RFI 1:** Who is the current janitorial contractor or contractors currently servicing the city?
A1: Karla's Janitorial Services
2. **RFI 2:** What is currently being billed monthly for the services being provided?
A2: \$106,563 (Labor Only & Only 6 Facilities)
3. **RFI 3:** What changes have been made to the current scope vs the previous scope?
A3: "NEW" Provider of services is to provide all supplies/materials to complete all the Janitorial Services as needed. We are also adding one facility (Temporary Animal Shelter).
4. **RFI 4:** Who will be providing all of the consumable supplies for this contract? I see the estimated annual usage report on page 66, however I have not found any language informing who will be providing the consumable supplies.
A4: Janitorial Service Provider will supply all consumables, it's is listed throughout the entire bid documents.
5. **RFI 5:** During the walk-through, I observed that the Community Center had 33-gallon compost bags available; however, none of the other facilities had compost bags available. They are also not reflected in the annual material estimate list, Section 01010 - 01010-5
A5: City has a grant for Compost Bags and these will be available inside storage room.
6. **RFI 6:** I also noticed that several restroom areas throughout the facilities use two types of hand paper products: Multi-fold paper towels and Jumbo paper towels. Would both types be required, or would it be acceptable to use only one type?
A6: Both are required, per dispenser needs.
7. **RFI 7:** In Section 01010 – Scope of Work, page 62. Letter A, In this section, it specifies that the contractor is responsible for cleaning solutions and trash bags. I would like to

clarify whether the City will provide the supplies, such as: Toilet paper, paper towels, seat cover, hand soap, urinal screen?

A7: City will not provide any consumables. Service Provider is responsible to supply all materials and supplies including, but not limited to cleaners, bags, soaps, air fresheners, etc. to complete the janitorial services as needed.

8. **RFI 8:** In the same section, Letter B, It specifies that the contractor must provide the following employee information, including Social Security numbers. In this case, I would like to understand the purpose of the City requesting and maintaining this information. Generally, a Department of Justice (DOJ) background check is conducted, and a state-issued identification is also provided. This question is being asked in accordance with the guidelines of our Human Resources Department as prior authorization is required before providing employees' Social Security numbers to third parties.

A8: These requirements will be provided to DOJ and Police Department to conduct investigation of background check for each employee, not directly to City. This is not a new requirement and will always be needed for background checks on employees working for the government.

9. **RFI 9:** In the Scope of Work section, it specifies that the windows will be cleaned twice per year. However, in Attachment B, under the quarterly services section, it states that the interior and exterior windows must be cleaned for City Hall, Corporation Yard, Police Department, Senior Center, Generation Services, and the Community Center. Could you please clarify whether the window cleaning services will be performed semiannually or quarterly per year?

A9: Regular cleaning of windows and doors with glass are required with regular weekly cleaning, deep interior and exterior cleaning of windows and glass doors will be required as quarterly service.

10. **RFI 10:** Regarding consumables, back to earlier emails, on page 13 the total bid amount are we expected to include consumables from your estimates or just janitorial services. Are consumables something that will be discussed after the bid is awarded to the vendor.

A10: Include all consumables, including but not limited to disposable products and materials that are used up during regular facility operations and require consistent replenishment. Anything that is essential to Janitorial Maintenance. This will not be discussed after bid, and should be added to your base bid as such.

11. **RFI 11:** Will the sign in sheet be released with addendum, if not are vendors allowed to see it?

A11: Sign-in Sheet is added to this addendum, will be posted on our website and ARC for all to see.

12. **RFI 12:** How many copies of the bid will be needed for Tuesday due date?

A12: One Sealed Copy as stated in bid documents.

This addendum amends the Contract Specifications for this project as follows:

- 13. See Attachment "A", – *JANITORIAL SERVICES: NOTICE TO BIDDERS*
- 14. See Attachment "B", – *JANITORIAL SERVICES: REVISED BID SCHEDULE*
- 15. See Attachment "C", – *JANITORIAL SERVICES: ESTIMATED MATERIAL USAGE PER FACILITY*
- 16. See Attachment "D", – *JANITORIAL SERVICES: MANDATORY PRE-BID SIGN-IN SHEET.*

All bids must be submitted on the revised bid schedule.

When submitting the bid for the project, the Contractor must acknowledge receipt of the addendum.

Recommended by:  _____ Date 5/21/2016
Leisser Mazariegos
Project Manager

Approved by:  _____ Date 5/21/2016
Brad Taylor, PE
Public Works Director / City Engineer

**NOTICE TO BIDDERS
JANITORIAL SERVICES**

The City of Lathrop ("City") will accept sealed Bids for - **Janitorial Services**, City of Lathrop, California. Sealed bids will be received at the office of the City Clerk of the City of Lathrop, located at 390 Towne Centre Drive, Lathrop, CA until **2:00 PM on Tuesday, May 26, 2026**. Bids submitted by mail shall be addressed to: City of Lathrop, **Attention City Clerk**, 390 Towne Centre Drive, Lathrop, CA 95330. Bids will be publicly opened and read.

Service Provider (CONTRACTOR) considering bidding on this work must abide by all laws, including but not limited to the California Displaced Janitor Opportunity Act (DJOA), California Labor Code Section 1060-1065.

Service Provider (CONTRACTOR) considering bidding on this work must attend a mandatory pre-bid meeting to be held on **Wednesday, May 20, 2026 at 10:00 AM** at 390 Towne Centre Drive, Lathrop, CA 95330.

The work to be performed under this contract is generally described as, but not necessarily be limited to janitorial services at seven (7) City Facilities, and include but not limited to providing tools, equipment, supplies and manufactured articles and furnishing of all transportation, utilities, facilities, and perform all labor, supervision, and/or other operations required to fulfill the Contract in strict accordance with the Contract Documents.

DIR Registration. Bidder must submit proof of DIR Registration with Bid Proposal, no exceptions. Pursuant to Labor Code Section 1725.5, all Subcontractors identified in a Bidder's Subcontractors' List shall be DIR Registered Contractors. If awarded the Contract for the Work, at all times during performance of the Work, the Bidder and all Subcontractors, of any tier, shall be a DIR Registered Contractors

The City of Lathrop does not sell copies of the plans and specifications, but they may be purchased through ARC at <https://www.e-arc.com/location/stockton/>. Select *Order from Planwell*, then *Public Planroom*. Locate the project by searching the Public Planroom for "Lathrop". ARC Stockton's location may be contacted to order plans and specifications by phone: (209) 464-8724, or e-mail: stk.branch@e-arc.com.

Completed Sealed Bid Packet must be delivered to the Office of the **City Clerk** located at 390 Towne Centre Dr., Lathrop, CA 95330 **NO LATER than 2:00 PM, Tuesday, May 26, 2026**, in a sealed envelope plainly marked on the outside with a return address and the statement:

"SEALED BIDS FOR JANITORIAL SERVICES 2026 - DO NOT OPEN WITH REGULAR MAIL"

Any inquiries regarding this proposal shall be directed to:
Leisser Mazariegos at lmazariegos@ci.lathrop.ca.us, or by calling the Public Works Department at (209) 941-7430.

TERESA VARGAS, CITY CLERK, CITY OF LATHROP

REVISED BID SCHEDULE

BID ITEM	MATERIAL DESCRIPTION	APPROX. SQFT	MONTHLY PRICE	ANNUAL PRICE
1	City Hall Building	30,000		
2	Community Center	10,840		
3	Senior Center	5,800		
4	Generations Center	9,600		
5	Corporation Yard	2,000		
6	Police Department	13,900		
7	Temp. Animal Shelter	450		

ANNUAL SUB-TOTAL BASE PROPOSAL BID AMOUNT: \$ _____

BID ITEM	MATERIAL DESCRIPTION	APPROX. ANNUAL CONSUMPTION	MONTHLY PRICE	ANNUAL PRICE
8	2PLY EXEC TP (CASE COSE) (80/CS)	61 CASES		
9	CORELESS TOILET PAPER (EA) ROLL	1,800 ROLLS		
10	TRIFOLD HAND TOWEL (PK)	55 CASES		
11	PAPER TOWEL ROLLS	68 CASES		
12	TRASH CAN LINER 60 GAL 38X58 .7-1.0 MIL - 100 CS L	42 CASES		
13	TRASH CAN LINER 33 GAL 1000 CS	18 CASES		
14	TRASH CAN LINER 12-16 GAL	13 CASES		
15	TOILET SEAT COVERS	10 CASES		
16	URINAL/COMMODE MAT - LATEX	19 CASES		
17	URINAL SCREEN - AIRFIN SPICED APPLE	17 CASES		
18	TOILET AIR CLIPS	21 CASES		
19	HAND SOAP FOAMY	28 CASES		
20	#4 COMMERCIAL RESTROOM FOAM CLEANER	13		
21	#64 MULTI- PURPOSE CLEANER (Hospital Grade)	13		
22	#70 COMMERCIAL DEGREASER FLOOR, TILE 2 LT	13		
23	#128 e-FECTICIDE DISENFECTANT	13		

24	#2 COMMERCIAL GLASS CLEANER	5		
25	MISC. CONSUMABLES	LS		

ANNUAL SUB-TOTAL BASE PROPOSAL BID AMOUNT: \$ _____
(BASIS OF AWARD)

ANNUAL TOTAL PROPOSAL BASE BID AMOUNT IN WORDS:

\$ _____
(BASIS OF AWARD)

ESTIMATED MATERIAL USAGE PER FACILITY

FACILITY	HAND SOAP DISPENSER	PAPER TOWEL DISPENSER	TRIFOLD DISPENSER	URINAL	COMMODE	SHOWER
City Hall	8	8	4	3	9	0
Police Department	8	7	2	2	8	7
Community Center	7	4	2	2	4	0
Senior Center	6	4	0	1	4	0
Generation Center	4,3	1	5	2	7	0
Corporation Yard	4	3	2	1	2	1
Temp. Animal Shelter	3	3	2	N/A	1	N/A

**JANITORIAL SERVICE PROVIDERS
MANDATORY PRE-BID
WEDNESDAY, MAY 20, 2026
10:00 AM**

	COMPANY NAME	NAME	PHONE	EMAIL
1	IMPERIAL MAINT SERVICES, Inc.	ALFONSO Solis	(209) 649 0085 (844) 345 5111	IMPERIALMAINT@AOL.COM MARC@IMSCLEANS.COM
2	Margarita's House cleaning Inc. and Janitorial Services	Abigail Velasco	(209) 814-8362 (408) 892-4523	margaritas house cleaning@gmail.com
3	Solo Management SERVICES LLC DBA Solo Janitorial Services	ENRIQUE SOLORIO	559-707-3941	Solo Management 123@gmail.com
4	OLYMPIC CLEANING	MIKE DAVEY	209-609-1127	MIKE@OLYCLEAN.COM
5	KARLA'S JANITORIAL & SUPPLIERS	Luis G	415 494-5347	Sheyla g@karlas Janitorial.com
6	Swift install & delivery	Veronica Meza	(209) 998-1312	Swiftinstalldelivery@gmail.com
7	Swift Final Cleaning	Viviana Meza	209 818-3715	swiftinstalldelivery@gmail.com
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