ADDENDUM NO. 1 – CLARIFICATIONS AND REVISED SCOPE

RFP Issued: October 22, 2026
Addendum Date: November 12, 2026
Proposal Deadline: November 25, 2026, at 10:00 a.m. Mountain Time

The City of Lovington provides the following clarifications in response to written inquiries received from prospective offerors and questions addressed during the November 10, 2026, optional site visit.

This addendum is incorporated into the solicitation. Where this addendum modifies the original RFP, the provisions of this addendum shall control.

1. Revised Annual Cleaning Requirement

The City is revising the annual floor-care requirement.

Annual floor stripping and waxing is removed from the scope of services and replaced with annual carpet cleaning.

Offerors shall include pricing for one annual carpet cleaning service, coordinated with the City and the Court. The revised annual carpet cleaning price replaces the original annual floor stripping and waxing price in the proposal schedule and annual price comparison.

2. Windows and Glass Cleaning

Quarterly window and glass cleaning includes accessible interior windows, glass partitions, and conference room windows, including windows with coverings. Window coverings shall be handled carefully and returned to their original positions.

Exterior windows or high-access cleaning requiring specialized equipment are not included unless separately authorized by the City.

3. Chair Upholstery

Chair upholstery cleaning is not included in the required scope of services. Any additional upholstery cleaning would require separate written authorization.

4. Cleaning Supplies and Equipment

The City will provide routine cleaning materials, available cleaning equipment, restroom consumables, and trash liners.

The contractor shall coordinate supply needs, equipment availability, and replenishment with the City's designated representative. Contractors shall not purchase supplies or incur additional equipment charges on behalf of the City without prior written authorization.

5. Floor Plan and Building Areas

The building is approximately 11,000 square feet. A photograph of the available floor plan is provided as an attachment for reference in preparing proposals.

Cleaning shall be performed in the applicable areas identified in the RFP and as coordinated with the Court. The floor plan is provided for general reference and does not constitute a certified measurement of individual cleaning areas.

6. Subcontracting and Out-of-State Contractors

Out-of-state businesses, including Florida corporations and LLCs, may submit proposals.

A prime contractor may propose using a qualified local subcontractor to perform physical cleaning while retaining responsibility for contract administration, supervision, security, quality control, and overall contract performance.

The proposed subcontractor must be identified in the proposal, including its responsibilities, qualifications, supervision, and backup coverage. All subcontracting arrangements are subject to City review and written approval before services commence.

7. Experience and References

Offerors may include the relevant experience and two recent references of a proposed subcontractor. The proposal must clearly identify the entity responsible for each referenced project.

The prime contractor shall also describe its experience and ability to administer and manage the contract.

The City will evaluate the proposed team under the published RFP criteria.

8. Staffing, Supervision, and Service Schedule

Cleaning shall occur twice weekly, outside court operating hours, or at times approved by the City and Court.

Offerors shall describe their proposed staffing, supervision, backup coverage, quality-control procedures, and work schedule.

Remote contract administration may be proposed when supported by appropriate local supervision and adequate on-site service. The City will evaluate the proposed arrangements under the published criteria.

Contractors shall coordinate building access and security requirements with the designated City and Court representatives.

9. Security and Personnel

The contractor is responsible for ensuring that employees and approved subcontractors comply with applicable building security and confidentiality requirements.

Access arrangements, approval of personnel, and any additional Court-specific security procedures will be coordinated before services begin.

All keys and access credentials remain City property.

10. Quarterly and Periodic Cleaning

Monthly detail cleaning and quarterly window cleaning may be coordinated with routine cleaning visits, provided the required work is completed and the schedule is approved by the City and Court.

Additional cleaning outside the established scope requires prior written City authorization.

11. Insurance and Business Registration

Before work begins, the selected contractor must provide:

- A current W-9.
- Proof of applicable business registration.
- General liability insurance.
- Workers' compensation coverage as required by New Mexico law.

Out-of-state contractors must comply with applicable New Mexico registration and tax requirements. Contractors are responsible for confirming their specific registration obligations with the appropriate agencies.

The prime contractor remains responsible for approved subcontractors and compliance with applicable contract requirements.

12. Invoicing and Payment

The contractor shall submit monthly invoices for services performed. Payment will be made for accepted services in accordance with the executed agreement and applicable City payment procedures.

Quarterly and annual services shall be separately identified and invoiced in accordance with approved pricing and completed work.

No deposits or advance payments are provided for in the RFP. Additional compensation requires appropriate written authorization.

13. Proposal Pricing and Evaluation

The City will evaluate proposals using the published 100-point criteria:

- Price: 35 points.
- Experience and references: 25 points.
- Staffing, supervision, and backup coverage: 25 points.
- Security, quality control, and work schedule: 15 points.

Offerors must clearly identify any proposed additional charges or exceptions.

14. Contract Term and Commencement

The anticipated contract term is one year from execution, with up to three optional one-year renewals by written agreement, subject to appropriation and required approval.

No work may begin before execution of a written contract and authorization from the City.

15. Optional Site Visit

The optional escorted site visit was held November 10, 2026, at 10:00 a.m.

Attendance was not identified as a mandatory proposal requirement. Clarifications from the site visit affecting the scope are included in this addendum so all prospective offerors receive the same information.

16. Previous Contracts and Historical Pricing

Historical pricing does not establish the scope or pricing for the current solicitation.