



ADDENDUM #1

To: All Companies Interested in Submitting a Bid
From: Rebecca Johnson, CPPB, Purchasing Agent
Bid: Janitorial Service for NW Recreation Center (RFB #PUR0216-153); Dated: 5/17/16
Subject: Addendum #1 (1 page)
Date: May 27, 2016

The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the bid was sent.

Notes from pre-bid meeting held on Monday, May 23, 2013.

- The Northwest Recreation Center building is scheduled to be complete by July 1, 2016
- The Terrazzo flooring to be installed in the building will be similar to flooring at the Ground Transportation Center
- Contractor should plan for nightly set up of tables and chairs in the community room to be included in the bid price
- Information will be provided to the contractor each week describing set up requirements for each night of the week
- Tables and chairs will be kept in a storage room adjacent to the gym
- Approximate square footage of the gym floor is 8,140 square feet
- The Scope of Work requires that a supervisor inspect work on a daily basis to insure the facility is clean and set ups are complete

Additional questions submitted via email:

Question: How often will the interior and exterior window cleaning be done?

Answer: The City's window cleaning contractor will clean the interior windows once in spring and once in fall, and the outside windows only once in spring.

Question: In section 4.2.1b it says a day person is required to respond to miscellaneous requests and any deficiencies during the preferred hours of 10am-2pm. Should we plan on a person being there every day for those hours? Or is this more of an on call for requests schedule?

Answer: A daytime person needs to be available just in case there is a need for follow-up work not accomplished the evening before. They do not need to be onsite every day for those hours.

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for bid submittal is Wednesday, June 1, 2016 before 3:00 p.m. CDT.
