

## Addenda for Janitorial Services Contract (ITB 22-23-30)

1. Q: Are the buildings to be cleaned on Holidays?  
A: Yes. If the holiday falls on a service day, a Public Works designee will coordinate with the Contractor for scheduling.
2. Q: Can you clarify the breakout price on the request for bids sheet? Do you want a price per square foot?  
A: Yes, the price needs to be per square foot.
3. Q: Are you awarding as each building or all four locations as a whole?  
A: All locations will be awarded as one bid price. Fill out request for bids sheet per directions outlined in the ITB.
4. Q: Clarification for the second note on Page 13 of the ITB?  
A: The second note on page 13 of the ITB should read "All LVT floors will receive only damp mop and water when mopping floors. No chemicals are to be used on any LVT floor at any location.
5. Q: Is glass cleaning included in the bid price?  
A: All interior glass is to be cleaned nine (9) feet and lower in all buildings at all locations. Page 6 item 3.14, page 7 items 3.32 and 3.36 highlight other important areas in regards to glass cleaning.
6. Q: Clarification on polishing bright metal, hand rails at City Hall and handrails in stairwells?  
A: All bright metal is to be cleaned with mild, soapy water and a microfiber cloth and then properly dried.
7. Q: Will there be badge access to these locations?  
A: The City will provide all necessary items in order for the Contractor to have access to the buildings.
8. Q: Are we responsible for cleaning staircases?  
A: Yes, Page 6 item 3.11 and page 7 item 3.27 of the ITB define this.
9. Q: Are we responsible for cleaning refrigerators out?  
A: No
10. Q: Are we able to bring shelving to organize supplies at each location?  
A: No, Contractor is allowed to provide a rolling cart to store cleaning supplies only and must have proper SDS sheets attached to the rolling cart, as well as, provide the City with a copy of the SDS sheets for all chemicals.
11. Q: Are we responsible for recycling and emptying recycling cans?  
A: Contractor will empty recycling containers into designated recycling roll carts at each location. City staff will properly disposed of recycling in the roll carts. Refer to page 6, 3.1 of the ITB.
12. Q: Can we use City equipment such as vacuums?  
A: No, Contractor is responsible for furnishing their own equipment.
13. Q: Do you anticipate breaking these buildings up or one contractor gets all of them?  
A: All locations will be awarded as one bid. Fill out request for bids sheet per directions outlined in the ITB.
14. Q: Is all the glass at the Municipal building cleaned?  
A: All interior glass is to be cleaned nine (9) feet and lower in all buildings at all locations. Page 6 item 3.14, page 7 items 3.32 and 3.36 highlight other important areas in regards to glass cleaning.

15. Q: Where do we get mop water? And dump mop water?  
A: Contractor is to provide adapter hose when mop sink is not available. Mop water is to be dumped in mop sink or toilet. Mop water should never be dumped in sink(s).
16. Q: Do we need to have our employees vaccinated for Covid-19?  
A: No, The City of Greenville Covid-19 protocol will be provided to the successful bidder.
17. Q: What do we do with bio-hazardous trash at Employee Health Clinic?  
A: All bio-hazardous waste will be handled by City of Greenville staff.
18. Q: Are we required to come in and clean during inclement weather? Such as a hurricane?  
A: In the event of inclement weather, the Contractor will be notified by a Public Works designee on how to proceed.
19. Q: Do we mop breakroom floor at Building D (Streets)?  
A: Yes.
20. Q: Can you please provide the prior contract award cost for the following location? Greenville City Hall, Municipal Building, Public Works Complex and Greenville Employee Health Clinic.  
A: This information is available through Purchasing via the City website. [Janitorial Services | Past Bid Opportunities | Greenville, NC \(greenvillenc.gov\)](#)
21. Q: If the scheduled cleaning days M/W/F falls on a State/Federal holiday, the current contract will still be required to provide services on those holidays?  
A: Yes. If the holiday falls on a service day, a Public Works designee will coordinate with the Contractor for scheduling.
22. Q: Once the bids are open, will the results be placed on the City website? If so, what is the timeline for this process to be completed?  
A: A bid tab will be placed on the City website after the bid is awarded.
23. Q: Will the City of Greenville select multiple vendors or only one vendor for this invitation?  
A: All locations will be awarded as one bid price. Fill out request for bids sheet per directions outlined in the ITB.
24. Q: Do contractors have to bid on all the facilities for their bid proposal to be accepted?  
A: Yes, fill out bid sheet per directions outlined in the ITB
25. Q: When a company submits a bid on each of the 4 buildings, are you selecting the best bid of each building, meaning there could be a different company for each building?  
A: All locations will be awarded as one bid price. Fill out request for bids sheet per directions outlined in the ITB.
26. Q: For clarity, under the request for bids section, should Category E and Addendum Number Received be the same number?  
A: Category E is for the total bid per month for all the listed locations. Addendum Number Received are the individual number of addenda as posted via the City Website. Addenda must be read and acknowledged for the bid to be considered responsive.
27. Q: Under the Affidavit section, that paper should be notarized by a state representative in general or a city of Greenville representative?  
A: This paper can be notarized by a certified notary public with a current and valid certification.

28. Q: How many current workers perform duties on this current contract?  
A: The City of Greenville does not specify the number of employees to use for this contract. However, you must fill out the required information on page 15 of the ITB.
29. Q: What is the current dollar amount for this contract?  
A: This information is available through Purchasing via the City website. [Janitorial Services | Past Bid Opportunities | Greenville, NC \(greenvillenc.gov\)](#)
30. Q: Will all contract workers have badges or selected workers only?  
A: The City will provide all necessary items in order for the Contractor to have access to the buildings.
31. Q: How often are your locations inspected and do Contractor have to submit daily inspection sheet?  
A: Locations are constantly and consistently inspected. No. Follow directions as outlined in the ITB on page 7 under the "Note" for maintenance plan requirements.
32. Q: Will there be any weekend work required?  
A: No, the City will coordinate with the Contractor on any additional work.
33. Q: Should we include holiday pay rates within the contract if we pay workers holiday pay?  
A: The City of Greenville will evaluate each bid based on the total bid price.
34. Q: Are contractor workers fingerprints required?  
A: Please refer to ITB
35. Q: Clarification on the incorrect spelling of Michael Turner's email address on page 7 of the ITB.  
A: The correct email is [mturner@greenvillenc.gov](mailto:mturner@greenvillenc.gov)
36. Q: Clarification on Page 13 for the table. The 1,064 sq. ft. should be LVT not under the VCT column.