

 <b>City of Rocky Mount Addendum 1</b>	
<b>Refer <u>ALL</u> Inquiries regarding this RFP to:</b> Ramona Plemmer Purchasing Manager	<b>RFP #320-260822RP City of Rocky Mount Custodial Services</b>
	<b>RFP Due Date: 12/1/2022 4:00 pm</b>
	<b>Contract Type: Services</b>

**\*PLEASE NOTE: RFP Schedule has been updated\***

## 2.1 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The city will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	City	Friday 10/28/2022
Mandatory Pre-Bid/Site Visit	City	Tuesday 11/8/2022 10:00 am
Submit Written Questions	Vendor	Monday 11/21/2022 12:00 noon
Provide Response to Questions	City	Wednesday 11/23/2022
Submit Proposals	Vendor	Thursday 12/1/2022 4:00 pm
Contract Award	City	TBD

### Questions and Answers

Question: What is the square footage of the Wastewater Treatment Plant?

Answer: 5200

Question: How many days per week is the Imperial Center cleaned? Per the on-site representative, it's cleaned 7 days per week.

Answer: 7 days per week

Question: How many times per day is the Imperial Center cleaned? Per the on-site representative, it's 2 times per day. Mid-day and again in the evening.

Answer: Cleaning should occur in accordance with the schedule attached to the bid. Daily activities are required once daily.

Question: Is there a specific cleaning task list for the Imperial Center being it is an unusual site with heavy guest traffic?

Answer: No, our standard cleaning schedule will apply.

Question: Does the Theater in the Imperial center get cleaned where the seats are (all concrete) and the stage or just the top area where the carpet is?

Answer: Yes

Question: Can an auto scrubber be used on the wood floors at the imperial center?

Answer: Yes

Question: Are you requiring day porters to be performed at the Admin Building? Currently, there are 2 or 3 cleaners on-site during the day.

Answer: The day porter's time will be split between the Admin, Business Center and Judicial Center facilities.

Question: Do you require cleaning services to be only performed during the day at any site, such as currently what appears to be happening at the Administration center?

Answer: No, services can be delivered at night.

Question: Can you list any sites that require special times of cleaning such as morning only, after hours, and late hours only?

Answer: This is up to the contractor, but it is preferred offices be cleaned prior to occupants arriving for the next workday.

Question: What is the frequency of cleaning at the large Wastewater treatment building?

Answer: The work schedule on the bid will apply.

Question: Do I understand correctly that all floor refinishing and carpet cleaning is not included in the contract?

Answer: Daily spot cleaning of carpets is included as well as semi-annual maintenance of hard surface floors. Additional carpet cleaning is not included. We will pay by the square foot as needed.

Question: We learned the Courthouse has a day cleaning and an evening crew. Is this required to have 2 cleaning visits per day?

Answer: The schedule of work shall apply.

Question: Are there any requirements to be escorted to the Police Station?

Answer: No, but there are a few areas on the 1<sup>st</sup> floor that will require special access.

Question: Do the community centers have any specific cleaning requirements or hours of service?

Answer: Scope of work only.