

Request for Bid Q00939
Furnish All Necessary Supplies, Labor & Equipment for
Professional Janitorial Services for the
Facilities Department at Harper College
Addendum #1
October 5, 2018

All changes to the Request for Bid (RFB) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their bid submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the additional information:

1. In order to calculate the bid deposit/bond amount, multiply the Total Monthly Charge by 12 months for both the Harper Professional Center and the Learning & Career Center. Ten percent (10%) of this combined total will be your bond amount.
2. Harper's holiday schedule includes the days that these holidays are observed: Martin Luther King's Birthday, Lincoln's Birthday, Reading Day, Memorial Day, Independence Day, and Labor Day. The school is closed on the days that these holidays are observed.
3. Harper College has two holiday breaks in which the College is closed.
 - a. Thanksgiving Break – The campus will be closed Wednesday, November 20, 2019, through Sunday, November 24, 2019.
 - b. Winter Break – The campus will be closed Saturday, December 21, 2019 – Wednesday, January 1, 2020.
4. Harper's campus calendar <http://goforward.harpercollege.edu/academics/academcal.php> contains the academic schedule and the College's holiday schedule in which the school is closed.

This addendum consists of the following questions received:

1. The bid document list HPC @ 41800 sq. ft. It was mentioned several times during walk thru that the building was 47k+ square feet. Please clarify?
Response: Some areas are vacant. Total cleanable space is approximately 41,800.
2. What is the cost of the current contract?
Response: The cost for the current contract is \$52,896.
3. Are there special cleaning requirements for the children's daycare in the Learning & Career Center in Prospect Heights?
Response: There are no special cleaning requirements for the children's daycare. However, children often spill and may vomit, etc. Although the faculty may clean it up, attention to detail is required.

4. You mentioned carpets 2x a year, do you want this as a separate line item as part of the monthly bill or quoted separately?
Response: No, it should be part of the overall bid.
5. There are areas and rooms with VCT tile, do you want these as part of the quote?
 - a. Do you want these quoted separately for strip and wax?
Response: No, it should be inclusive of the total bid as indicated the detailed specifications.
 - b. How many times a year do you want these done?
Response: Strip and wax should occur a minimum of 1 time per year provided that performance standards specified under "Exhibit A Cleaning Schedule" are met. Buffing, cleaning, etc., should be completed in accordance with the bid specifications. Refer to weekly, quarterly, and yearly requirements for "Frequency of Services" as established in the bid specifications.
6. Do you want reduced coverage for Summer months?
Response: The College is open during the summer months. See the academic schedule above for the days that the College will be closed.
 - a. If so, do you want those months quoted separately?
Response: N/A

Sincerely,

Aaron Thompson
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