

ADDENDUM #2
(posted November 21, 2018)

Janitorial Services for the Town of Summerville Municipal Complex

1. What is the budget for this contract?
There is not an established budget for the janitorial services contract.
2. How many days a week should these tasks be performed?
Five days a week is how often the Town would like these tasks performed.
3. What is the previous contract value for the above noted janitorial services?
The value of our current janitorial services contract is \$30,240 annually.
4. Is this day cleaning, if so, what are the hours?
This will be determined by the vendor and the task. Some tasks may need to be completed after hours (i.e. buffing and waxing of floors).
5. On the bid form it is noted that the Town of Summerville will provide cleaning supplies, paper products, and floor maintenance equipment, who will provide trash can liners, soap, mops, dust mops, vacuum cleaner, spray buff & wax?
The Town will provide trash can liners, soap, mops, dust mops, vacuum cleaner, and spray buff and wax.
6. Who is the present contractor and what is the monthly payout amount?
The current contractor is Wright For U Services, LLC. The current monthly payment amount is \$2,520.
7. Will the job be Monday-Friday?
Yes. The Town would like the janitorial services to be performed five days a week. Some tasks may need to be completed during the weekend (i.e. monthly buffing and waxing of the floors).
8. Will the cleaners come in after hours or during business hours?
The hours in which the janitorial services will be performed will be up to the selected vendor. Some tasks may need to be completed after hours (i.e. monthly buffing and waxing of the floors).
9. What are the insurance requirements as far as workers comp and general liability?
The successful bidder shall within ten (10) days of execution of contract, provide to the Town a Certificate of Insurance certifying proof of insurance for all coverage specified in the contract documents. Certificates of Insurance acceptable to the Town shall be filed with the Town prior to the commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled unless at least thirty (30) days prior written notice has been given to the Town. All insurance policies shall be issued by responsible companies whom are acceptable to the Town and licensed and authorized to do business under the laws of the State of South Carolina. The successful bidder shall affect insurance to protect the interest of the vendor, subcontractors and sub-subcontractors in the work. The successful bidder shall provide proof of such insurance to the Town by providing a Certificate of Insurance reflecting such coverage and adding the Town as a Certificate Holder. The Certificate of Insurance shall endorse the Town as an additional insured on all policies.

The successful bidder shall procure and maintain, at the successful bidder's own expense during the contract time, Liability Insurance as hereinafter specified.

A) Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the successful bidder and protecting the successful bidder from all claims for personal injury; including death and all claims for destruction of or damage to property arising out of or in connection with any operations under this

contract, whether such operations be by the successful bidder or subcontractor employed by the prime contractor.

B) Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident.

C) Insurance shall be written with a limit of liability of not less than \$500,000 for all property damage sustained by any one person in any one accident, and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The successful bidder shall procure and maintain, at the successful bidder's own expense during the contract time, in accordance with the provisions of the laws of the State of South Carolina Workers' Compensation Insurance, including occupational disease provisions, for all of the successful bidder's employees, and in case any work is sublet, the successful bidder shall require such subcontractor identically to provide Workers' Compensation Insurance, including an occupational disease provision for all the latter's employees unless such employees are covered by the protection afforded by the successful bidder. In case any class of employees engaged in hazardous work under this contract are not protected under the Workers' Compensation Law, the successful bidder shall provide, and shall cause each subcontractor to provide adequate and suitable insurance for the protection of its employees not otherwise protected.