

# Addendum 2

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW, 4<sup>th</sup> floor  
Canton, Ohio 44702

Custodial Cleaning Services for Various City Buildings

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**Item/Project**

Building Maintenance Department

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**Responsible Department**

Tuesday, January 16, 2024 on or before 2:00 PM local time

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**Bids Due**

**Bid Proposal Submitted By:**

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**Company Name**

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**Street Address**

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**City**

**State**

**Zip**

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**Contact Person**

**Phone No.**

**Email Address**

**Question:**

It says that you require 9 full-time employees for these buildings and I'm trying to understand better. I had 9 built into all the buildings on the last round. Do you know how that staffing is broken down across the buildings? Is the Supervisor included as one of the 9?

**Answer:**

We would like the staffing of the cleaning crew to look like this:

- 1 Supervisor - City Hall, Sears Building and Police Academy
- 1 Cleaner - Sear Building (day shift)
- 2 Cleaners - City Hall & Police Academy (day shift)
- 1 Cleaner - City Hall Weekend (day shift)
- 4 Cleaners - City Hall (evening shift)

**Question:**

Can you provide building maps/layouts for City Hall by floor?

**Answer:**

A building layout will be awarded to the awarded.

**Question:**

Can you explain the expectation for the glass cleaning in the bid? I understand that this covers the interior surfaces of the exterior windows; does this also include all interior building glass, such as partition glass, door glass, etc.?

**Answer:**

Yes, the glass cleaning includes all glass throughout the building.