



**PURCHASING  
AND MATERIALS  
MANAGEMENT**

**City of Myrtle Beach  
SOUTH CAROLINA**

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## **Addendum #01**

**May 17, 2022**

**RFP 22-R0017**

### **Janitorial Services – Multiple Locations**

The purpose of this Addendum #01 to RFP 22-R0017 for Janitorial Services – Multiple Locations, dated May 17, 2022, is to list key points discussed in the mandatory site visit:

- Contractor is to provide all paper goods, restock restrooms and kitchen areas with paper goods, trash bags, equipment, staff, supervision, and cleaning supplies necessary to perform and maintain the specifications of this contract at each location.
- Cleaning and resupply services at the Myrtle Beach Colored School Museum and Education Center are to be done on Tuesdays and Thursdays after 1:00P.M. each day.
- Cleaning and resupply services at the Public Defender's Office are to be done every Friday after 5:00P.M. This weekday may be altered if agreed upon by the City and the Contractor. An alternate price must be provided in each proposal for cleaning the windows and glass door (inside and outside) once per month. This alternate service may or may not be requested of the Contractor.
- Cleaning and resupply services at General Robert H. Reed Recreation Center are to be performed every Saturday and Monday starting at 1:00A.M. each day and must be completed no later than 6:00A.M. on the same day. An alternate price must be provided in each proposal for restroom cleaning/resupplying services on Wednesdays after 7:00P.M. This alternate service may or may not be requested of the Contractor.
- Cleaning and resupply services at the South Parks Maintenance Office must be performed every Monday after 5:00P.M. This weekday may be altered if agreed upon by the City and the Contractor.
- Hand soaps will not be supplied by the Contractor at the Myrtle Beach Colored School Museum and Education Center nor at the Public Defender's Office.
- The Contractor must supply their own cleaning equipment including, but not limited to: PPE, rags, mops, brooms, vacuums, chemicals, etc. No City equipment/supplies are to be used by the Contractor.
- In the case of an after-hours building emergency that does not require first responders (Police, Fire, EMS), the Contractor shall call the Director of Capital Projects, Jay Hood, at (843) 655-1854.
- The last day for questions regarding this RFP is 5:00P.M. on May 24, 2022.

If you have any questions regarding this Addendum, please call or email at the contact points below. All questions will be answered in addenda and available to all valid proposers.

Thank you,  
City of Myrtle Beach  
Brandon Hancock/Procurement Office/Buyer  
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