



**Addendum #02  
April 27, 2022  
RFP 22-R0016  
Janitorial Services at 517 Ninth Avenue North**

The purpose of this Addendum #02 to RFP 22-R0016 for Janitorial Services at 517 Ninth Avenue North, dated April 27, 2022, and previously amended on April 25, 2022 is to list key points discussed in the mandatory site visit:

- Contractor is to provide all paper goods, trash bags, equipment, staff, supervision, and cleaning supplies necessary to perform and maintain the specifications of this contract.
- Any office doors that are closed when the Contractor arrives at the building for service are to remain untouched and shall not be entered by the Contractor.
- The weekly tasks listed in the specifications of this contract are to be performed once per week on Fridays after 5:00p.m. If an issue arises where the Contractor cannot perform the duties on a Friday, the Contractor must submit in writing or email no later than one (1) day in advance a notification of delay and must state when the duties will be performed. If a holiday falls on a Friday, no notification is necessary, however the Contractor must perform the duties no later than the following Sunday at 8:00p.m.
- The quarterly mopping must begin on the first day of service and every three (3) months afterwards.
- The monthly window cleaning must begin on the first day of service and once every month afterwards.
- 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.

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 will be made available at [cityofmyrtlebeach.com](http://cityofmyrtlebeach.com). The deadline for questions is May 9, 2022 at 5:00p.m. All bids must be received by the Procurement Office located at 3231 Mr. Joe White Ave., Myrtle Beach, SC 29577 no later than May 12, 2022 at 2:00p.m. Bid opening will begin promptly at 2:00p.m. (local time) May 12, 2022.

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