

**ADDENDUM NO: 1**

**REQ NO: 165109**

**FINAL SUBMITTAL: March 1, 2018, 2:00 PM EST**

**FINAL QUESTIONS: N/A**

**Department: Facilities Management Division, Public Works**

**Changes to the Bid:**

**See attached sheet for questions and answers**

**Also, with additional questions coming in late on Friday, February 23rd, the bid open date will be extended an extra day to Thursday, March 1st, due to giving 48-hours before a bid opening to send out addendums.**

**The addendum will be sent out later today, Monday, February 25<sup>th</sup> and will also be on the website.**

**A copy of the plans is also be attached to the addendum**

**Req No: 165109 Facilities Management Division, Public Works – Janitorial Service, Family Justice Center**

**PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT. RETAIN THE OTHER COPY FOR YOUR FILES.**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

\_\_\_\_\_

**CITY OF CHATTANOOGA  
PURCHASING DEPARTMENT  
Mark McKeel  
City Hall Suite G13  
CHATTANOOGA, TN 37402  
TELE: (423) 643-7236  
FAX: (423) 643-7244**

## **Bid# 305024, Janitorial Service – Family Justice Center**

### **Questions and Answers**

1. What is the budget for the facility?

**This has not been set for the purpose of this bid.**

2. What is the square footage of the building?

**The Family Justice Center, a single building, consisting of approximately 32,000 square feet. Floor plans are attached to this addendum.**

3. Will the vendors be responsible for fixtures and refills of toilet paper and drying paper dispenser?

**The vendor will be responsible for refilling the paper goods dispensers, not the dispensers themselves unless damaged by the vendor.**

4. Will contractors have on-site storage for equipment?

**These are two (2) designated janitorial supply closets that are to be used for vendor supplies and equipment used at this facility only.**

5. Will the facility provide its own supplies (trash bags, cleaning supplies, vacuums, mops, etc.)?

**Vendor shall be responsible for “personnel, labor, equipment, materials, tools, supplies, supervision, management, and services” with the exception of paper goods, to include toilet paper, paper towels, toilet seat liners, that shall be supplied by the City.**

6. Should the initial cleaning include windows interior/exterior, floor stripping and carpet extraction along with daily clean?

**Please refer to Attachment A, Specifications and Scope of Work, Pages 8-11.**

7. Products and Cleaning Supply Purchases, is this a monthly or annual cost?

**Please refer question 5 and answer. The only items that vendor will need to provide will be the chemicals they use for cleaning.**

8. IS 32,000 the accrual cleanable square footage everyone is working with?

**Yes**

