

**PURCHASING  
AND MATERIALS  
MANAGEMENT**



**City of Myrtle Beach  
SOUTH CAROLINA**

**(843) 918-2170  
FAX: (843) 918-2182  
www.cityofmyrtlebeach.com**

**Addendum 01  
September 1, 2022  
RFP 23-R0001  
MBPD Janitorial Services**

The purpose of this Addendum 01 to RFP 23-R0001 for Myrtle Beach Police Department Janitorial Services, dated September 1, 2022, is to list the key points of discussion from the mandatory pre-proposal site visits.

- There is a remote court room within the detention area that must be swept, mopped, and have all surfaces wiped Monday through Saturday.
- The breezeway of the Law Enforcement Center must be blown out as needed from foliage and debris.
- The front glass of the lobby and large court room to be cleaned once per week.
- Contractor's cleaning equipment must be left in the janitor closet adjacent to the detention kitchen area, and not in the hallway.
- All restroom paper towels must be rolled if the dispenser is functioning correctly. If the dispenser is out of order, folded paper towel must be left on the sink counters.
- If there are office doors closed and locked, ask the staff if the office is to be unlocked and cleaned.
- For Administration offices, allowance of dusting will be a day-to-day determination. If meetings are already taking place, dusting will be excluded for the day.
- All microwaves in all kitchens are to be cleaned inside and out. Other appliances will be exterior cleaned only.
- The bullet proof glass at the Warren S. Gall Training Annex lobby must be washed with warm water and soap only. NO glass cleaner chemical shall be used.
- Paper towels in the Training Annex kitchen are not supplied by the Contractor.
- Only cardboard that is broken down shall be taken out by the Contractor. Contractor shall not break down cardboard boxes.
- The first priority and first area to be cleaned each day is the detention center. This area must be cleaned during the time that the detainees are out of the cells in the mornings.
- Times of services for other areas will be determined at a later date, after award.
- Additional questions are due no later than 5:00P.M. (local time) on Thursday, September 8, 2022. Questions may be submitted via e-mail to [bhancock@cityofmyrtlebeach.com](mailto:bhancock@cityofmyrtlebeach.com)  
All questions received by the deadline will be answered via addendum.

- Sealed bids are due in the Purchasing Office no later than 2:00P.M. (local time) on Thursday, September 15, 2022. No electronic submissions will be accepted. The City of Myrtle Beach is not responsible for late or misdirected mail.
- The mandatory pre-bid site visit sign-in sheet is attached and is hereby made part of this addendum.

Please send in your bid in a sealed envelope to the address below:

City of Myrtle Beach

3231 Mr. Joe White Avenue

Myrtle Beach, SC 29577

Attn: Purchasing Division/Brandon Hancock



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**MANDATORY PRE-BID:** Thursday, September 1, 2022 @ 1:00p.m.

**BID:** RFP 23-R0001 MBPD Janitorial Services

**BID OPENING:** Thursday, September 15, 2022 @ 2:00p.m.

Please sign in

Company Name

Representative

1) Amco  
Company Name

Lillian Wilbunn  
Representative Name Print

843-238-0632  
Phone/Fax

[Signature]  
Signature

ocma1101@aol.com  
Email Address

2) Myrtle Beach Short stay  
Company Name

Malik Rahim  
Representative Name Print

(843) 274-2093  
Phone/Fax

[Signature]  
Signature

malikrahim42@yahoo.com  
Email Address

3) Jani King of M.B  
Company Name

Tina Skield  
Representative Name Print

813.602.2711  
Phone/Fax

[Signature]  
Signature

tshields@janikingmyr.com  
Email Address

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