

Executive Director
Charlotte Shaw



Board Chair
Theodore "Ted" Smith

TO: All Prospective Bidders
FROM: Christy Howard, Purchasing Agent
DATE: October 12, 2021
SUBJECT: Addendum 1- IFB #21-12 Window Cleaning Services

The following change(s) have been made to the above-mentioned IFB. This document (hereinafter referred to as **Addendum 1**) becomes a binding component to the IFB and the resulting contract award. All bidders must include acknowledgment of the Addendum with submission.

Included Documents

Please see attached Questions & Responses for IFB # 21-12 Window Cleaning Services below.

Acknowledgment to Addendum 1

Signature Date

Print Title



**IFB #21-12 – Window Cleaning Services
QUESTIONS & RESPONSES**

NO.	SOLICITATION REFERENCE	COMMENTS / QUESTIONS	RESPONSE	DATE RECEIVED	ANSWERED IN ADDENDUM
1	Invitation for Bid 21-12	Do you need windows cleaned on the INSIDE of the stairwell (Intermodal/Lobby Area)?	Yes	10-7-21	01
2	Invitation for Bid 21-12	Do you need windows cleaned on the UPPER INTERIOR of the Amtrak/Greyhound Building where windows overlook the lobby?	Yes	10-7-21	01
3	Invitation for Bid 21-12	Do you need windows cleaned on the INSIDE of the Transit Café’?	Yes, must be done during business hours.	10-7-21	01
4	Invitation for Bid 21-12	Do you need windows cleaned on the INSIDE of the Central Station?	Yes	10-7-21	01
5	Invitation for Bid 21-12	Is there a roof hatch to the roof of the Building Site A? If so, skylights can be cleaned on top side from the roof. Do you need those skylights cleaned?	Yes, there is a roof hatch. Also, please clean the skylights that are around the edge of the building.	10-7-21	01
6	Invitation for Bid 21-12	Is the interior glass apart of the bid and calculated in the bidding amount?	Yes	10-8-21	01
7	Invitation for Bid 21-12	Are there designated hours that the work can be performed for the service, or is it at the contractor’s discretion?	Interior cleanings will be done during office/business hours. There are not any restrictions for exterior cleanings.	10-8-21	01
8	Invitation for Bid 21-12	Are there any restrictions for the winning vendor to solicit assistance from other subcontractors?	There are no restrictions. The winning vendor (contractor) will be responsible for all payments to the subcontractors.	10-8-21	01
9	Invitation for Bid 21-12	Are there any holiday restrictions to perform the work?	No restrictions (Exterior). Must abide by holiday operating schedule (Interior).	10-8-21	01
10	Invitation for Bid 21-12	After the services have been performed, is there any supervisory//dedicated contact to advise at complete to confirm services have been completed?	Yes	10-8-21	01