



CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

ADDENDUM NO. 2

IFB #21127-JS

June 11, 2021

Purchasing Division

442 W. Washington Street, Room 1086

Suffolk, VA 23434-5237

Phone: (757) 514-7520 / Fax: (757) 514-7524

<http://www.suffolkva.us/739/Purchasing-Division>

The Invitation for Bid (IFB) for IFB 21127-JS for the Custodial Services for City Facilities has been amended. The following information and questions and answers are hereby made a part of the Contract Documents for IFB 21127-JS as fully and completely as if the same were fully set forth therein:

CORRECTION

The square footage of the Health and Human Services building is 51,695 sq. ft. The footage in the IFB of 15,695 is incorrect.

CLARIFICATION

The services for the Health and Human Services will require one person during the day from 7:30 am to 4:00 pm **AND** a night crew that will start at 5:00 pm

QUESTIONS

Q1: Do libraries require services at night in addition to the services during the day?

A1: **No. Services for the libraries are only during the day. Services for the libraries are Monday through Friday. Works hours for Morgan Library is from 8 am to 4:30 pm. Work hours for North Suffolk Library are 9:00 am to 4:00 pm**

Q2: What is the cleaning schedule regarding holidays?


A2: **Holidays are not included in the work week, and the City does not require to report the next regular business day. For example, if the cleaning schedule is Monday/Wednesday/Friday, and the holiday is on Monday, the next day the cleaning crew would report is Wednesday.**

The exemption is Fleet Maintenance. If the holiday falls on Friday, the cleaning crew will need to report the following Monday.

Q3: What is the payment schedule regarding holidays?

A3: The contractor will only be paid on days the services are performed. If the City is closed, the Contractor will not be paid for that day. For example, if the cleaning schedule is for five days a week, and there is a holiday that week, the contractor will only be paid for four days that week.

Contract Officer:



Jay Smigielski, Purchasing Agent

All other specifications, provisions, terms and conditions of the IFB are unchanged.
Acknowledgement of this addendum is required in the bid.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us