



CITY OF SUFFOLK

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ADDENDUM NO. 3

IFB #21127-JS

June 17, 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:

QUESTIONS

Q1: What items for the does the contractor need to provide?

A1: The City will provide consumable paper products (toilet paper, paper towels) urinal screens and hand soap. The contractor will provide trash can liners and all cleaning supplies. Please note the bidder is to provide, **in their bid**, a list of cleaning supplies they intend to use.

Q2: Is a site supervisor per location or will a roaming supervisor be acceptable?

A2: A roaming supervisor for all sites will be acceptable.

Q3: When is the periodic work schedule at the full time locations?

A3: Work hours for Morgan Library will be 8am – 4:30pm; Monday – Friday. No evening crew. Work hours for North Suffolk Library will be 9:00am – 4:00pm; Monday – Friday. No evening crew. Work hours for Health & Human Services Building will be 8:00am – 4:00pm; Monday – Friday. Evening crew hours will be 5:00pm – 11:00pm Monday – Friday.

Q4: Is there equipment storage provided at each site for large equipment (buffers, etc.)?

A4: The only buildings with storage space are the Health & Human Services building, City Hall and the Human Resources building. The space available will depend on the size of the equipment. Gas burnishers are not allowing in any city facility as per OSHA regulations.

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