



CITY OF SUFFOLK

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ADDENDUM NO. 4

IFB #21127-JS

June 21, 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: Does the bidder need to submit in their bid one complete master list of cleaning supplies or supplies broken down for each site location?

A1: **Either method is acceptable.**

Q2: Are feminine products, in the vending dispensers, supplied by the City?

A2: **Feminine products are supplied by a separate contractor.**

Q3: What is on the 3rd Floor of the former Human Resources Building?

A3: **The 3rd floor consists of office spaces, a large kitchen area, and men's and women's restrooms.**

Q4: Please clarify the floor work needed at each library.

A4: **Both libraries have tile floors that will eventually need to be cleaned and waxed.**

Q5: What is the cleanable square footage for the floors in the City Hall building?

A5: **City Hall square footage for floors is approximately 7033 sq. ft. It is a two story building.**

Q6: Is the square footage given the actual cleanable square footage for each building or square footage for the entire building?

A6: **Square footage for cleanable area in each building.**

Q7: How many employees work in each building?


A7: **The current contractor has the following:**

Godwin Court House – 6-7 people

Public Utilities Op Center – 5-6 people

Public Works Op Center – 5-6 people
Health & Human Services – 6-7 people plus one person during the day shift
Former Human Resource Building – 1 person can handle it
Fire Station 6 – 1 person
Fleet Maintenance – 1 person

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