

ADDENDUM # 1
Naperville Public Library
Cleaning Services RFP
Questions thru February 23, 2018

1. Are there any changes from last RFP?
 - We narrowed the scope by removing some tasks. Also stipulated the crew size and hours in buildings.
2. Is 3 People 3hrs – a Minimum Requirement?
 - Yes.
3. Is there dusting in RFP?
 - No.
4. Who cleans refrigerators?
 - Library staff.
5. Service desks – who cleans them?
 - Library staff.
6. Cleaning of Computer Stations is this part of RFP?
 - Refer to scope of work in specifications.
7. Clarify who does what regarding carpeted workrooms VS tile?
 - Refer to scope of work in specifications.
8. Who stocks the paper products and provides liners?
 - Library staff stocks paper products and provides replacement liners.
9. Can you provide Square Ft Carpet Vs Flooring?
 - Currently, we do not have the square footage. If you wish, you may measure.
10. How will equipment usage / purchase be compensated for additional flooring specs?
 - The Library does not pay extra for equipment provided by the vendor.
11. Are the elevator doors the same width?
 - 95th St: Freight elevator is 48” and two passenger elevators are 42”
 - Nichols: Passenger elevator is 35.5” and staff elevator is 39”
 - Naper Blvd: Passenger elevator is 42”
12. Where are the janitor closets? How many are there?
 - At 95th St. and Nichols Library’s-two closets, one on each floor. Naper Blvd Library-one closet
13. Can you provide fixture count for the restrooms at all locations?
 - 95th St: 19 toilets, 4 urinals, 21 sinks
 - Nichols: 13 toilets, 4 urinals, 16 sinks
 - Naper Blvd: 8 toilets, 2 urinals, 8 sinks
14. Do they need to provide MSDS sheets?
 - Yes.
15. How will access cards be provided?
 - We will issue them to the crews at each building.
16. What are the Library’s Holiday’s?
 - A list will be provided to the awarded contractor (currently 10)
17. Is a performance bond required?
 - Yes.
18. How is choice made (price Vs quality)?
 - These criteria are detailed in the RFP packet.
19. Can the same company continue to win the bid (how likely)?
 - It is possible in theory but has not occurred in the past.
20. Is this an open bid?
 - Yes.