

**BID # GBC22-02**

**ADDENDUM NUMBER 02**  
**REQUEST FOR PROPOSALS FOR:**  
**Commercial Cleaning Services**  
**2/11/2022**

**TO: ALL CONTRACT BIDDERS OF RECORD**

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated January 24, 2022, with amendments and additions noted below. This Addendum consists of a total of two (2) pages.

**CLARIFICATION OF RFP LANGUAGE**

**Clarification #1**

Language location: Page 2, "Cleaning Hours"

RFP Language:

Cleaning of all buildings shall commence between the hours of:

- 8:00 am to 9:30 pm Monday through Thursday
- 8:00 am to 6:00 pm Friday

Vendor must ensure adequate coverage of staff in the event of an employee's failure to report for their assigned shift.

Clarification:

- These are the hours which both campus buildings are available to be cleaned
- It is up to the bidder to propose a schedule for staff to perform tasks
- Cleaning staff does not need to remain on site during the entire period of available cleaning hours
- Cleaning does not occur on the weekends

**BIDDER'S QUESTIONS**

**QUESTION #1:** What is the current staff level for each building?

**ANSWER #1:** Portsmouth campus has between four and five cleaners on site each day. Rochester campus has one cleaner on site each day

**QUESTION #2:** When do the current cleaners come to site?

**ANSWER #2:** GBCC is flexible however, Portsmouth campus is typically cleaned in the evening and Rochester campus is typically cleaning in the morning

**QUESTION #3:** Should proposals reflect current occupancy and usage levels of buildings or future state?

**ANSWER #3:** Proposals should reflect pre-COVID, full utilization of buildings

**QUESTION #4:** Do cleaning staff need personnel lifts to reach high outdoor windows?

**ANSWER #4:** No, these windows can be cleaned using poles



**QUESTION #5:** Are floor plans available?

**ANSWER #5:** Yes, digital copies of floor plans will be emailed to all bidders who attended the walkthrough meetings. -

**QUESTION #6:** Are cleaning staff required to attend any additional trainings provided by GBCC?

**ANSWER #6:** No -

**QUESTION #7:** Does cleaning take place on days the campus is closed?

**ANSWER #7:** No. Please refer to the campus academic calendar available at [www.Greatbay.edu](http://www.Greatbay.edu) for a list of closed holidays, etc. -

**Acknowledge receipt of this Addendum with the Proposal Form.  
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder\_\_\_\_\_

By\_\_\_\_\_ Date\_\_\_\_\_  
(This Document Must Be Signed)

Name\_\_\_\_\_  
(Please Print or Type Name)