



ADDENDUM #2

RFP 21-003

**JANITORIAL SERVICES**

This addendum is being issued to address questions submitted on RFP 21-003.

**Q1).** There was a discrepancy between the bid table in 3.7 of RFP 21-003 to the days of service per location presented in the pre-bid meeting held on October 14, 2020.

**A1).** The exact number of visits for the Library and the Police Department have been updated in red below to more accurately reflect the total requested visits a year. The library is lower than what would be calculated due to holiday closings throughout the year.

**3.7 COMPENSATION: TOTAL COST OF SERVICES**

An itemized breakdown of costs should be details in a format similar to the following table. This format is a minimum requirement; vendors should add additional information to give a full picture of itemized service expenses. This itemization should reflect the tasks listed in section two of this document. The itemized breakdown should include weekly, monthly, and quarterly tasks.

Location	Month	Monthly Cost	Extended Cost
City Hall	12		
Library	12		
Police Department	12		
Recreation Center	12		
DDA Center	12		
Planning & Utilities	12		
Total Cost/Expense			

Location	Estimated Visits *	Per Visit Cost	Extended Cost
City Hall	104		
Library	256		
Police Department	104		
Recreation Center	52		
DDA Center	52		
Planning & Utilities	104		
Total Cost/Expense			

\* Exact visits will be given in the Pre-bid Meeting and will adjust if a holiday prevails.

This addendum should be signed and returned with your proposal.

James Elrod  
Accounting Manager

Company Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_