

**Request for Bid Q01133  
Furnish All Necessary Supplies, Labor & Equipment for  
Professional Janitorial Services for the Facilities Department at Harper College  
Addendum #1  
November 8, 2023**

All changes to the Request for Bid (RFB) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their bid submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

**This addendum consists of the following questions received:**

1. Can the 10% bid deposit be from a business check?  
**Response: No, bid deposit needs to be a bid bond, cashier's check or a certified check.**
2. Is the subcontractor page (Pg. 32) required since we are not subcontracting any of that work?  
**Response: It can be left blank if no subcontractors are going to be utilized. Note: There is a 30% BEP participation goal established for this contract. All BEP forms need to be completed and returned with your bid submission.**
3. Is the cleaning staff required to be present in the building during the entire (8) hours indicated in the contract?  
**Response: The manhours worked will be up to the Contractor ensuring that the facility meets the daily standard of cleaning.**
4. The bid deposit is 10% of the annual cost for both facilities. Is that correct?  
**Response: Bid security in the form of a bid bond in an amount equal to 10 percent (10%) of the aggregate of the Base Bid amount and all Alternate Bid amounts shall be submitted with the bid for the first year.**
5. What is the current monthly cost for both facilities?  
**Response: Please refer to the attached current contract.**
6. Who is the current vendor and for how long?  
**Response: Please refer to the attached current contract.**
7. What are the current vendor's daily, weekly, and monthly rates?  
**Response: Please refer to the attached current contract.**
8. What crew size is the current vendor using at Harper College Learning & Career Center?  
**Response: The College will not provide that information at this time.**
9. What crew size is the current vendor using at Harper College Professional Center?  
**Response: The College will not provide that information at this time.**
10. Can you please breakdown and provide the exact square footage for carpet vs tile at each facility?

**Response: Please refer to the attached document with square footage on each room. The highlighted rooms are the hard surface areas and note the total square footage at the top of page for each location. Please refer to pg. 16 of the request for bid document for the total square footage of each location.**

11. Do you accept certified bank check or a cashiers check in lieu of a bid bond?

**Response: Yes**

12. Are we bidding this as if we were going to be cleaning the Harper College Learning Center & Career Center 5 days a week or 2 days a week?

**Response: Base bid for Learning & Career Center is for 5 days a week. Base bid for Harper Professional Center is for 2 days a week. Please be sure to include rates under Option 1 and Alternative Bid for both locations. Please note the College reserves the right to increase the number of days at the Harper Professional Center should our requirements change. You will be compensated for the increase based on the daily rates provided on the bid form.**

13. Can you please clarify what percentage of BEP participation is required? The statement below has conflicting information.  
*Contract Goal to be Achieved by Vendor: This solicitation includes a specific BEP participation goal of 30% of the total dollar amount awarded to MBEs and FBEs, with at least 50% of the total dollar amount awarded to FBEs.*

**Response: Although this is not a requirement there is a 30 percent aspirational goal on the contract. It is preferred that 30% goal is achieved equally by MBE and FBE vendors. However, the College will accept any combination of participation you are able to achieve.**

14. Could Harper College please provide a square footage breakdown of tile vs carpet for each of the two buildings of service? If possible, could the College also provide the quantity of chairs and furniture to be shampooed annually?

**Response: Please refer to the attached document with square footage on each room. The highlighted rooms are the hard surface areas and note the total square footage at the top of page for each location.**

Sincerely,

Nathan Chung  
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