

**RFP: Proposal for Professional Commercial Cleaning Services**  
**Project # 20250407-1001**  
**Amendment #2: April 18, 2025**

**The following change, relative to the original scope of work, published in the 4/7/25 RFP, is as follows:**

- **Square footage** for each location is available for reference. Please refer to the diagrams provided and review all notes included in each diagram.
- **Purchasing Department, 2910 Madison Ave.:** All warehouse floor spaces (highlighted in pink on the diagram) are to be swept and mopped once/month. Please see the update made to the pricing sheet for this.

**The following questions, to further clarify the required scope of work, were submitted by interested offerors prior to the 4/18/25, 11:00 am, deadline.**

**Q: Do we remove the recycled trash from each building?**

A: Yes, at the 2300 Madison Avenue location only. Please place any recycled trash from this location into the outdoor recycled bins. The outdoor recycled bins must be taken to the curb, along with the regular trash bins, every Monday.

**Q: Do we empty trash from any outside receptacles?**

A: No

**Q: Will we be able to use the janitor closet at each location to store equipment?**

A: Yes, each location will have a designated area to store cleaning equipment and supplies.

**Q: Will any equipment be available for use?**

A: Contractors are asked to provide their own cleaning equipment and cleaning supplies. However, at the Main Office, 2300 Madison Avenue, there is one commercial vacuum available for use.

The agency will provide contractors with the following supplies for restocking purposes: paper towels, toilet paper, hand soap, toilet seat covers and urinal deodorizers. Contractors should submit a re-stocking request to the agency contact by email. Supplies will be ordered from the agency's Purchasing Department.

**Q: What is the time frame to clean for each location?**

A: Contractors are permitted to clean at each location starting at 4:30 pm. The time to clean each location will vary, based on size as well as the # of contract staff assigned.

A two-three man team can generally take 1-2 hours per location.