

THE CITY OF WALTHAM
MASSACHUSETTS
PURCHASING DEPARTMENT

Paine Estate Custodial Services, 2018

ADDENDUM NO. 1

August 16, 2018

CHANGES, CORRECTIONS AND CLARIFICATIONS

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 1) MUST BE ACKNOWLEDGED IN SECTION Bid Price Form Page.

ITEM 1: ANSWERS TO POSED QUESTIONS

Q1. Are you looking for just labor or material and equipment to be included in the price?

A1. Contract, p.7. PRICE IS INCLUSIVE Bid prices shall encompass everything necessary for furnishing all items, materials, supplies or services as specified, and in accordance with the specifications...

Contract, p. 21. The Contractor will use its own vacuum cleaner and low speed buffer suitable for wooden floors. The Paine Estate will provide all other equipment and supplies, including but not limited to paper goods and cleaning supplies.

Q2. Is the work to be done during open hours?

A2. *Regular cleanings are to take place Monday and Friday from 8 am onward. The house opens to the public at 12pm, but office hours begin at 8:30. Extra cleanings for events are typically completed when the house is closed.*

p. 20. Cleaning Schedule, Monday and Friday from 8 am onward.

p. 22. Frequency of Service. Daily services will be provided for three hours per shift, with two shifts per week on Monday and Friday mornings.... Depending on the number and timing of functions, additional work will be necessary.

Q3. Is the 6 hours the minimum to be contracted or could the hours increase/decrease.

A3. *The hours will increase to coincide with the function schedule.*

Contract, p. 22. Depending on the number and timing of functions, additional work will be necessary. May through December constitutes the busiest time for functions. Over the past five years, there has been an average of 75 functions per years. The preponderance of functions is on the weekends.

End of Addendum 2