


Vendor: \_\_\_\_\_

	<b>City of Rocky Mount Addendum 1</b>	
	<b>Refer <u>ALL</u> Inquiries regarding this RFP to:</b> Debra Harris Purchasing Clerk	<b>RFP #320- 040221DH</b>
		<b>RFP Due Date:</b>
	<b>Contract Type:</b> Services	

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

**RFP Schedule Reminder**

Action	Responsibility	Date/Time
Submit Written Questions/Question Deadline	Vendors	Friday 2/19/2021
Provide Response to Questions/Addendum	City	Monday 2/22/2021
Submit Bids	Vendors	Thursday 2/25/2021 4:00 p.m.
Contract Effective Date	City	Monday 3/1/2021

**Question and Answer**

1. How many people can we have for this job? Staff should be onsite from 8:30AM until 5:00 PM M-F. Only one person is requested but the roll can be filled by more than one part time employee.
2. What is the square footage of all buildings? 160,000
3. Who was last vendor? Cleen Sweep
4. What was the last bid? Porter services has not been bid independently before.
5. Will vendor be responsible for all supplies? No
6. How many days per week for services? 5
7. How many porters is required for services? One must be staffed between the hours of 8:30AM -5:00 PM
8. How many hours each day would the Day Porter be on duty and what would the schedule be? M-F 8:30Am-5:00PM
9. Do you know the square footage of the buildings that will need to be cleaned? See response to question 2.