

TOWN OF
Seabrook, New Hampshire

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B2024-PD-005

Proposal Due Date:
March 14, 2024

ADDENDUM #2

Question

- 1) Is the schedule 7 days a week? **5-day (M-F)**
- 2) Is there a window during the day you will require services?
We are open to a flexible schedule as long as it meets the needs of the Department. We do have lower traffic prior to 7am which makes mornings preferable. Some offices will have restricted access after 10pm so please consider a morning schedule.
- 3) Are you expecting surfaces like desks and furniture to be cleared or moved during cleaning?
Desks should not be disturbed. But we do expect already cleared surfaces to be wiped down and chairs to be moved when vacuuming.
- 4) What is the square footage of areas to be cleaned? **Approximately 13,000 square feet.**
- 5) What are the hours we are able to conduct our work (day or night), and how many hours to be conducted a day?
Our facility is open 24/7; however, we prefer early morning (between 6a and 10a) so the cleaners can access all offices. During off-hours, some offices are locked, making access restricted.
- 6) Should we be CJIS certified prior to submitting our bid? **It is preferred.**
- 7) When is the official start date if Bid is approved?
Within 30 days, but a specific date will be worked out once an award has been made and accepted.
- 8) Since we are not assigned the job yet, what will we need to submit for proof of insurance?
Certificate of Insurance from your Insurance Company.
- 9) I understand that walk-throughs were conducted yesterday. Would we be able to schedule a follow-up walkthrough? **Not at this time.**

The Request for Proposals is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

This Addendum must be Signed & Returned with your Proposal.

Authorized Signature of Proposer

Company Name

Date Issued: March 7, 2024

APPROVED



William M. Manzi III

Town Manager

(Original Signature on Document in Procurement Files)