



WADE R. FOWLER, JR., COMMISSIONER  
EVELYN O. SHAW, COMMISSIONER  
RONNA ROWE GARRETT, COMMISSIONER  
DONALD L. PORTER, COMMISSIONER  
ELAINA L. BALL, CEO/GENERAL MANAGER

FAYETTEVILLE PUBLIC WORKS COMMISSION  
955 OLD WILMINGTON RD  
P.O. BOX 1089  
FAYETTEVILLE, NORTH CAROLINA 28302-1089  
TELEPHONE (910) 483-1401  
WWW.FAYPWC.COM

August 25, 2022

**TO:** All Prospective Bidders  
**FROM:** Trent Ensley, Procurement Manager  
**SUBJECT:** **ADDENDUM NO. 1**  
**PWC2223003 – BUILDING CLEANING SERVICES**

1. The Specifications and Bid Documents are hereby modified or clarified per the attached documents.
2. The foregoing changes or clarifications shall be incorporated in the original Bid Documents and a signed copy of this Addendum No. 1 shall accompany the bid to acknowledge the bidder's receipt and familiarly with the changes and/or clarifications.

TE:tke

Acknowledgement:

Company \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

## ADDENDUM NO. 1

August 25, 2022

### PUBLIC WORKS COMMISSION BUILDING CLEANING SERVICES

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#### NOTICE TO CONTRACTORS:

This Addendum shall become a part of the Contract Documents for the above project.

Each Contractor shall be responsible for notifying their subcontractors of the contents of this addendum.

Revised or newly issued drawings contained in this addendum shall supersede and take precedence over any conflicting information in the original drawings. Modified or newly issued specifications contained in this addendum shall supersede and shall take precedence over any conflicting information in the original specifications.

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**Item 1:** The following is a list of questions received and the response:

1. Is the 2.5 hours per night window to perform all cleaning services for 124,000 sq. ft. correct?

Answer: The preferred schedule by PWC would be 6:00 p.m. – 8:30 p.m. in the afternoons. However, the expectation is that the work will be completed to PWC standards and if that takes more than 2.5 hours a night then that is acceptable. Also, weekend work for floor work is ok. Currently our Contractor cleans the building from 6:00 p.m. - 9:00p.m. and does his floor work on the weekends.

2. Interior windows and glass surfaces will be spot cleaned as needed. It is expected that the Contractor shall utilize their own ladders to clean high reach glass areas in a safe and efficient manner. What is the tallest height of the highest interior window expected to be cleaned?

Answer: Most window heights are less than 10 feet. The front of the Operations Building and the Customer Service Center have high glass areas; however you will be able to reach these glass areas from the second floor with an extendable pole.

3. Can you provide the percentage/square footage of VCT and Carpet per Building?

Answer: PWC does not have a break down of carpeted and hard surface areas. Contractors are welcome to schedule a return visit to get an estimate of square footages of hard surfaced areas vs. carpeted areas.

4. Was floor care a separate line item cost in the previous contract?

Answer: Floor care was not a separate line item in the previous contract. Please refer to the specifications in the RFP for the expectation of the floor care.

5. Was window cleaning a separate line cost in the previous contract?

Answer: Window cleaning was not a separate line item in the previous contract. Window cleaning is for the interior side of the exterior glass. All glass doors are to be cleaned on both sides. Please refer to the specifications in the RFP for the expectations of window cleaning.

6. Can you provide the name of the current/previous contractor?

Answer: Alpine Fresh Cleaning

7. What was the total amount of the previous contract?

Answer: The previous contract was approximately \$145,000 yearly (based on 12 months). Please note that with the new contract the first year is only 9 months (September 2022 – June 30, 2023). The subsequent years will be 12 months each.

8. How long was the previous contract for?

Answer: The previous Contract was a yearly contract with the option to renew after each year based on performance.

9. In the pre-bid meeting it was stated that the square footage of the building was 160,000 sq. ft., but the square footage in the RFP is 124,000 sq. ft. Why is there a difference of 36,000 sq. ft.?

Answer: 160,000 sq. ft. is the total square footage for all three buildings combined, however there are several areas not to be cleaned such as server rooms, telecom rooms, mechanical rooms, etc. Therefore, the total cleanable space in all three buildings is estimated to be 124,000 sq. ft.

10. Would PWC be open to providing a deposit which will be held on the account until the end of the contract at which time it will be credited to the final invoice? Are you willing to consider early payment incentives? (i.e. 1%, 10 days)

Answer: PWC is not willing to agree to this request.