



CITY OF TORRINGTON

Addendum # 1

ADDENDUM #1 ISSUED IN REGARDS TO QUESTIONS/ANSWERS SUBMITTED FOR CLEANING OF ARMORY & TEEN CENTER

BID# CLN-014-051719 CLEANING OF ARMORY & TEEN CENTER

Date of bid opening: **May 17, 2019** Time: **11:00 A.M** Location: **City Hall, Room 206,140 Main St., Torrington, CT**

Must Submit signed addenda with bid.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: May 10, 2019 Purchasing Agent _____
Pennie Zucco

Contact name _____ Phone: _____

Authorized Representative _____

Authorized Signature _____

Company name _____ Fax _____

Address _____ Email _____

City, State, Zip _____

Federal Tax Identification Number: (FEIN) _____

QUESTIONS AND ANSWERS 5/10/19

Q1) During the site visit it was explained to us that all the equipment, supplies and paper products will be provided by the city and we only need to provide the labor and management. This is in accordance with the information provided. In *MISCELLANEOUS INFORMATION* section of the bid documents, ***under paragraph 1***, where it is stated ***that all the cleaning supplies, bathroom supplies waxes, vacuums, strippers, mops, buckets etc. will be provided by the City.*** However, ***on paragraph 4*** of the same section in the bid documents it is stated that ***the selected proposer will provide all the equipment necessary to complete the contract requirement.*** Since all the equipment will be provided by the City, please clarify what equipment we will need to provide under paragraph 4?

A1) The City will provide all equipment and supplies for cleaning. The only equipment the awarded contractor will need to supply is for stripping and waxing the floors.

Q2) Under paragraph 8 of *MISCELLANEOUS INFORMATION* section it is requested that ***“All bids are to include washing of all Venetian blinds, windows and storm windows (inside and outside) during the month of August. Additional window washing requirements are detailed in attached specifications”***. While in the specifications for each facility under Section IV it is repeated the same requirement ***“All bids are to include washing of all Venetian blinds, windows and storm windows (inside and outside) during the month of August. Additional window washing requirements are detailed in attached specifications”***. Based on these two statements, it is to our understanding that window cleaning, (inside and outside), to include the blinds is requested only once per year on August. Please confirm or clarify.

A2) Yes, Venetian Blinds are to be cleaned once per year in August.

Q3) Under paragraph 13 of *MISCELLANEOUS INFORMATION* section it is requested that ***“All the contractor’s employees working on this contract shall be bonded...”*** By bonding here, do you mean insured? Please clarify.

A3) Any and all employees that will be working on this contract must be bonded and insured and be an employee of the company. Awarded Contractor cannot sub-contract out this contract unless prior approval by the City. Awarded contractor must supply a list of company personnel that will be assigned to this contract.

Q4) During the site visit it is explained that strip and wax will be requested only for VCT floors, while this service will not be performed for wood floors, since there is another contract for it. Please clarify if the requested Strip and wax is only for VCT floors.

A4) Strip and Wax – VCT Floors only.

Q5) Please clarify if carpet shampooing will be requested and if yes, for which building and how many times per year.

A5) Carpet shampooing is not part of this contract, but may be requested for an additional cost.

Q6) Current vendor and price

A6) N/A

Q7) Are NYS companies allowed to bid?

A7) All vendors working for the City of Torrington must be licensed to work in the State of Connecticut to supply these services and will be required to provide this information if awarded the contract.