



**ADDENDUM NO. 1  
Request for Proposal  
Janitorial Services**

**DATE OF ADDENDUM ISSUE:** Tuesday December 10, 2018  
**DATE BIDS DUE:** Tuesday December 18, 2018 10:00 AM

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**NOTICE TO ALL BIDDERS**

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This Addendum, containing the following revisions, additions, deletions, and/or clarifications, is hereby made a part of the Request for Proposal, Plans and Contract Provisions (Contract Documents) for the above named project. Bidders shall take this Addendum #1 into consideration when preparing and submitting their bids.

**The following questions posed by one or more bidder(s). Clarification is noted following each question.**

- 1. "Under Section C- General Scope of Services, would it be preferred that the tasks required less than 5x per week take place on specific days?  
Or would the completion of less frequent tasks be flexible within the building's set daily schedule?"**  
**Refer to Burien Community Center – General Specifications, page 12**  
*"Daily on Sunday, Monday, Wednesday, Friday and Saturday. Between the hours of 8:30pm, and be finished no later than 6:00am the following morning, with the exception of Saturday – cleaning must take place between the hours of 12:30am (Sunday) and be finished no later than 6:00am (Sunday)."*  
**Refer to Moshier Art Center – General Specifications, page 17**  
*"Schedule: Moshier Art Center is to be cleaned as follows: Daily; Three (3) Times per Week on Sundays, Tuesdays, and Thursdays. Cleaning must take place after 10:00pm in the evenings, and be finished no later than 7:00am the following morning."*  
**Refer to City of Burien City Hall – General Specifications, page 20**  
*"Daily; Sunday through Thursday or Monday through Friday, except for any holiday recognized by the City. Once established, schedule shall not alter. All of the "Services" shall be performed after the City's regular working hours, but in no event shall the "Services" occur between 8:00 a.m. to 5:00 p.m., Monday through Friday without prior approval."*
- 2. "Under Section C- General Scope of Services, Would we be supplying trash liners for the city?"**  
Cleaning products and supplies provided by City of Burien are noted on page 11.  
Additionally noted *"\* Contractor to provide other as needed."*

**CLARIFICATION:** Trash Liners

- City Hall – City Hall will supply trash liners for the Contractor.
- Burien Community Center, Moshier Art Center and all Park restrooms – Parks Department will supply trash liners for the Contractor.

**3. “Once the City of Burien has decided on a vendor, how many days would be allowed before services would be expected to commence?”**

As noted in the “Purpose of Request”, *“It is the City of Burien intent to contract with the most responsive and responsible bidder, for a one year contract commencing January 2019.”*

**CLARIFICATION:** Any contractor selected for an interview will be notified as soon as possible. Interviews will take place Friday December 21, 2018 between 9:00 AM – 1:00 PM. Selected contractor(s) will be asked to meet with the interview panel and provide a 15-20 minute presentation describing why your team is most qualified for this request.

**COMMENCEMENT:** It is the City of Burien’s intent to make an expedient selection after interviews for commencement in January 2019.

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