



City of  
**GREENFIELD, MASSACHUSETTS**



**Purchasing and Procurement**

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Roxann Wedegartner  
Mayor

**IFB 24-02 City of Greenfield Public Library Cleaning Services  
ADDENDUM #1**

DATE: July 17, 2023

THE ORIGINAL SPECIFICATIONS DATED July 7, 2023 FOR THE ABOVE-NOTED PROJECT ARE AMENDED AS NOTED IN THE ADDENDUM #1

THIS ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THE CONTRACT DOCUMENTS AND IS HEREBY MADE PART OF THE CONTRACT DRAWINGS AND SPECIFICATIONS TO THE SAME EXTENT AS THOUGH IT WERE FULLY INCORPORATED THEREIN.

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Q: Add Conference room kitchen – upon request or what frequency?

A: ***Upon Request otherwise Dan does it (unless room is used on a Saturday in which case it needs to be done Sunday)***

Q: Add staff break room?

A: **No**

Q: Add staff bathroom? (total 5 restrooms on 2<sup>nd</sup> floor)

A: **No**

Q: Does Customer provide cleaning chemicals?

A: ***Yes (dosing stations in closets)***

Q: Does Customer provide cleaning equipment?

A: Cleaning vendor may provide back pack vacuums, but the rest of equipment is provided by City? **Yes.**

A: Can Vendor leave equipment onsite? ***Yes, as space is available.***

A: It was suggested that we can use the machines regularly after training - auto scrubber and large vacuum/sweeper.

**Correct**

Q: City Custodian or vendor would handle trash/recycling?

A: ***Curbside pickup but small bins must be emptied into big rolling trashcans located outside the children's patio.***

Q: Add horizontal surface cleaning?

A: ***Yes, as needed. Information Desk, Check Out Counter (1<sup>st</sup> & 2<sup>nd</sup> Floor), Kids Room, Public Desks and tables (2<sup>nd</sup> floor).***

Q: Add horizontal surface cleaning?

- It was suggested that vendor would be responsible for checking and cleaning surfaces throughout the premises.  
**See Above**

Q: Glass Clarification: Interior glass includes the inside of the exterior windows?

A: **Yes.**

Q: Please confirm that all staff offices are excluded from the scope of work?

A: **Yes.**

Q: Is it expected that Vendor will commence service within an hour of closing or is there flexibility on start time?

A: ***Its flexible; between 8:00 pm and 7:00 am. The goal is to avoid disturbing Library guests.***

Q: The proposal mentions invoices may be submitted weekly. What are your payment terms? For example, Net10 or Net30?

A: ***Due to the Municipal payment process Net30 will be preferable.***

Q: What is the anticipated payment method? For example, check or ACH?

A: ***Check***

**Please acknowledge this Addendum #1 on the IFB Submission Form  
END OF ADDENDUM**



*The Town of Greenfield is an Affirmative Action/Equal Opportunity Employer,  
a designated Green Community and a recipient of the "Leading by Example" Award*