



**RFP #DPL-CL-1813
Addendum #1**

Date: May 1, 2018
RFP #: DPL-CL-1813
RFP Description: Janitorial Service for a Three (3) Year Period
Due Date: May 22, 2018 @ 2:00 p.m.
Return To: DETROIT PUBLIC LIBRARY
Purchasing Department
5201 Woodward Avenue
Detroit, MI 48202

Please see the following responses to questions submitted:

1.) Do you have square footage for the area(s)?

Response: *Yes, please see the attached list of branches and square footage of each location.*

2.) Are paper products, trash bags, etc. reimbursed by the Library?

Response: *Yes, the Library will be invoiced for these supplies.*

3.) The duties of the janitor at the branch locations-*only*, are attached to this addendum. This is a general guideline of the assigned daily duties at each branch.

4.) In addition to the general duties outlined, the janitor assigned to the Service Building, 5828 Third, shall be a certified Hi-Lo driver. Further, this individual will also be responsible for stripping and refinishing the floors on a quarterly basis.

5.) Please see the additional site visits, which will be added to the schedule for Tuesday, May 8, 2018 and Wednesday, May 9, 2018:

11:00 a.m.-Tuesday, May 8, 2018 – Parkman Branch, 1766 Oakman Blvd, Detroit, MI 48238

11:00 a.m.-Wednesday, May 9, 2018 – Redford Branch, 21200 Grand River, Detroit, MI 48219

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All other instructions and provisions of the RFP remain unchanged.

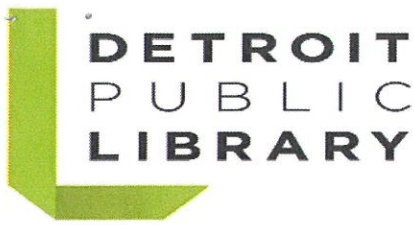
This addendum shall be acknowledged and included with your bid response. Please be advised that failure to acknowledge this addendum may result in rejection of your bid.

Acknowledgement

Date

Detroit Public Library's Ranked by Size

Main Library	420,000 sf	1921/1963
Skillman	27,700 sf	2003 (100% Renovated)
Parkman	18,540 sf	1931 (1 st floor Ren. 2010)
Monteith	17,405 sf	1926
Douglass	15,401 sf	1971 (Renovated 2015)
Wilder	11,450 sf	1967 (Renovated 2016)
Edison	10,935 sf	1955 (Renovated 2017)
Conley	10,769 sf	1913 (Renovated 1990)
Duffield	10,200 sf	1916 (Renovated 2016)
Redford	9,992 sf	1981 (Renovated 2015)
Chandler Park	7,870 sf	1957
Hubbard	7,562 sf	1953
Chaney	7,270 sf	1955
Bowen	7,135 sf	1912
Jefferson	6,914 sf	1951
Campbell	6,800 sf	2006 (Lease)
Sherwood	6,580 sf	1951 (Renovated 2005)
Lincoln	6,070 sf	1951
Knapp	5,843 sf	1950
Franklin	5,670 sf	1950
Chase	5,590 sf	1952
Elmwood	5,000 sf	1975 (Lease)
Service Building	34,000 sf	1958



Basic Janitorial Duties

Detroit Public Library Branch Locations (Only)

Daily duties:

1. Police outside the branch and empty any trash cans
2. Clean all restrooms (spot wash walls and wipe down partitions)
Sweep and mop restroom floors
3. Remove (empty) all trash from the library
4. Wipe all desks and tables
5. Dust mop and Damp mop all floors
6. Vacuum all carpet and mats
7. Change soap and hand sanitizers when needed
8. Dust all shelving and books as directed
9. Clean kitchen area (sink, floor, counter, trash) do not clean out the refrigerator, microwave or wash the dishes.
10. Clean all glass doors inside and out
11. Help with and complete set ups (check area throughout the day)
12. If there is snow and snow removal contractor has not serviced the branch, a 36" path shall be shoveled from the front door to the sidewalk and a path to the drop box.
13. Throw salt to prevent slip and falls

These are general guidelines. Some duties may vary based upon the needs of the branch, at any given time.

The Branch Manager and/or Assistant Manager will provide oversight at the branches.