

MEMORANDUM

To: All Interested Vendors

From: Monalisa Mawalkar
Procurement Manager

Date: March 13, 2023

Subject: Addendum No. 2
RFP CML 23-001
**Updated Meeting Room and High Dusting
and Schedule on Page 27 and updated
Exhibit 8**

Please note that the Meeting room for the Pre-Proposal Meeting has been changed from **Meeting room 1c to Carnegie Meeting Room on the 2nd floor.**

Please note the following correction regarding High Dusting and Cleaning Manpower Schedules for Main Library:

Page 27 Staff area.... #7 is corrected as follows:

7. Clean and dust all vertical and horizontal surfaces over a height of 10 feet Quarterly.

Page 27 Cleaning Manpower Schedule for Main Library is updated to as follows:
Management cannot be used for hourly cleaning staff inside the existing or new contract.

5. Main Porter #3- 10:00 a.m. to 6:30 p.m. Monday through Friday
6. Porter #4 –12:30 p.m. to 9:00 p.m. Monday through Thursday 9:30 a.m. to 6:00 p.m. Friday
7. Main Porter #3 - 5:00 p.m. to 9:00 p.m. Monday through Thursday. 2:00 PM to 6:00 PM Friday.

This is how the Cleaning Manpower Schedules for Main Library should be read with the changes:

The specific cleaning schedules for Main Library cleaners will be set by the CML Custodial Supervisor and are subject to change only with CML authorization. Night cleaning will be done floor-by-floor to best utilize labor and conserve electricity by leaving the lights off on floors not being cleaned during that time. After a floor is 100% cleaned, the lighting should be turned off. Current Main Library cleaning schedule is listed below by the number of cleaner shifts requested in this RFP. Management cannot be used for hourly cleaning staff inside the existing or new contract.

1. Garage Cleaner – 3:00 a.m. to 11:30 a.m. Sunday through Saturday.
2. Floor Tech - 9:00 p.m. to 5:30 a.m. Sunday through Saturday.
3. Main Day Shift Lead - 9:30 a.m. to 6:00 p.m. Monday through Friday.
4. Main Porter #1 - 7:00 a.m. to 3:30 p.m. Monday through Friday.

5. Main Porter #2- 7:00 a.m. to 3:30 p.m. Monday through Friday.
6. Main Porter #4 –12:30 p.m. to 9:00 p.m. Monday through Thursday 9:30 a.m. to 6:00 p.m. Friday.
7. Main Porter #5 - 5:00 p.m. to 9:00 p.m. Monday through Thursday. 2:00 PM to 6:00 PM Friday.
8. Weekend Porter(s)– 9:00 a.m. to 5:30 p.m. Saturday and 1:00 p.m. to 5:00 p.m. Sunday.
9. Night Cleaner #6 - 9:00 p.m. to 5:30 a.m. Sunday through Saturday.
10. Night Cleaner #7 - 9:00 p.m. to 5:30 a.m. Sunday through Saturday.
11. Night Cleaner #8 - 9:00 p.m. to 5:30 a.m. Sunday through Saturday.
12. Night Cleaner #9 - 9:00 p.m. to 5:30 a.m. Sunday through Saturday.
13. Night Cleaner #10 - 9:00 p.m. to 5:30 a.m. Sunday through Saturday.
14. Night Cleaner #11 - 9:00 p.m. to 5:30 a.m. Sunday through Saturday.
15. Night Cleaner #12 - 9:00 p.m. to 5:30 a.m. Sunday through Saturday

The following page includes an **updated Exhibit 8** to reflect the changes above.

BIDDERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS

Exhibit 8 Cleaning Staff Organization Chart - Updated

