

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL**

#09-48

CUSTODIAL SERVICES – HARRISBURG MIDTOWN II

ADDENDUM #1

CLARIFICATION

APRIL 28, 2009

- 1) Section 3.05 under Article III: Duties and Responsibilities of Contractor will be replaced with the following:

“The Contractor shall provide custodial “porter type” services between the hours of **10:00AM and 6:00PM** Monday through Friday. Special “heavy cleaning” full cleaning services will be required as follows:

- a) Monday thru Thursday between the hours of **9:00PM to 6:00AM** (**NOTE: Cleaning personnel must arrive no later than 9:00PM to gain access to the building**)
- b) Friday between the hours of **8:00PM to 6:00AM** (**NOTE: Cleaning personnel must arrive no later than 8:00PM to gain access to the building**)

Other special cleaning services may be requested by the Contract Administrator on dates or at times other than indicated. No cleaning shall be done on any holiday, except as may be required by the Contract Administrator by prior arrangement of at least five (5) working days. The holiday schedule is published by HACC and will be provided to the Contractor.

- 2) The Contractor must perform the scope of the contract between the hours noted in the revised Section 3.05. Cleaning personnel are not required to be on-site the entire span of time.
- 3) The floors must be burnished once a month.
- 4) The Contractor must give 24 hour notice of personnel changes. The HACC's Security Staff needs to be apprised of any personnel changes.
- 5) The Lead personnel is required to have a cell phone and the cell phone number must be given to the Security Staff and John Foltz, Facilities Director.
- 6) Blackboard cleaning: Only clean the blackboards when all writing is removed. If writing exists on the blackboards, do not clean. Wipe the blackboards clean with water.
- 7) The shop areas need to be swept, window sills wiped off, and trash cans emptied.