

# REQUEST FOR PROPOSALS

American Fork City



## **Janitorial Services Addendum #1**

RFP # AFC20197378

Date of Issue: December 20, 2018  
Date of Addendum: January 17, 2019

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This addendum represents clarifications and additions to the Request for Proposals (RFP) and any of its respective parts. These changes are to be considered part of said documents as though they were included in the original documents. Any terms or conditions of said documents not modified by Addendum No. 1 shall remain unchanged.

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## **VIII. SCOPE OF WORK AND TASKS TO BE COMPLETED**

This request for proposals is for janitorial services at the following buildings: Administrative Offices, City Hall, Library and Literacy Center, Police/Courts building, Fitness Center, Public Works, Engineering Office, Cemetery office, Senior Center, and Veterans Memorial Hall. The Company shall furnish all labor, supplies, and equipment necessary to perform the required services. If special or unusual products are required by the City to clean a specific item or area, the City will provide written notice of the request to the Company within two weeks of signing the final contract. The Company shall ensure their staff is trained on all equipment and chemicals used to provide services. SDS sheets shall be provided by the Company for each and every chemical product used and shall be posted in an easily accessible place. Consumables, such as paper products and hand soap, will be provided by the City.

Each City building is assigned a contact person (provided herein under each building section), whom will be in constant communication with employees of the Company. All communication will be conducted through the contact person, unless escalation is required; then communication will be conducted – as directed by the contact person – to the City’s Director of Maintenance. Within one week of beginning services, the Company will direct their employee to the contact person to meet with and specify a place where checklists; logs; and any written communication will be left at the end of each shift.