

**ADDENDUM # 1**  
**Naperville Public Library**  
**Cleaning Services RFP**  
**Questions thru February 21, 2020**

1. Are we requiring bid bonds for this RFP?
  - a. No.
2. Does the cleaning crew set up the meeting rooms with tables and chairs?
  - a. No.
3. Do the back-hallway tile floors get mopped by the janitorial crew?
  - a. No.
4. How long have we been with our current janitorial company?
  - a. Two years.
5. Does the janitorial company perform stripping/waxing of the tile floors?
  - a. No, the internal staff completes this work. If we decide to have the janitorial company perform the work, it will be done on a time and material basis.
6. Does the Administration area (Naper Blvd HR/Finance Suite) get vacuumed by janitorial crew?
  - a. No.
7. In the storage closets used by the janitorial company, how much of that space is used by the in-house crew?
  - a. Very little. At the Nichols location in-house staff store floor cleaning machines in the closet, but that is all.
8. Are you firm on the hours and personnel detailed in the RFP per buildings?
  - a. Yes.