

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: August 23, 2017

BID# RFP 2017-004 Janitorial Services

TO ALL BIDDERS:

The specifications are hereby amended and supplemented by this addendum, which forms a part of the contract documents and should be considered in preparation of bid.

ADDENDUM # 1

1. Is pre-proposal conference attendance required?
 - a. No
2. Is there minority minimum required?
 - a. There is no minimum required for this contact
3. How many years is the contract?
 - a. The contract is an 1 year contract with 4, 1 year renewal options.
 - b. The contract is a total of five years.
4. Are prevailing wages required for this contract?
 - a. No
5. Payment terms?
 - a. Terms are net 30
6. Billing requirements?
 - a. Billing can be sent in biweekly, monthly, quarterly
 - b. Checks are only issued once a week (Thursday)
7. Should we list Oliver Evans and Andrea Q on the invoice?
 - a. Andrea Q does not need to be listed on the invoice.
 - b. Oliver Evans can be listed on the invoice as Attn too.
8. Best way to submit invoices?
 - a. Send invoices to accountspayable@cmhanet.com
 - b. Bills can also be mailed to 880 E 11th Avenue, Col, OH 43211
9. 2.0.4.2.7 VCT floors should be mopped, stripped, waxed and or buffed 10 times a year please clarify?
 - a. Stripped and waxed (2) two times a year.
 - b. Floor should be buffed (8) eight time a year.
 - c. Additional strip and wax beyond the two requested, cost can be listed for future

10. Can a letter of intent be submitted for Section 3 preference if janitorial company commits to hiring from CMHA's Section 3 tenant registration?
 - a. Yes
11. Who provides cleaning supplies?
 - a. Awardee is required to provide cleaning materials.
12. Can CMHA release their Section 3 registration information to bidder?
 - a. Yes
13. Why CMHA is requiring Errors & Omissions coverage for regular janitorial services?
 - a. It is not required