**CUSTODIAL SERVICES  
REQUEST FOR PROPOSAL  
ADDENDUM #1**

The following points for clarification are provided after conducting the Donley Center building walk-through and also discussing the cleaning needs at the Airport hangar facility.

**DONLEY CENTER**

* Trash and recyclables are to be disposed of in their respective, individual dumpsters
* Counter tops will be cleaned by the Contractor, except for those in the Biology Science Lab (Room 401)
* The mounting of any chemical dispensers shall be discussed with LCCC prior to installation
* There is no slop sink in the basement or on the first floor; floors 2 through 7 have these
* LCCC shall provide all consumable paper and can liner products; the Contractor shall provide all chemicals
* Cleaners shall service the building five (5) nights per week
* There are 15 staff and 238 students occupying the building throughout the day
* The fire stairwell shall be swept once a month
* Cleaning staff should park on the west side of the building
* The following services, if deemed necessary will be requested on an ad-hoc, separate quotation basis:
  + Stripping/waxing of floors
  + Deep carpet cleaning

**AIRPORT HANGAR**

* There is no trash or recycling services required at this location
* The building flooring is composed of mostly VCT
* Cleaners shall service the building two (2) nights per week

**Appendix B** – The Cost Proposal Form has been revised to read more clearly and concise.