



**Finance Department | Purchasing Division**

44 E Downer Place | Aurora, Illinois & 60507

Phone: (630) 256-3550 | Fax: (630) 256-3559 | Web: www.aurora-il.org

DATE: August 20, 2020  
TO: Prospective Proposers  
FROM: Jolene Coulter, Director of Purchasing  
RE: **CITY OF AURORA REQUEST FOR PROPOSAL 20-40 – Addendum #1  
Janitorial Cleaning Services at Various City-Owned Buildings**

This notice forms a part of the Request for Proposal 20-40: Janitorial Cleaning Services at Various City-Owned Buildings. All other information pertaining to this Request for Proposal shall remain the same.

Proposer must submit two (2) complete, sealed, signed and attested copies of the proposal and one (1) PDF copy on a flash drive, and shall have provide all requested information, and submitted all appropriate forms, certificated, affidavits and addendum acknowledgements in each copy in order to be considered responsive.

This addendum is only being sent to those in attendance at the mandatory pre-site inspections. In order to qualify to bid the Proposer must have been present at the start of the location they wish to bid on and signed in.

Sealed Proposals will be received at the office of the Purchasing Division, 44 East Downer Place, 1<sup>st</sup> Floor, Aurora, Illinois 60507, until **2:00 pm, CST, Wednesday, August 26, 2020** to determine proposals for the anticipated above named purchase.

A non-mandatory teleconferenced live streamed bid opening will be held regarding this RFP. Respondents will be provided notice of the dial-in number via email 24 to 48 hours in advance of the opening.

**Please acknowledge this addendum with your proposal.** Failure to do so may subject Bidder to disqualification.

Clarification of service areas:

*Downtown Area Facility b. Elmslie/Hogan Building requires Custodial Duties of the third floor which contains two bathrooms, the first floor bathrooms and the Lobby.*

*Downtown Area Facility d. Development Services Center includes the Custodial Duties of the basement.*

Responses/Clarifications to questions received by 5:00 pm, Tuesday, August 18, 2020:

**1. Please provide the square footage for the Customer Service Center located at 3770 McCoy Drive.**

*The square footage is approximately 10,000 feet.*

**2. Will the City of Aurora be flexible with extending the cleaning time of 5 p.m. to 8 p.m.?**

*Custodial duties are to be performed during the hours of work stated in the proposal. We cannot be flexible with the hours requested.*