



## **Addendum #02**

**ITB-SJR-03-2025 Event Cleaning Services for Thrasher Horne Center**

**Posted on: July 23, 2025 at 5:30**

**Note: Vendor questions and College responses below are hereby incorporated into the Bid/RFP.**

**Question 1:** Who is the current contractor?

**Answer 1:** Wheezy's Cleanique Services

**Question 2:** What is the contract amount awarded for each section outlined in Appendix C? Who was the previous vendor awarded this contract, and can you provide their last awarded pricing or rate sheet?

**Answer 2:** The current pricing structure was changed from the previous solicitation. The current rates are \$28.50 for call out services with normal timeframes and \$30.50 for shorter timeframes.

**Question 3:** What is the estimated budget allocated for this contract?

**Answer 3:** Budget will be dependent on show schedules, but an estimate for bid purposes only is \$150,000.00

**Question 4:** What is the duration of the contract, including any renewal options?

**Answer 4:** Please refer to "TERM" section 2.8 of the bid (page 4)

**Question 5:** What are the payment terms (e.g. Net 30, Net 45)?

**Answer 5:** Payment terms are Net Thirty (30) Days after receipt of a valid invoice.

**Question 6:** How many positions are expected to be filled on an annual basis?

**Answer 6:** This is a bid for services billed at an hourly rate and flat rate.

**Question 7:** What is the anticipated start date of service?

**Answer 7:** September 1, 2025

**Question 8:** Would we be able to get a list of the events and an estimated length of each event? Is there a calendar available that outlines all upcoming events relevant to this contract?

**Answer 8:** Last year we held 255 events at the Center. The listing of events will be on a month-to-month basis. However, the breakdown of these events is, on average we will do ninety (90) Performance Events and one hundred sixty (160) Conference Center Events. Several of the Performance Events are multi-day events. For the Performance Events, on average, the porter duties are 4 hours per event and the post event cleaning Performance Show Events run between 3-4 hours.



**Question 9:** Please provide a copy of the existing custodial service contract.

**Answer 9:** Please refer to the PUBLIC RECORDS instructions on section 2.15 of the bid, pages 5 and 6.

**Question 10:** Will the porters have a dress code for the events and will that dress code change per event?

**Answer 10:** While working at the Center, all contractor's staff shall wear clean, neat, professional and appropriate uniforms (polo preferred) with company logo and presentable trousers. Leggings, yoga pants, ripped or torn denim, shorts, flip flops and sandals are not permitted. Appropriate rubber-soled shoes should always be worn. All uniforms worn by contractor employees shall also be approved by the Thrasher Horne Center representative. Dress code does not change per event.

**Question 11:** What pricing unit should we use in regard to the conference center cleaning services?

**Answer 11:** Conference Center cleaning shall be priced as a total **rate per area** as shown on Appendix C, page 17.

**Question 12:** How late will we need to stay after an event to clean?

**Answer 12:** It is preferable that cleaning occur early the day following an event, rather than staying until one or two o'clock in the morning the day of (unless there is an event the next morning).

**Question 13:** Is the scope of work changing?

**Answer 13:** The scope of work is not changing, but the way the work is being billed is changing. Please see Appendix C, page 17.

**Question 14:** Would the partition walls always be up for the conference room suites?

**Answer 14:** This would be dependent on event. If the partition wall is down, both areas will need attention. If the partition walls are up, check both rooms for the one that needs attention.

**Question 15:** Who stocks the supplies?

**Answer 15:** Please refer to OTHER CONTRACTOR RESPONSIBILITIES on section 3.3 of the bid, page 11.

**Question 16:** Since outside vendors may be used for the Conference Cleaning, how will the awarded contractor be notified?

**Answer 16:** Performance cleaning and Conference cleaning will be scheduled prior to the dates under the timeframes listed on Appendix C, page 17.



**Question 17:** Will the contractors be responsible for cleaning inside appliances (refrigerators, microwaves, dishwashers, etc)?

**Answer 17:** No. Contractors shall only be required to clean exterior surface areas, If the interior of a refrigerator needs attention, Contractor shall notify a THC Representative.

**Question 18:** What if some areas of the Conference Center are used for a Performance event?

**Answer 18:** Contractor will be paid per the Performance event rate per hour for these instances.

**Question 19:** Is the kitchen in the Guest Services area included in the bid?

**Answer 19:** No.

**Question 20:** What is the cancellation policy if an event is canceled?

**Answer 20:** Thrasher Horne will pay a two hundred dollar (\$200.00) cancellation fee for an Auditorium scheduled cleaning event and a fifty dollar (\$50.00) cancellation fee for a Conference Center scheduled cleaning event unless sufficient prior notice is provided. "Prior Notice" is defined as at least five (5) business days (including the day of the event) before the scheduled event.

**ADDITIONALLY:**

**Sometimes, though rarely, an event will be held in the Studio Space behind the Auditorium. The per hour fees will apply, and work will be as-directed depending on the type of event.**

**PLEASE REPLACE BID PAGES 16 AND 17 TO REFLECT THE ADDITION OF AN AREA TO THE CONFERENCE CENTER AND CLARIFICATION ON CONFERENCE CENTER BILLING**

**Reminder:** Bids are due at 2:00PM on August 5, 2025

**Except as noted above, all other Conditions and Specifications remain unchanged.**

Each Respondent must incorporate all revisions, clarifications, and/or supplemental information provided in all issued addenda with their submitted bid. Respondents must submit Attachment 5.13 (page 35) to acknowledge all posted addenda with their submitted bid as provided in the bid documents.

**End of Addendum No: 02**

## Areas 3, 4, 5 and 6: Suite E, Studio Theatre, Catering Kitchen, Dressing Rooms

A contractor will never be called to solely clean one of the areas listed below.

The following areas are “add-ons” to Areas 1 and 2 above, and will always be cleaned in conjunction with Area 1 or Area 2.

Room	Task Description	Room Description
Area 3 Suite E 760 sqft	<ul style="list-style-type: none"><li>• Remove trash, replace liners</li><li>• Vacuum carpets, spot clean stains</li><li>• Wipe down tables</li><li>• Clean door glass and remove wall/baseboard scuffs</li></ul>	<ul style="list-style-type: none"><li>• Carpeted space</li><li>• Up to 2 trash cans</li></ul>
Area 4 Studio Theatre 2,430 sqft	<ul style="list-style-type: none"><li>• Trash removal</li><li>• Wipe down tables</li><li>• Sweep and mop floors</li></ul>	<ul style="list-style-type: none"><li>• Marley flooring</li><li>• Up to 4 trash cans</li></ul>
Area 5 Catering Kitchen 300 sqft	<ul style="list-style-type: none"><li>• Remove trash, replace liners</li><li>• Confirm caterer removed trash</li><li>• Sweep and mop floors</li><li>• Wipe down counters and tables</li></ul>	<ul style="list-style-type: none"><li>• Tile flooring</li><li>• 2 trash cans</li></ul>
Area 6 Dressing Rooms 165 sqft	<ul style="list-style-type: none"><li>• Remove trash, replace liners</li><li>• Wipe down counter surfaces</li><li>• Sweep and mop floors</li><li>• Sanitize toilet and sink</li></ul>	<ul style="list-style-type: none"><li>• Tile Flooring</li><li>• Up to 3 trash cans</li><li>• Single toilet (bathroom attached)</li></ul>

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### APPENDIX C – Bid Pages

Bid to be awarded on TOTAL BASE BID of Performance Event cleaning rates.

Conference Center Cleaning Services shall be exercised by request from a Thrasher-Horne Representative and shall be at the rates stated on this bid page. Although an optional service, bids not having rates for Conference Center cleaning services shall be considered incomplete and deemed non-responsive. Thrasher-Horne Center reserves the option to use other than the awarded vendor for Conference Center cleaning services.

In the event of a discrepancy, unit prices shall prevail. All quantities are estimates for bid purposes only. Actual quantities may differ.

Performance Event Cleaning Services	Hourly Rate	X Number of Hours	Extended Total
1. Call-out services for coverage of the events held at the Thrasher-Horne Center Performance Spaces as outlined in Appendix A. These events primarily occur after normal business hours and weekends but may at times involve weekday activities. Work shall be performed in these circumstances at the Thrasher-Horne Center's discretion. Expectation and scheduling of events with one month's notice.	\$	6,000	\$
2. Call-out services on short planning notification time frame for extra coverage and/or events held at the Thrasher-Horne Center Performance Spaces as outlined in Appendix A. The short planning notification time frame consists of scheduling within one week, or shorter notice.	\$	45	\$
<b>TOTAL BASE BID</b>			\$

#### Conference Center Cleaning Services

#### Rate Per Area

Area 1: Suite A/B + Conference Foyer + A/B Foyer Restrooms \$ \_\_\_\_\_

Area 2: Suite C/D + C/D Hallway + C/D Hallway Restrooms \$ \_\_\_\_\_

Area 3: Suite E \$ \_\_\_\_\_

Area 4: Studio Theatre \$ \_\_\_\_\_

Area 5: Catering Kitchen \$ \_\_\_\_\_

Area 6: Dressing Room \$ \_\_\_\_\_