



Corporation of the Town of Grand Valley

5 Main Street North, Grand Valley ON L9W 5S6

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www.townofgrandvalley.ca

Addendum No.: 1

Project No.: RFP2025-02

Date: July 28, 2025

Project: Grand Valley Municipal Office and Grand Valley Public Library Facility Cleaning

The following information supplements and/or supersedes the original bid documents.

This Addendum forms part of the contract documents and is to be read, interpreted and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. The following revisions supersede the information contained in the original drawings and specifications issued for the above-named project to the extent referenced and shall become part thereof.

QUESTIONS:

1. Can you please provide the square footage for both the buildings?
 - They are in the same building. The municipal office is the second storey of the two-storey building. Municipal office is approximately 3000 sq ft, and the Library is approximately 4450 sq ft.
 - We recommend that interest bidders conduct a site visit to see the facilities prior to bidding.
2. Can you please clarify the cleaning schedule for the library what 2 days is the service being rendered for?
 - 2 Time per week, Monday & Thursday morning before 9 a.m.
3. Can you clarify the months of the year that the once a year service is required for the library?
 - Windows (2x per year) – What Months? **April & October**
 - Clean bookshelves in the library behind books 2x per year – What Months? **March & September, but flexible**

- Main Library plastic chairs and stools (monthly)(**cleaner can choose a week to always wipe down chairs eg first week of the month**)-- stools: winter – weekly) - **Winter (December – March)**
 - Walls (**as needed**)- What Months? **This would be more of spot cleaning the walls when needed.**
 - Storage Room (2x per year) – What Months? **February & August, but flexible**
 - Sweep, mop and dust cobwebs
4. Can you provide the ESA from the current contractor?
- N/A - The current contractor did not have employees.

END OF ADDENDUM NO. 1

Town of Grand Valley

Meghan Townsend, CAO/Clerk-Treasurer