



101 South River Street
Aurora, IL 60506

AURORA PUBLIC LIBRARY

Request for Proposal – Cleaning Services

ADDENDUM

for

The Richard & Gina Santori Public Library of Aurora

The Aurora Public Library – Eola Road Branch

and

The Aurora Public Library – West Branch

Submission Date/Time:

March 24, 2020 at 2:00 p.m.

Place:

Aurora Public Library

Savage Board Room

101 South River Street

Aurora, IL 60506

Request for Proposals – Cleaning Services - Addendum

Questions & Answers

Q. Who is the current cleaning contractor?

A. The current cleaning contractor is Eco Clean Maintenance.

Q. What is the monthly contract amount for the current services?

A. Santori Library – 7 day/week cleaning \$7,815.00 & 6 day/week cleaning \$6,405.00
Eola Road Branch – 7day/week cleaning \$4,057.00 & 6 day/week cleaning \$3,522.00
West Branch – 7 day/week cleaning \$2,517.75 & 6 day/week cleaning \$2,088.00

Q. What is the square footage of each building?

A. This information is provided in the RFQ document. Santori 97,000 square feet; Eola Road Branch 34,000 square feet; West Branch 20,000 square feet

Q. Is a certificate of insurance required with the bid document or with the signed contract?

A. A sample certificate of insurance should be submitted with the bid document. The certificate of insurance listing the Aurora public Library and Additional Insured is required with the signed contract.

Q. Who provides paper products?

A. This information is provided in the RFQ document. The library provides paper products.

Q. How many people go through the doors/gate count at each building?

A. The total number of annual library visitors is 615,131 (Santori 220,735; Eola Road Branch 294,442; West Branch 75,979; and Bookmobile 23,975).

Q. How many employees?

A. 161

Q. Is stripping floors part of the contract?

A. No, floor stripping and refinishing has been removed from the contract.

Q. How many staircases are there?

A. Santori has 2 staircases, the Terrazzo public staircase and the cement employee staircase. The Eola Road Branch has 1 carpeted public staircase and 2 emergency cement staircases.

Q. How many elevators are there?

A. Santori has 3 elevators, the Eola Road Branch has 1 elevator. There are no elevators at the West Branch.

Q. Where are the janitor closets at Santori and the Eola Road Branch?

A. There is a janitor closet for the cleaning company on the 1st and 2nd floors at both Santori and the Eola Road Branch.

Q. Is the hallway at the Eola Road Branch part of the cleaning project?

A. No, the hallway that runs through the Eola Road Branch is maintained by the Fox Valley Park District.

Q. Is the vestibule at the West Branch part of the library?

A. Yes, the vestibule at the West Branch is a part of the library.