BOARD OF TRUSTEES OF THE ST. LOUIS COUNTY LIBRARY DISTRICT

INVITATION FOR BID
Quarterly Carpet Cleaning

ADDENDUM #1
ISSUE DATE: July 21, 2023

The following Questions were received regarding the St. Louis County Library District’s Invitation for Bid for Quarterly Carpet Cleaning, dated July 12, 2023 (the “IFB”). The Library’s responses are in red:

Question 1:
Who is the current/previous contractor? What was the total yearly or Quarterly dollar value of the current contract?

Answer 1:

The memorandum approved by the Board of Trustees for the last bidding cycle includes the following:

RECOMMENDATION: Library Administration recommends that the Library Board select the lowest and best bid from Woodard Cleaning and Restoration to provide carpet cleaning services to the Library District at all 20 branches for the amount of $91,584 per year, and that it authorize the Director to enter into and execute a 3-year contract to that effect.

Question 2:
Are there floor plans available for these facilities?

Answer 2:

We do not have current floor plans of each facility.

Question 3:
How would this project be invoiced? Is it per location or all locations?

Answer 3:

Payment is made monthly for all work performed in that period.
Question 4:
Upon receiving and finalizing this bid, when would this project start?

Answer 4:
A contract will be forwarded to the selected bidder upon approval by the Board of Trustees. Once the contract is executed, work will be scheduled by the Library’s Manager of Custodial Services.

Question 5:
Do you have estimated man hours for this project on record?

Answer 5:
That information is not available.

Question 6:
Do you have the measurements for carpet per each location on record from previous recordings?

Answer 6:
That information is not available.

Question 7:
Does the carpet clean exclude certain areas or include areas not easily seen in the public? Does the area between bookshelves need to be serviced as well? Will furniture need to be moved?

Answer 7:
Bidder will be responsible for moving casual furniture as necessary. No shelving, desks, or heavy items will need to be moved.

Question 8:
Do you need upholstery cleaning as well as an additional service?

Answer 8:
The returned bid form should only include services requested in the IFB.
Question 9:
Are there certain products you want to utilize? If so, are alternatives an option?

Answer 9:
We have not specified any particular products but assume any product used will be low VOC and not require extended drying time.

Pursuant to the terms of the IFB, all terms and conditions of the IFB which are not hereby modified, remain unchanged. Each Responder shall acknowledge receipt of this Addendum #1 by signing below and returning the Addendum #1. This acknowledgement must be received by the Library by the time specified for receipt of IFB responses (1:00 p.m. on August 2, 2023), addressed and delivered to the following:

Steve Hunter, Assistant Director
St. Louis County Library District
1412 S. Spoede Road
St. Louis, Missouri 63131

[Signature Page to Follow]

End of Addendum #1
I hereby acknowledge receipt of Addendum #1 to the Board of Trustees of the St. Louis County Library District’s Invitation for Bid for Quarterly Carpet Cleaning, dated July 21, 2023.

________________________________________
Company

________________________________________
Signature

________________________________________
Title

________________________________________
Date