



NOTE: THIS ADDENDUM MUST BE ACKNOWLEDGED ON PAGE 42 OF THE RFP.

1. Remove page 34, dated November 7, 2011, and replace with page 34, dated November 29, 2011. Changes are highlighted in red.

R. One Month after Commencement

All initial inspections should be completed and performance compensation will commence. Each month, an unscheduled inspection will take place. The Contract supervisor will be required to be present and will be accompanied applicable Lake Metroparks personnel. Lake Metroparks form will be completed during this inspection. Each applicable attribute listed on the cleaning form shall be evaluated and classified as standard, above standard or unacceptable. The rating of the contractor’s performance on each of the attributes to be cleaned for that building as follows.

- **Standard Performance**
- **Above Standard Performance**
- **Below Standard/Unacceptable Performance**

V. Holidays

Unless otherwise noted, contract services are not required on the following Park holidays:

- | | |
|----------------------|------------------|
| New Year’s Day | Labor Day |
| Memorial Day | Thanksgiving Day |
| July 4 th | Christmas Day |

Lake Metroparks will supply the contractor annually with the exact days offices are closed for the holidays.

Lakefront Lodge	
Cleaning services start at 5pm Monday, Wednesday, and Friday until complete. Additional services may be scheduled based on lodge rental schedule to be determined at least 14 days prior to service date. Contractor will provide all cleaning supplies, vacuum, etc. Lake Metroparks will provide the contractor with paper towels, hand soap, trash bags, and toilet paper.	
Required Service	Minimum Frequency
Vacuum all carpeted areas & runners	Daily
Remove all trash from waste containers and reline waste containers	Daily
Sweep and damp mop tile floors	Daily
Clean and sanitize toilets, sinks, counters, vanities, floors, and dispensers. Wipe down and sanitize restroom mirrors and walls.	Daily
Dust offices, lobby area, lighting fixtures, wall décor, coat closet and furniture	Once per week
Remove all cobwebs from walls, ceilings, and light fixtures & exhibitory	Once per week
Wipe down sills, baseboards, floor vents, and banquet tables that are set up	Twice per week
Clean window blinds and inside windows Spot clean all windows and glass doors.	Twice per week
Spot clean all doors and framework	Twice per week
Clean main entrance glass inside and out	Twice per week
Clean kitchen appliances including walls, cupboard exteriors, refrigerator, Double- oven, stove top, microwave, sink and counter tops	3 times per week