



**Request for Proposals (RFP)  
Housekeeping, Snow Removal and Grounds Cleaning Services  
S2018-01  
Addendum No. 3**

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May 9, 2018

This Addendum No. 3 consists of **two (2)** pages. Proposers must acknowledge receipt of this Addendum No. 3 in Required Form A – Form of Transmittal Letter.

This Addendum No. 3 has the following information to be incorporated into the Request for Proposals (RFP):

Item 1: **Attachment 1:** Answers to questions submitted by potential proposers.

Hilary Barker  
Purchasing Manager

McCormick Place | SMG Housekeeping, Snow Removal and Grounds Cleaning #S2018-01  
 Addendum 3 – Attachment 1  
 Answers to Questions Submitted by Potential Proposers

<b>Proposers Question:</b>		<b>McCormick Place   SMG Response:</b>
1	Please provide the total square footage of public space and support space/back of house for each building.	<b>Please refer to Addendum 2 – Attachment 3.</b>
2	Are we required to include the paper and supplies cost into our base fee? If so, please provide two years of paper and supplies invoices and spend.	<b>Please refer to Section 2.7 of the RFP.</b>
3	Do we need to purchase radios and can we have access to your repeater system?	<b>Please refer to Addendum 1 – Attachment 1.</b>
4	Half house events at Wintrust Arena, do you close the upper sections to patrons?	<b>A typical half-house event in Wintrust Arena will move the stage forward of its typical position and use a smaller portion of both the upper and lower deck as well as the floor.</b>
5	Page 5, 2.3 (b) , The RFP states that the contractor must provide at least one designated contact on each shift in each building for all hours of operation for set-up and meeting room operations and a separate contact for cleaning operations. Does this also apply to Wintrust Arena?	<b>The Wintrust Arena will be allowed to designate one (1) supervisor to cover both clean up and change overs.</b>
6	Page 7, 2.3 (k) The Contractor must maintain a labor force for the “base cleaning and grounds cleaning services” which is separate from the services covered under meeting room preparation. Does this also apply to Wintrust Arena?	<b>To clarify, Wintrust Arena is excluded from this requirement.</b>
7	Please clarify as these two items seem to be conflicting.  Page 15, 2.12 Financial Offer, Paragraph 2: States that there is no markup allowed for hourly pay. Should the proposer provide billable rates that are inclusive of markup?  Page 5 of Housekeeping Addendum #1 states the proposer must provide hourly rate mark up.	<b>Please strike “There is no markup allowed for hourly pay.” From Section 2.12, paragraph 2.</b>
8	As a follow-up to Q6 from Round 1, will the pricing to provide linens be negotiated with the awarded contractor, or will the pricing sheet be adjusted to include a line item for price per linen piece?	<b>Pricing of linens will be negotiated with the awarded Contractor.</b>
9	How many restrooms in the Convention Center have hand dryers only?	<b>Not every restroom has hand dryers, however, all restrooms in all facilities have paper towels.</b>
10	Regarding Wintrust Arena – can annual price be adjusted if event count increases?	<b>The base fee may not be adjusted. Change overs and event cleaning are billed at an hourly rate.</b>