

## **ADDENDUM No. 1**

### **Request for Proposals # TMW-09: Janitorial Services**

**Issued by: Municipality of Markstay-Warren**

**Date: December 18, 2025**

This Addendum forms part of the above-noted Request for Proposals (RFP) and is issued to clarify information, address frequently asked questions, and formally extend the submission deadline. All bidders must include this Addendum as part of their proposal submission.

#### **1. Extension of the Tender Due Date**

The Municipality of Markstay-Warren is **extending the deadline** for submission of proposals to:

**New Deadline: January 5<sup>th</sup>, 2025 at 12 PM**

**Start Date: As soon as possible once the contract has been awarded**

Proponents who have **already submitted** a proposal may:

- **Re-submit** a revised proposal before the new deadline, **or**
- **Leave their submission as originally submitted**, in which case it will remain valid and be evaluated as received.

#### **2. Frequently Asked Questions (FAQ) and Clarifications**

##### **2.1 Square Footage Details – 2 buildings total**

###### **Municipal Office (21 Main St S, Markstay) – 2 days/week after hours (4pm)**

- Total: **2,095 sq. ft.**
- Includes:
  - 2 bathrooms
  - 1 kitchen
  - Council chambers
  - Main office areas and front lobby

###### **Fire Department (21 Main St S, Markstay) – 1 day/week after hours (4pm)**

- Total: **1,487.5 sq. ft.**
- Includes:
  - 1 bathroom (2 stalls)
  - 1 kitchen
  - Main space
  - 1 office



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## **2.2 Square Footage Details – Multiplex Facility (39 Lafontaine St)**

### **UNIVI Health Clinic unit – 4 days/week after hours (4:30pm, 7:30pm Wednesdays)**

- Total: **2,630 sq. ft.**

### **Sudbury East Planning Board Office – 1 day/week after hours (4:30pm)**

- Office: **1,162.5 sq. ft.**
- Utility closet: **50 sq. ft.**

## **2.3 Required Licences**

The following must be included with all proposals:

- **Business licence number**, or
- **Resume with relevant experience for independent contractors**

## **2.4 Pricing and Invoicing Requirements**

For pricing evaluation, proponents must provide:

- **A monthly invoice amount for each location** (21 Main St S and 39 Lafontaine Rd)

Pricing must clearly identify costs **per site**. (Municipal Office, Fire Department, Univi and Sudbury East Planning Board)

## **3. Confirmation**

All other terms, conditions, and specifications of the original RFP remain unchanged.

Proponents are required to acknowledge receipt of this Addendum in their submission.