

**Mississippi University for Women**

 **Request for Proposals (RFP) 21-004**

**Addendum 1**

**Plymouth Bluff Conference Center and the 24 cabins located at this site, will not require daily cleaning. Please provide a per cleaning cost for the following:**

Plymouth Bluff Conference Center

On the day following the use of the conference center, the following tasks should be completed at the conference center: All areas shall be thoroughly cleaned and prepared for the next event including but not limited to the following tasks:

* Clean/wash trash bin in each room and install clean liners
* Clean glass viewing area and glass top coffee table/bistro table
* Dust all wooden cabinetry
* Clean sink and counter in the kitchen area
* Mop all floors
* Vacuum
* Clean restroom thoroughly and restock (toilet paper, paper towels, soap, etc.)
* Dust all furniture, fixtures, baseboards, etc.
* Clean reception and lounge area (windows, dusting, vacuuming, etc.)

**Cost per cleaning $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Plymouth Bluff Cabins (24)

 • Clean restroom thoroughly and restock (toilet paper, paper towels, soap, towels and wash cloths, etc.)

* Dust all furniture, fixtures, baseboards, etc.
* Remove linens and replace with clean ones
* Replace towels, washcloths, soap, coffee, shampoo and conditioner

Cost per cleaning $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please acknowledge receipt of this addendum by signing your name below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

ISSUE DATE: December 20, 2021

ISSUING AGENCY: Office of Resource Management

1100 College Street

Columbus, MS 39701

Sealed Proposals, subject to the conditions made a part hereof, will be received **January 20, 2022, at 2:00 PM in the MUW office of Resource Management, same address above**, for furnishing services and potentially, optional services as described herein.

**IMPORTANT NOTE:** Indicate firm name, and RFP number on the front of each sealed proposal envelope or package.

**All inquiries concerning this RFP should be directed to:**

Angie Atkins

 (Same address above)

asatkins@muw.edu

662-329-7223

Any addendum associated with this RFP will be posted at https://www.muw.edu/images/admin/admin/resources located under RFP 21-004. It is the respondent’s responsibility to assure that all addenda have been reviewed and if applicable, signed and returned.