



ADDENDUM #1

To: All Companies Interested in Submitting a Bid
From: Rebecca Johnson, CPPB, Purchasing Agent
Bid: Janitorial Services for Water Treatment Plants (RFB #PUR0518-190);
Dated: June 18, 2018
Subject: Addendum #1 (5 pages)
Date: June 28, 2018

The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the RFB was sent.

Question: The RFB states that the work may not be subcontracted without written approval from the City. Utilizing subcontractors has always been our business model. Please advise if we should proceed with submitting a bid.

Answer: The City will accept a bid for consideration utilizing subcontractors as long as the information is clearly stated in the bid submittal.

Question: Who is the incumbent contractor for these services and how long have they had the contract?

Answer: The current vendor is ServiceMaster Five Seasons Janitorial, who was awarded the contract when these services were bid in 2013. The final renewal option for that contract expires on August 31, 2018.

Question: What is the current price for these services?

Answer: The current firm-fixed price, per month, for the Scope of Work listed in the RFB is \$1,890. The current price for additional machine strip/wax/seal of floors at the Northwest Plant is \$1,505 per occurrence (once annually is included in the per month price). Going forward for the new contract, the floors at the NW plant shall be priced separately and not included in the monthly price (see revised pricing submittal form, page 5).

Question: What is the total square footage of the area to be serviced in each building?

Answer: Approximate square footage of service areas in the J Avenue Plant: 24,514
Approximate square footage of floors to be serviced in the NW Plant: 5,246

Clarifications from pre-bid meeting held on June 26, 2018:

- The machine strip/wax/seal of the floors at the NW Plant will be completed by the current vendor between now and the end of the current contract on August 31, 2018
- Square footage and flooring types for each area in each facility are provided in Attachment E (page 4)
- The painted concrete floors in the refrigerator area adjacent to the lunch room and in the maintenance shop will not be included in the scope of work for this RFP

- The City will provide paper products, hand soap, and can liners; contractor shall replenish in bathrooms and other areas as needed
- Ear protection is recommended in the UV room and in the pump rooms when the pumps are running
- Cleaning of the two (2) microwaves in the lunch room and one (1) microwave in the back control building are included in the scope of work; a revised check list is included with this addendum (page 3)
- There will be work in progress in the back control building for the next two years that will likely cause the need for more maintenance, especially in the fall and winter months
- There are small storage closets available for the contractor to use to store equipment near the front entry, partway back through the filter galleries, and in the back control building
- The floors at the NW Plant shall be machine stripped/waxed/sealed twice per year (priced separately); pricing for the NW Plant shall not be included in the monthly price for the J Avenue Plant (see revised pricing submittal form, page 5)
- The revised pricing submittal form on page 5 of this addendum replaces page 25 of the RFP

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for bid submittal is Friday, July 6, 2018 before 3:00 p.m. CDT.

ATTACHMENT D - JANITORIAL CHECKLIST (revised)

| | | |
|--|---|---|
| <p>Area Restroom (3)</p> | <p>Daily</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wet mop and disinfect floors <input type="checkbox"/> Empty trash containers <input type="checkbox"/> Clean/disinfect wash basins <input type="checkbox"/> Clean/disinfect toilets/urinals <input type="checkbox"/> Spot clean entrance doors <input type="checkbox"/> Spot clean walls <input type="checkbox"/> Clean/polish mirrors <input type="checkbox"/> Replenish paper/soap products <input type="checkbox"/> Dust heat registers, base boards, etc. | <p>Bi-Weekly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash/disinfect partitions <p>Monthly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completely wash walls <p>Quarterly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine scrub and wax floors <input type="checkbox"/> Clean light fixtures <p>Semi-Annually</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine strip and wax tile floor |
| <p>Hallway and Pump Rooms</p> | <p>Daily:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dust mop all tile floors(wet mop if needed) <input type="checkbox"/> Sweep stairways and steps <p>Weekly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Damp mop all tile floors <input type="checkbox"/> Dust railings | <p>Quarterly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine scrub/seal tile floors <p>Semi-Annually:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine strip and wax tile floors |
| <p>Office Front Operator Areas Conference Room Maintenance Office (2 rooms) Laboratory rooms (2) Offices south of Laboratory office(2) Telemetering room</p> | <p>Daily:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Empty all trash containers <input type="checkbox"/> Dust all furniture, window ledges, file cabinets, heat register, baseboards, bookshelves, etc. <input type="checkbox"/> Clean and sanitize all telephones <input type="checkbox"/> Vacuum all carpets <input type="checkbox"/> Spot clean carpets <input type="checkbox"/> Damp mop tile floors <input type="checkbox"/> Wash/sanitize sinks in laboratory | <p>Weekly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean door glass <p>Quarterly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine scrub tile floors <input type="checkbox"/> Dust Venetian blinds <p>Semi-Annually:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine strip/wax/seal tile floors <p>Annually:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shampoo carpets |
| <p>J Ave Lunch room, Locker room</p> | <p>Daily:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dust mop floor <input type="checkbox"/> Damp mop floor <input type="checkbox"/> Wash and sanitize tables <input type="checkbox"/> Wash and sanitize counters <input type="checkbox"/> Wash and sanitize stove, range hood, and microwaves (2) <input type="checkbox"/> Wash and sanitize sink | <p>Weekly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spot clean walls and cabinets <p>Semi-Annually:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine strip/wax/seal tile floors <input type="checkbox"/> Wash walls |
| <p>NE Pump Station</p> | <p>Weekly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dust mop floors <p>Monthly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Damp mop floors | <p>Annually:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine strip/wax/seal concrete floors |
| <p>Back Control Building room, Restroom</p> | <p>Daily</p> <ul style="list-style-type: none"> <input type="checkbox"/> Empty all trash containers <input type="checkbox"/> Clean and sanitize all telephones <input type="checkbox"/> Clean/disinfect wash basins <input type="checkbox"/> Clean/disinfect toilets/urinals <input type="checkbox"/> Clean/sanitize microwave <input type="checkbox"/> Spot clean entrance doors <input type="checkbox"/> Spot clean walls <input type="checkbox"/> Clean/polish mirrors <input type="checkbox"/> Replenish paper/soap products <input type="checkbox"/> Damp mop tile floors | <p>Quarterly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine scrubs tile floors <p>Semi-Annually:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine strip/wax/seal tile floors |
| <p>Control Building NW plant</p> | <p>Semi-Annually (priced separately)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Machine strip/wax/seal concrete and tile floors | |

ATTACHMENT E – PLANT SQUARE FOOTAGE

| J Ave Water Plant | | | |
|---|-----------------------------------|-------------------|-----------------------|
| Location | Type of Flooring | Dimensions | Square Footage |
| Men's Restroom | Masonry Tile Dark | 11x10 | 110 |
| Women's Restroom | Masonry Tile Dark | 10x8 | 80 |
| Front Visitor Entry | Masonry Tile Dark | 24x10 | 240 |
| Entry outside Admin Asst office | Masonry Tile Dark | 22x10 | 220 |
| Hallway outside offices | Masonry Tile Dark | 76x9 | 684 |
| Front Operators Station | Masonry Tile Dark | 25x12 | 300 |
| Hallway outside Front Ops | Masonry Tile Dark | 46x7 | 322 |
| 29 Filter Hallway | Masonry Tile Dark | 80x18 | 1,440 |
| 49 Filter Hallway | Masonry Tile Dark | 94x18 | 1,692 |
| 69 Filter Hallway | Masonry Tile Dark | 92x18 | 1,656 |
| Telemetry Office | Masonry Tile Dark | 31x13 | 403 |
| Upper Backwash Pump Room | Masonry Tile Dark | 61x14 | 854 |
| Entry to Upper Backwash Pump Room | Masonry Tile Dark | 16x11 | 176 |
| Lower Backwash Pump Room | Masonry Tile Dark | 75x30 | 2,250 |
| Old Pump Room | Masonry Tile Dark | 83x48 | 3,984 |
| Locker Area by Lunch Room | Masonry Tile Dark | 30x8 | 240 |
| | Masonry Tile Dark Total | | 14,651 |
| Admin Assistant's Office | Carpet | 16x10 | 160 |
| Plant Managers Office | Carpet | 14x13 | 182 |
| Transitional Office | Carpet | 15x14 | 210 |
| Conference Room | Carpet | 23x13 | 299 |
| Offices south of Lab (Jacob) | Carpet | 13x12 | 156 |
| | Carpet Total | | 1,007 |
| Maint Manager Office | Linoleum/ Vinyl Tile | 14x10 | 140 |
| Electrical Supervisor's Office | Linoleum/ Vinyl Tile | 14x10 | 140 |
| Offices south of Lab (library) | Linoleum/ Vinyl Tile | 18x13 | 234 |
| Main Lab Area | Linoleum/ Vinyl Tile | 30x14 | 420 |
| Lab Office | Linoleum/ Vinyl Tile | 16x13 | 208 |
| Lunch/Break Room | Linoleum/ Vinyl Tile | 22x14 | 308 |
| Downstairs Restroom | Linoleum/ Vinyl Tile | 14x13 | 182 |
| Maintenance Office with Computers | Linoleum/ Vinyl Tile | 18x10 | 180 |
| Maint Supervisor Office | Linoleum/ Vinyl Tile | 15x10 | 150 |
| | Linoleum/ Vinyl Tile Total | | 1,962 |
| Back Lab Area | Bare Concrete | 14x13 | 182 |
| Upper UV Room | Bare Concrete | 71x51 | 3621 |
| Lower UV Room | Bare Concrete | 80x24 | 1920 |
| | Bare Concrete Total | | 5,723 |
| Back Ops Entry/Hallway | Masonry Tile Light | 38x9 | 342 |
| Back ops restroom | Masonry Tile Light | 10x9 | 90 |
| Back Ops Control Room | Masonry Tile Light | 27x17 | 459 |
| Back Ops Break Room/Lab area | Masonry Tile Light | 20x14 | 280 |
| | Masonry Tile Light Total | | 1,171 |
| J Ave Water Plant Total Square Footage | | | 24,514 |
| NW Water Plant | | | |
| Front Entry | Bare Concrete | 14x14 | 196 |
| Main Hallway | Bare Concrete | 144x14 | 2016 |
| Hallway leading to slaker room | Bare Concrete | 78x9 | 702 |
| Small hallway towards south end | Bare Concrete | 44x8 | 352 |
| Hallway by restrooms | Bare Concrete | 35x11 | 385 |
| Women's Restroom | Bare Concrete | 15x20 | 300 |
| Men's Restroom | Bare Concrete | 20x13 | 260 |
| | Bare Concrete Total | | 4,211 |
| Lunch/Break Room | Linoleum/ Vinyl Tile | 31x15 | 465 |
| Control Room | Linoleum/ Vinyl Tile | 38x15 | 570 |
| | Linoleum/ Vinyl Tile Total | | 1,035 |
| NW Water Plant Total Square Footage | | | 5,246 |

BID PRICING SUBMITTAL FORM (revised)

Pricing shall include all labor, equipment, materials and any other components necessary to provide janitorial services as specified

J Avenue Water Treatment Plant

The firm-fixed price per month shall include all components and expenses necessary to provide janitorial services at the J Avenue Water Treatment Plant according to "normal" industry standards and in accordance with the Scope of Work (Section 4.0, p. 9). The monthly price shall include all daily, weekly, bi-weekly, monthly, quarterly, semi-annual and annual tasks at the J Avenue Plant only. Separate line items will not be allowed for labor, materials, shipping charges, travel, and other expenses.

Firm-fixed price per month including entire scope of services for J Avenue Plant: \$_____ /month

NW Water Treatment Plant

The pricing above does not include the machine strip/wax/seal of floors at the NW Plant to be performed twice per year. A separate price is requested, per occurrence, for this service:

Firm-fixed price per occurrence for machine strip/wax/seal of floors at NW Plant: \$_____ /occurrence

Name of Company: _____

Authorized Signature: _____

Date: _____