



Addendum No. 3

Request for Proposals (RFP) No. 16-13 Janitorial Cleaning for the Health Department

April 21, 2016

RFP No. 16-13 is hereby amended as follows:

1. Below are questions received and answers:

A. Question: Will selected contractor have to clean outside the building?

Answer: Selected contractor will perform the following: Clean all perimeter indoor and outdoor entrances and exits. Clean all glass store front windows and doors. Sweep all outdoor entrances and exits/mop all indoor entrances/exits.

B. Question: How many people, from current vendor, clean the building?

Answer: We do not have that information.

C. Question: What is the current price of the current contract and how long has it been in effect?

Answer: For current price, see Addendum No. 1 to this RFP currently posted to the website. Current contract has been in effect since 2013.

D. Question: What is the total square footage that needs to be cleaned?

Answer: See RFP, page 11.

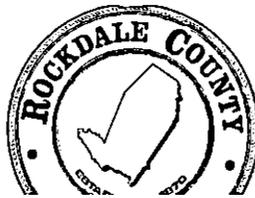
E. Question: Will the winning bidder need to provide towels, tissues, bags, soap, etc. or will they be provided by the county?

Answer: See RFP, page 11.

F. Question: What was the cost of services for the previous years work?

Answer: See Addendum No. 1.

G. Question: Has the scope of work changed, increased or remained the same since last contract?



Answer: Please read this RFP (16-13) for the scope of work.

H. **Question:** What is the SQ. FT. for Carpet? Tile? Terrazzo?

Answer: Carpet & Tile – square footage of each is unknown. Square footage of building is listed in the RFP, page 11.

Terrazzo – there is no terrazzo floor at this location.

There was a mandatory Pre-proposal Conference and proposers were able to do a visual inspection.

2. Attached is a Health Department Cleaning Checklist resulting from questions received at the mandatory Pre-Proposal Conference.
3. All other conditions remain in full force and effect.
4. If a proposal has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the proposal price, the new price and/or changes will be inserted below:

5. All proposers under this RFP are kindly requested to acknowledge receipt of this Addendum on page 14, Part II of the Proposal Form.

Tina Malone

Tina Malone, CPPB CPPO
Procurement Officer
Department of Finance, Purchasing Division

Health Dept. Cleaning Check List

1: Clean all entry and exit areas.

- Clean all perimeter indoor and outdoor entrances and exits
- Clean all glass store front windows and doors
- Sweep all outdoor door entrances and exits/ sweep and mop all indoor entrances/exits
- Empty all outside trash cans and clean around them

2: Interior building

A: Hallways/Restrooms

- Dust all chair railings weekly
- Dust all base boards weekly
- Sweep and mop all tiled hallway flooring/ vacuum all carpeted hallways
- Sweep and mop all restrooms/clean all restrooms thoroughly
- Remove all trash from restrooms
- All restrooms are stocked properly (toilet tissue, paper towels, soap, seat covers, etc.)
- Remove cobwebs from corners
- Clean glass window weekly
- Dust window seals weekly

B: Conference rooms/Breakrooms

- *Conference rooms will need to checked and cleaned*
 - Wipe and dust table
 - Wipe off chairs
 - Floor vacuumed
 - Chair railings and base boards dusted weekly
 - Trash removed
- *Breakrooms*
 - Wipe down tables
 - Sweep and mop floors
 - Trash removed
 - Counters wiped
 - Chair railings and base boards dusted weekly
 - Dust window seals weekly

C: Large Waiting Room/ Sub Waiting Room

- *Large Waiting Room*
 - Sweep and mop all flooring/ vacuum areas where needed
 - Remove all trash
 - Chair railing and base boards dusted weekly
 - Dust window seals weekly
 - Clean any glass windows weekly
 - Remove cobwebs from corners
 - Wipe down any tables as needed
 - Dust furniture weekly
 - Wipe down all chairs
- *Sub Waiting Room*
 - Sweep and mop all flooring/ vacuum areas where needed
 - Remove all trash
 - Chair railing and base boards dusted weekly
 - Clean any glass windows weekly
 - Remove cobwebs from corners
 - Wipe down any tables as needed
 - Dust furniture weekly
 - Wipe down all chairs

D: Offices/Private Restrooms

- Offices will need to vacuumed/sweep and mop where needed
- Windows seals dusted weekly
- Windows cleaned weekly
- Dust furniture (*bookcases/end tables/tops of file cabinets/desk/computers*)
- Trash removed
- Chair railing and base boards dusted weekly
- Empty shredders
- Remove cobwebs from corners
- Sweep and mop restrooms/ restrooms cleaned and restocked

*** Dusting of furniture will be done only after any important or sensitive information, personal effect have been removed***

*** All window blinds will be dusted weekly***

*** All trash cans will be cleaned and wiped down on the inside weekly***

*** Floor drains will need to be treated monthly***

E: Lab/Exam Rooms

- **Lab**
 - Sweep and mop all floors daily
 - Wipe down all chairs
 - Empty all trash cans and biohazard containers
 - Clean base boards
- **Exam Rooms**
 - All exams room must be swept and mopped daily
 - Empty all trash cans
 - Base boards cleaned and dusted weekly