

CITY OF BEAUFORT
JANITORIAL SERVICES (RFP 2015-104)
Addendum #1, December 16, 2014

This Addendum No. 1 to Request for Proposals No. 2015-104 is issued by the City of Beaufort Finance Department. The Bid Documents solicits submissions for Janitorial Services. Except as modified by all previous Addenda and this Addendum No. 1, all areas of the RFP not specifically mentioned in or affected by this Addendum shall remain unchanged.

The following have been revised:

PART III

SCOPE OF WORK

f) **General Daily Cleaning**

The Vendor must provide the following services, no less frequently than the schedule specifies. The Facilities Maintenance Superintendent will inspect the premises on a random basis, to ascertain whether the services are being provided using the process outlined in Section "m - Inspection."

- i) The City has two locations requiring complete janitorial services. The two locations are located at 1901 and 1911 Boundary St. Beaufort, SC 29902. Janitorial services will be provided at 1901 Boundary Street from 8:00am to 4:00pm Monday through Friday. Janitorial services will be provided at 1911 Boundary Street from 4:00pm to 8:00pm Monday through Friday.
- ii) The City may consider using janitorial services at six public park restrooms. Two restrooms are located at Pigeon Point Park and four restrooms are located at the Henry C. Chambers Waterfront Park. The "Restroom Maintenance" described in "Daily Cleaning" is required twice per day for seven days each week at these restrooms.

The following is the scope of work and information/pricing page for each location:

Daily Cleaning of Public Spaces and Offices

- (1) The following tasks must be accomplished during each day and evening shift, except for City Holidays (unless the City decides to select a different schedule):
 - a. Empty all trash cans (wash if needed). Plastic clear liners will be used and changed daily, if dirty.
 - b. Collect all materials clearly marked with the word "trash."
 - c. Deposit all trash and boxes in dumpsters or other areas designed for that purpose.
 - d. Sweep all entrances including the handicap ramps.
 - e. Sweep all uncarpeted floors and mats (including stairwells, offices, and entrance areas). All floors must be kept clean, dirt free, and trash free. Spots or stains will be removed immediately (spray buff, if necessary).

- f. **Public Spaces and Offices:** All carpets shall be thoroughly vacuumed five (5) times a week in both non-traffic areas and traffic areas. "Thoroughly vacuumed" is defined as vacuuming all exposed carpet: (i.e., under chairs, tables, desks, etc.) Chair arms should not be forced under desks and tables. Vendor shall be responsible for all damages.
- g. Clean and shine all chrome fixtures, including drinking fountains and moldings.
- h. Spot clean glass surfaces, including entrance areas and glass partitions.
- i. Clean up trash, paper, cigarette butts, litter, and chewing gum in and around the building. Empty exterior trash and cigarette receptacles.
- j. Wipe and/or dust and spot clean all walls, furniture, woodwork, switch plates, ledges, fire extinguishers, and other areas exposed to dust, smudges, and scrapes.
- k. Special clean-up of areas which have furniture, equipment, unpacked cartons, carpet moved or routine building maintenance performed. These areas should be brought up to the same level of cleanliness and appearance as surrounding or adjacent areas, within a reasonable amount of time (24 hrs.).
- l. Sweep elevator and spray/wipe clean all elevator door tracks. Loose paper, pins, clips, and other trash will be removed.
- m. Restroom Maintenance:
 - (i) Replenish all restroom supplies. The Vendor must ensure there are sufficient quantities to last all day, including replenishment during the day if necessary and for buildings when open on weekends.
 - (ii) Sweep floor. Wet mop with disinfectant cleaner or with soap and water in order to keep the floor clean and sanitary.
 - (iii) Wash and sanitize toilets, seats, and urinals.
 - (iv) Clean sinks.
 - (v) Damp wipe and polish all chrome surfaces and mirrors.
 - (vi) Dust and/or wipe all walls, ledges, grills, and partitions to keep dust-free, dirt-free, and clean.
 - (vii) Empty all trash cans (wash if needed). Plastic clear liners will be used and replaced when wet or dirty.
 - (viii) Deodorize and disinfect all traps, drains, toilets, and urinals. Provide urinal screens.
 - (ix) Dust and damp wipe all horizontal surfaces of restrooms only.

Weekly (Every Week)

- a. Dust and damp wipe all horizontal surfaces.
- b. Dust all Venetian blinds where applicable.
- c. Thoroughly wash all restroom walls and partitions.
- d. Wash and dry all standing glass doors (inside and outside).
- e. Scrub concrete stairs with cleaning compound and rinse.
- f. Vacuum carpeted stairs.

Major Maintenance Cleaning Schedule

The Vendor must provide a Quarterly, Semi-Annual, and Annual schedule of services in writing for each location/building to the Facilities Maintenance Superintendent.

****Quarterly Services (Once Every Quarter)**

- a. Vacuum air grills and diffusers once each month of the quarter.
- b. Vacuum all light diffusers.
- c. Clean and wipe all handrails.
- d. Clean and polish all wooden furniture or parts of furniture.
- e. Vacuum and dust all shelving.
- f. Wash and dry windows (inside only).
- g. Scrub and recoat all vinyl tiles.
- h. Scrub all ceramic tiles.

****Annual Services (Every Twelve Months)**

- a. Clean and wipe all Venetian blinds.
- b. Clean all light lens, light globes, and light diffusers.
- c. Completely sweep, strip, re-wax, and buff all tile, linoleum, and terrazzo.
- d. Completely wash and dry all exterior windows. Pressure wash exterior of both buildings including outside stairs and handicap ramps. Provide schedules to the Facilities Maintenance Superintendent. (City may award these services separately to another Vendor if awarded Vendor cannot provide these types of services.)
- e. Shampoo or steam clean all common carpeted areas, including but not limited to Offices, the Council Chambers, Planning Conference Room, and Executive Conference Room in City Hall and the Training Room and Court Room in the Police/Municipal Court Building. The goal is to keep all carpet areas clean. The Vendor must shampoo when necessary.

****Contractor must provide a scope of work schedule to the Facilities Maintenance Superintendent for approval for items in these paragraphs.**

PART IV

Location Information and Pricing Sheets

Please complete all pricing information and return the pages with your bid for all locations. If you leave a location blank, your bid will be considered non-responsive and be rejected. The contract will be awarded based on the evaluation criteria. Note: the final cleaning days of the week/schedule for each location will be finalized with the awarded contractor by the Facilities Maintenance Superintendent.

- 1) **City Hall Building** which supports various departments. The address is 1911 Boundary Street, Beaufort, SC. This building is subject to the scope of Services listed on pages 12-14.

Daily Cleaning	Per Month Cost _____	Annual Cost _____
Weekly Cleaning	Per Month Cost _____	Annual Cost _____
	*Council Chambers Cost per cleaning _____	
Quarterly Cleaning	Per QTR. Cost _____	Annual Cost _____
Annual Cleaning		Annual Cost _____

- 2) **Police/Municipal Court Building** which supports various departments. The address is 1911 Boundary Street, Beaufort, SC. This building is subject to the scope of Services listed on pages 1-3 of Addendum #1.

Daily Cleaning	Per Month Cost _____	Annual Cost _____
Weekly Cleaning	Per Month Cost _____	Annual Cost _____
	*Courtroom Cost per cleaning _____	
Quarterly Cleaning	Per QTR. Cost _____	Annual Cost _____
Annual Cleaning		Annual Cost _____

- 3) In the event of additional cleaning services not included in the scope a work, additional cleaning personnel may be required. Provide an hourly rate for these types of services. Hourly Rate: _____

ALTERNATE:

- 4) **Six Public Restrooms** located in City public parks. Two restrooms are located at Pigeon Point Park in Beaufort, SC. Four restrooms are located at the Henry C. Chambers Waterfront Park in Beaufort, SC. These restrooms are subject to the daily restroom Scope of Services listed on page 2 of Addendum #1 and these specific Scope of Services are required twice per day for 7 days a week.

Daily Cleaning	Per Month Cost _____	Annual Cost _____
Cost per case of: Toilet Tissue _____	Paper Towels _____	Hand Soap _____
Quantity per case: _____	_____	_____

- 5) Both buildings shall be pressure washed one time each year. Floor mats shall be replaced as needed. Time release air fresheners to be furnished and maintained in every restroom.

Pressure Washing	Hourly Rate _____	Annual Cost _____
Floor Mats	Monthly Cost _____	Annual Cost _____
Time Release Air Fresh.	Monthly Cost _____	Annual Cost _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____