



City of Tallmadge
Department of Public Service

ADDENDUM NUMBER 1 TO THE PROPOSAL DOCUMENTS

Amendment Date: December 16, 2021

PROPOSAL DOCUMENT: Cleaning and Maintenance Services

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original proposal documents, this Addendum shall govern and take precedence. BIDDERS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSAL.

B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

The Proposal Specification forms have been replaced by forms that do not itemize each category. Only total monthly proposal amounts are needed for City Hall, the Police Department, and the John Western Service Center. Please use the updated pages when submitting your proposal. (Pages 18-24)

BIDDER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE FORM:

Company Name: _____

Contact Person: _____

Signature: _____

Date: _____

Michael T. Roar

City of Tallmadge, Director of Public Service

SECTION III: SPECIFICATIONS & PROPOSAL

Cleaning and Maintenance Services - Tallmadge City Hall 46 North Ave Tallmadge, Ohio 44278

1. Nightly Cleaning (5 nights/week):

A. Office Areas, Lobby, Common Areas, Stairwells

1	All trash can receptacles are to be emptied and trash removed to outside dumpster. (Liners to be provided by the City).
2	Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures, and all manner of furnishings.
3	Damp wipe all horizontal surfaces to remove spillage and soiled areas.
4	Clean and polish drinking fountains.
5	Spot clean glass surfaces.
6	Vacuum all traffic lanes
7	Spot mop hard surface floors to remove all spillage and soiled areas
8	Dust mop hard surface areas.
9	Wipe entrance door handles using a clean disinfectant antibacterial wipe.
10	Wipe fingerprints off on entrance glass.

B. Restrooms

1	Stock towels and hand soap. (To be furnished by the City)
2	Empty sanitary napkin receptacles and wipe with antibacterial disinfectant.
3	Empty trash receptacles and wipe.
4	Dust and damp wipe as needed all partitions, tops of mirrors and frame.
5	Clean and polish mirrors.
6	Wipe towel cabinet covers.
7	Toilets and urinals to be cleaned and sanitized both inside and out with antibacterial disinfectant. Polish bright work.
8	Toilet seats to be cleaned on both sides using antibacterial disinfectant.
9	Scour and sanitize all basins. Polish bright work.
10	Remove splash marks from walls around basins.
11	Wet mop and rinse floors with a disinfectant cleaner.

C. Cafeteria or Kitchen Area

1	Damp wipe all appliances and vending machines.
2	Thoroughly dust all horizontal surfaces, windowsills, chairs, pictures, and all manner of furnishings.
3	Wipe all counter tops, cabinets and tables using a clean disinfectant antibacterial wipe.
4	Vacuum all carpeted areas.
5	Dust mop hard surface floors.
6	Damp mop and rinse hard surface floors with disinfectant cleaner.
7	Scour and disinfect basins and polish bright work.
8	Empty clean and sanitize waste receptacles.

2. **Weekly Cleaning**

Office Areas, Lobby, Common Areas, Stairwells

1	Dust all vertical surfaces of desks, file cabinets, tables, and other office furniture.
2	Thoroughly vacuum all carpeting taking care to get into corners and along edges.
3	Thoroughly damp mop all hard surface floors taking care to get into corners and along edges.
4	All recycle bins are to be emptied into the large recycle bins in the hallway.

3. **Bi-Weekly Cleaning**

Stairwells

1	Sweep stairs.
2	Mop as needed.
3	Clean entry doors.

4. **Monthly Cleaning**

A. Offices Area, Lobby, Common Areas

1	Accomplish all high dusting not reached in the above-mentioned cleaning.
2	Wipe telephones using clean antibacterial disinfectant wipes.
3	Remove fingerprints and marks from around light switches and door frames.
4	Buff hard surface floors if needed to enable them to present the best possible appearance.

B. Elevators

1	Dust and wipe down walls.
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2	Clean and dust bright metal.	
3	Clean doors and door tracks on inside.	
4	Clean doors and tracks on each floor. (outside)	

TOTAL MONTHLY PROPOSAL for TALLMADGE CITY HALL

**Cleaning and Maintenance Services - Tallmadge Police Department
53 Northeast Ave
Tallmadge, Ohio 44278**

1. Nightly Cleaning (5 nights/week)

A. Offices, Squad Room, Lobby, Common Areas, Stairwells

1	All trash can receptacles (including large trash receptacle in lower-level garage) are to be emptied and trash removed to outside dumpster. Trash receptacles located on the outside at the entrance door and on the outside of the upper-level rear door are to be emptied once a week. (Liners to be provided by the City).
2	(Once a week) Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures, and all manner of furnishings. (Give advance notice so desks can be cleared of work.)
3	Damp wipe all horizontal surfaces to remove spillage and soiled areas.
4	Clean and polish drinking fountains with antibacterial wipe.
5	Spot clean glass surfaces with antibacterial wipe.
6	Vacuum Chief's Office, Captain's Office, and traffic lanes nightly. All other offices as needed, but at least twice a week, with the exception of the Detective Bureau (D.B.). D.B. trash receptacles will be placed in the hall nightly for emptying. When the door to D.B. is closed – DO NOT ENTER.
7	Spot mop hard surface floors to remove all spillage and soiled areas. (Records Room: Wet mop entire area once a week)
8	Dust mop hard surface areas.
9	Wipe entrance door handles using a clean disinfectant antibacterial wipe.
10	Wipe fingerprints off on entrance glass.

B. Restrooms

1	Stock towels and toilet paper and fill hand soap dispensers. (Towels, toilet paper and soap furnished by the City)
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2	Empty sanitary napkin receptacles and wipe with antibacterial disinfectant.
3	Empty trash receptacles and wipe.
4	Dust and damp wipe as needed all partitions, tops of mirrors and frame.
5	Clean and polish mirrors.
6	Wipe towel cabinet covers.
7	Toilets and urinals to be cleaned and sanitized both inside and out. Polish bright work.
8	Toilet seats to be cleaned on both sides using antibacterial disinfectant (furnished by the City).
9	Scour and sanitize all basins. Polish bright work.
10	Remove splash marks from walls around basins.
11	Wet mop and rinse floors with a disinfectant.
12	Change urinal mats once a month, or as needed, (urinal mats furnished by the City).

C. Booking, Holding Rooms, Jail Area

1	Wet mop floors.
2	Wet wipe desk and counter tops in main area and camera room, all benches, tables and chairs in Holding/Interview Rooms, and locker and storage cabinet doors with a disinfectant,

D. Evidence Lab (wear nitrile gloves – provided by the City) (If door is closed – DO NOT ENTER.)

1	Wet mop floor.
2	Wet wipe stainless steel counter tops and locker doors with disinfectant wipes.
3	Empty, clean and sanitize waste receptacles.

E. Kitchen Areas

1	Thoroughly dust all horizontal surfaces, windowsills, chairs, pictures and all manner of furnishings.
2	Vacuum all carpeted areas.
3	Dust mop hard surface floors.
4	Damp mop and rinse hard surface floors with disinfectant cleaner.
5	Empty, clean and sanitize waste receptacles.

2. Weekly Cleaning

F. Locker-room (Men and Women)

1	Thoroughly dust all surfaces, including lockers and benches.
2	Dust, mop all floors.

3	All recycle bins are to be emptied into the large recycle bins in the hallway.
4	Mop as needed.
5	Scour and sanitize all shower stalls.

G. Stairwells

1	Sweep stairs.
2	Mop as needed.
3	Clean entry doors.
4	Wipe all hand railings using a clean disinfectant antibacterial wipe.

H. Training Room

1	Thoroughly vacuum all carpeting taking care to get into corners and along edges.
2	Wet wipe all tables and dust all chairs using a cleaning disinfectant or antibacterial wipe.

I. Auxiliary Office

1	Thoroughly dust mop all flooring.
2	Wipe and dust all furniture – tables, chairs, filing cabinets and lockers.
3	Mop as needed.

3. Bi-Weekly Cleaning

A. Weight-room

1	Wipe off all equipment using a cleaning disinfectant or antibacterial wipe.
2	Thoroughly vacuum all carpeting taking care to get into corners and along edges.

4. Monthly Cleaning

A. Office Areas, Lobby, Common Areas

1	Accomplish all high dusting not reached in the above-mentioned cleaning.
2	Wipe telephones using clean antibacterial disinfectant wipes.
3	Wipe and dust all blinds – mini-blinds and vertical blinds.
4	Damp wipe lobby chairs with disinfectant.
5	Remove fingerprints and marks from around light switches and door frames.
6	Buff hard surface floors if needed to enable them to present the best possible appearance.

B. Jail Cells (one a month, or as needed)

1	Scour and sanitize all basin/toilet fixtures.
2	Wet mop floors.
3.	Dust mattresses and beds.
4.	Scour and sanitize showers. (One (1) shower for each cell block – Two (2) showers total)

TOTAL MONTHLY PROPOSAL for TALLMADGE POLICE DEPARTMENT

**Cleaning and Maintenance Services – John Westren Service Center
210 Osceola Drive
Tallmadge, Ohio 44278**

1. Weekly Cleaning:

A. Office Area, Lobby, Common Areas, Stairwells

1	All trash can receptacles are to be emptied and trash removed to outside dumpster. (Liners to be provided by the City).
2	Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures and all manner of furnishings.
3	Damp wipe all horizontal services to remove spillage and soiled areas.
4	Spot clean glass surfaces.
5	Vacuum all traffic lanes
6	Spot mop hard surface floors to remove all spillage and soiled areas
7	Dust mop hard surface areas.
8	Wipe entrance door handles using a clean disinfectant antibacterial wipe.
9	Wipe fingerprints off on entrance glass.
10	Clean Lunch Tables (Utility Department)

B. Restrooms

1	Stock towels and hand soap. (To be furnished by the City)
2	Empty trash receptacles and wipe.
3	Dust and damp wipe as needed all partitions, tops of mirrors and frame.
4	Clean and polish mirrors.
5	Wipe towel cabinet covers.
6	Toilets and urinals to be cleaned and sanitized both inside and out. Polish bright work.

7	Toilet seats to be cleaned on both sides using antibacterial disinfectant.	
8	Scour and sanitize all basins. Polish bright work.	
9	Remove splash marks from walls around basins.	
10	Wet mop and rinse floors with a disinfectant.	

C. Cafeteria or Kitchen Area

1	Damp wipe all appliances and vending machines.	
2	Thoroughly dust all horizontal surfaces, windowsills, chairs, pictures, and all manner of furnishings.	
3	Wipe all counter tops, cabinets and tables using a clean disinfect antibacterial wipe.	
4	Vacuum all carpeted areas.	
5	Dust mop hard surface floors.	
6	Damp mop and rinse hard surface floors with disinfectant cleaner.	
7	Scour and disinfect basins and polish bright work.	
8	Empty clean and sanitize waste receptacles.	

TOTAL MONTHLY PROPOSAL for TALLMADGE JOHN WESTREN SERVICE CENTER

Please note: Vinegar will not be considered a disinfectant cleaner in this proposal. Also, all recycle bins are to be emptied into the large recycle bins in the hallway weekly.

Three separate invoices shall be submitted monthly and should reflect 1/12 of the Total of each of the three areas being cleaned (Tallmadge City Hall, Police Department and John Westren Service Center).

Any additional items or changes can be made to the above schedule by mutual agreement.

The City agrees to pay the minimum quoted price monthly, plus any additional services agreed upon.

Agreement may be canceled by either party upon 30-day written notice.