

Town of Juno Beach
RFP-Janitorial Services
ADDENDUM #1
May 4, 2020

SCHEDULE OF LOCATIONS, FREQUENCY, SERVICES & PHOTOS

PLEASE NOTE: ALL CLEANING SUPPLIES, PAPER PRODUCTS, TRASH BAGS AND SOAP STOCK WILL BE SUPPLIED BY THE TOWN.

TOWN CENTER -COMMON AREAS (Lobby, Council Chambers, Kitchen, Library, Conference Room) - SQUARE FOOTAGE 4,000

DAILY (Five (5) times a week; Monday – Friday, between the hours of 7:30am – 4pm)

- Empty all trash (replace liners as needed, from client stock) and dispose in a Town provided dumpster area
- Clean, and disinfect all restrooms x 4, (including sinks, toilets, walls, mirrors, floors), refill soap dispensers, paper towels and toilet paper (from client stock)
- Sweep library, lobby and kitchen floors, spot damp-mop as needed
- Clean all lobby glass and doors, and elevator
- Vacuum entryway carpets
- Clean and disinfect water fountain
- Clean and disinfect all light switches, stair rail, doors and door handles and all other common touch locations

WEEKLY (One (1) time a week; Monday – Friday, between the hours of 7:30am – 4pm)

- Sweep and damp-mop library, lobby and kitchen floors
- Vacuum all carpets and stairs
- Clean all top surfaces, including desks, counter tops, stair rails, sinks, and tables
- Clean exterior of all appliances and cabinet fronts
- Dust ceiling fans, air vents

ADMINISTRATIVE OFFICES - SQUARE FOOTAGE 5,000

DAILY (Five (5) times a week; Monday – Friday, between the hours of 7:30am – 4pm)

- Clean and disinfect all light switches, doors and door handles and all other common touch locations

WEEKLY (One (1) time a week; Monday – Friday, between the hours of 7:30am – 4pm)

- Empty all trash (replace liners as needed, from client stock) and dispose in a Town provided dumpster area
- Vacuum all carpets
- Dust ceiling fans, air vents

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POLICE DEPARTMENT - SQUARE FOOTAGE 3,700

DAILY (Five (5) times a week; Monday – Friday, between the hours of 7:30am – 4pm)

- Empty all trash and replace liners (as needed, from client stock) and dispose in a Town provided dumpster area
- Clean, and disinfect all restrooms x 3, (including sinks, toilets, walls, mirrors, floors), refill soap dispensers, paper towels and toilet paper (from client stock)
- Sweep all common area floors, spot damp-mop as needed
- Clean all lobby glass and doors, inside and out
- Vacuum entryway carpets
- Clean and disinfect all light switches, doors and door handles and all other common touch locations

WEEKLY (One (1) time a week; Monday – Friday, between the hours of 7:30am – 4pm)

- Clean and disinfect the shower floor and walls x 2
- Sweep and damp-mop all floors, including offices and gym
- Clean exterior of all appliances and cabinet fronts, including stainless-steel
- Clean ceiling fans, air vents
- Remove spider webs from PD entryway and clean Red phone/box

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TOWN CENTER -COMMON AREAS (Lobby, Library, Council Chambers, Kitchen, Conference Room) - SQUARE FOOTAGE 4,000 - Photos of typical flooring and space



Lobby (1)



Library (1)



Atrium over Lobby



Council Chambers (1)



Conference room (1)



Kitchen and Lounge (1)

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2nd floor bathroom #1



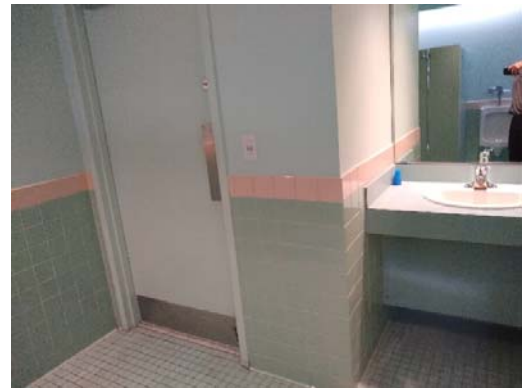
2nd floor bathroom #2



Lobby bathroom #1



Lobby bathroom #1



Lobby bathroom #1



Lobby bathroom #2



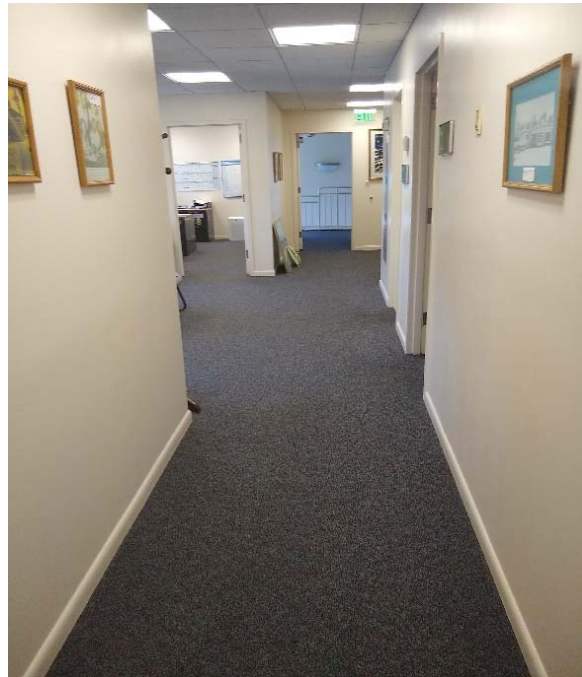
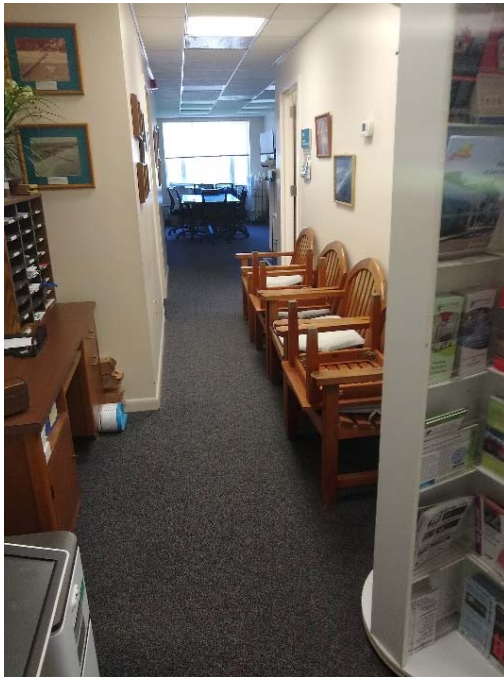
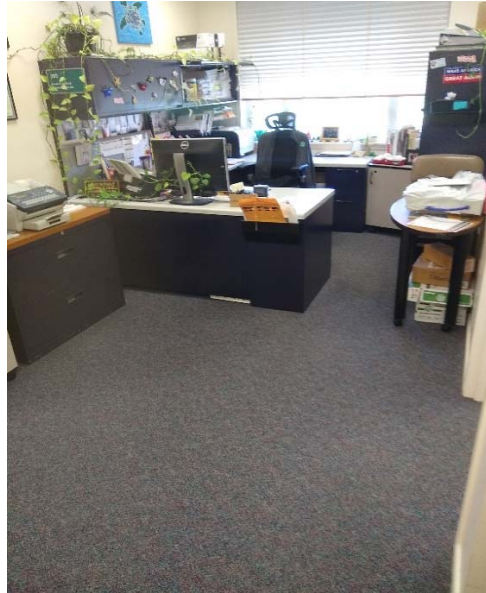
Lobby bathroom #2



Lobby bathroom #2

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ADMINISTRATIVE OFFICES - SQUARE FOOTAGE 5,000



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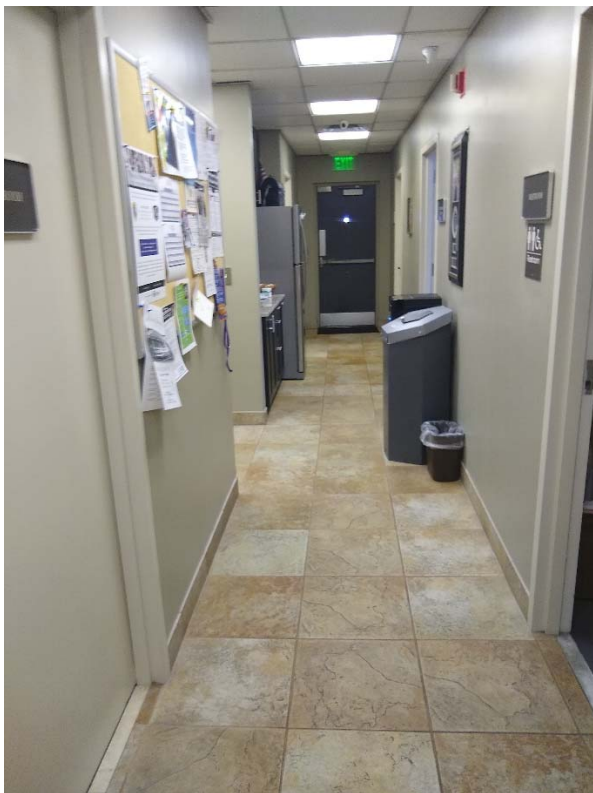
POLICE DEPARTMENT - SQUARE FOOTAGE 3,700



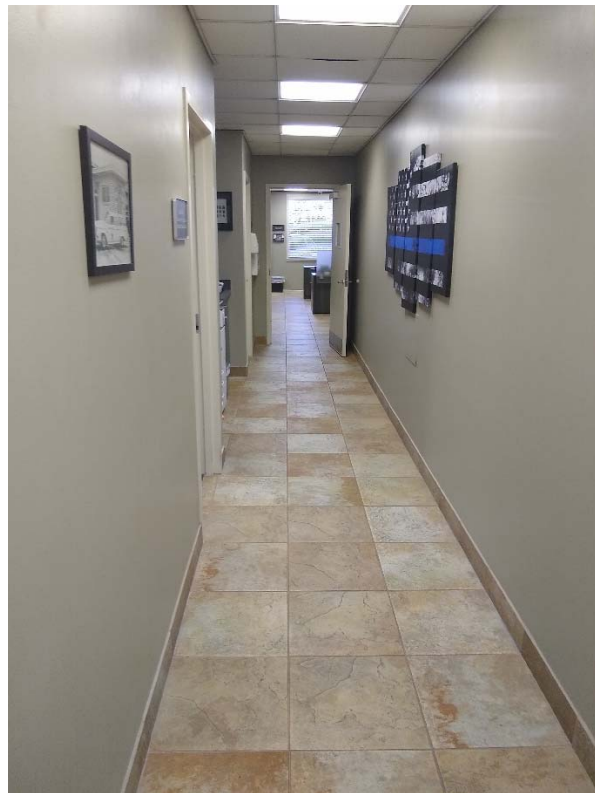
PD Entryway



Lobby



Hallway 1



Hallway 2

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PD Conference Room



PD bathroom



Typical office area



PD Kitchenette

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Gym



Ladies locker room



Ladies locker room



Ladies locker room



Ladies locker room

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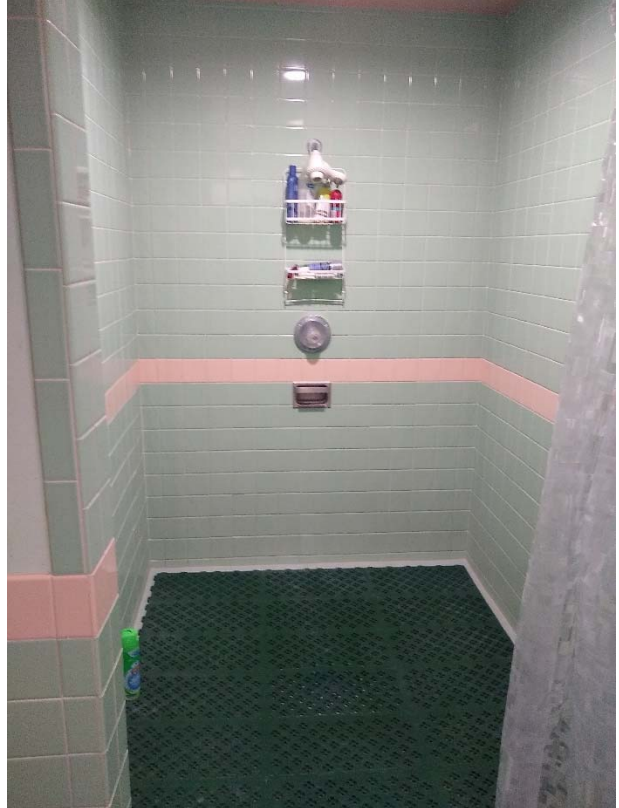
Men's locker room



Men's locker room



Men's locker room



Men's locker room

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Exterior of Town Center and Police Department

