


ADDENDUM NO. 3

DATE: December 14, 2017

TO: All Potential Bidders

FROM: Julie Smith Maxwell, Procurement Specialist 

SUBJECT: Addendum No. 3 – Janitorial Services at KPD off-site locations

BIDS TO BE OPENED: December 29, 2017, at 11:00:00 a.m. Eastern Time

This addendum is being published to respond to questions asked by potential bidders and to make corrections and clarifications to the bid specifications regarding the above-referenced Invitation to Bid. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

Question 1: When does the contract start?

Response: The contract shall be awarded as soon as practicable following City Council approval.

Question 2: Do I need to fill out the diversity form?

Response: Yes. This form is a required form for bid submissions for all vendors.

Question 3: On the proposal it shows four facilities that needs services, but only two facilities shows the square footage which is 6,000 square ft. Can you please explain or provide the square footage for the other facilities.

Response: The City of Knoxville provides the following square footage estimates, but does not guarantee its accuracy.

East District Precinct- 4450 Walker Blvd - 8,200 sq ft

Safety Education Unit- 2422 Mineral Springs - 3,000 sq ft

Question 4: What is the square footage break down between flooring that will need to be waxed versus flooring that will need carpet cleaning?

Response: The City provided a pre-bid meeting on December 14, 2017; allowing all interested bidders an opportunity to view the entire service area covered under the scope of this contract. The City of Knoxville offers rough square footage estimates for overall building space, but does not have available a breakdown in square footage by flooring types.

Question 5: Is it possible to split this contract into two contracts: one for janitorial services and a separate for floor care?

Response: At this time, the City intends to award one contract. The City is not opposed to considering this change for future solicitations.

Question 6: What is the best time to shampoo and wax floors?

Response: Morning hours are best for these services as shift changes occur in the afternoon with greater foot traffic. The City suggests the hours between 8:00 a.m. and noon.

Question 7: Do we need to remove the light covers and clean out the bugs from light fixtures?

Response: No. The City of Knoxville maintenance staff will be responsible for cleaning out the inside of light covers.

Question 8: For the office at the top of tower II located at the Cement Plant road location, must we carry a bucket of water to this office or are we permitted to use a Wet Jet type of device for this one particular office?

Response: Due to the nature of this office's unique location, the City of Knoxville approves the exception for this office. Contractor is not required to use a mop and will be permitted to use a Wet Jet type device for this office only.

Question 9: May we have a copy of the previous bid tab?

Response: Yes. The previous bid tab is attached to this addendum. The City cautions vendors to consider contract changes when reviewing the previous bid tab. Property locations, contractor duties, and supplies required are only a few of the many changes between the old contract and the current solicitation.

Question 10: Do I need a store front for my business to bid on these contracts?

Response: No. Your business must be licensed with a current (not expired) business license for these type services and have adequate insurance coverage as outlined in the bid documents.

Corrections to bid specifications:

1. The City of Knoxville hereby removes specification # 3 listed under A. Supplies, Material, and Equipment: "Contractor shall furnish all paper products (paper towels and toilet paper) and air fresheners necessary to stock and maintain ready-for-use in all public and building employee restrooms and wash facilities located within the contract areas of the building. The City must approve of paper products being used." The City of Knoxville will provide the above-mentioned items, as well as trash bags and soap, under

this contract. Contractor shall remain responsible for restocking these supplies for public use.

2. Under specification #4 listed under C. Contractor's Employees: "This check will be done through the Knoxville Police Department at a cost to the contractor of \$39 per person." Replace this statement with the following: "This check will be done through the Knoxville Police Department and paid for by the Contractor at the current rate when background check is performed. Currently this fee is \$35 per person, but is subject to change."
3. Correction to Walker Blvd address. Street number should be 4450 Walker Blvd; not 4550.

Clarifications to bid specifications:

1. In the ICAC building located at 917 E. Fifth Ave, the shared restrooms located between the ICAC offices and the Pension Board offices shall be maintained under the scope of service for this contract. The hallway nor any other offices belonging to the Pension Board are covered within the scope for this contract.
2. The Audio/Visual building located at 917 E. Fifth Ave. has a large closed in garage type area that typically has cars parked inside. This large floor area shall be kept swept (but not mopped). The offices within this building shall be cleaned per the specifications within this ITB.
3. At the Cement Plant Road location (Firing Range), offices are located at the main building and two different towers. Under the scope of this contract, the office located at the top of tower II is included (along with the main office building, restrooms, and classroom). The offices at the top of tower I are **not** included in this contract.

END OF ADDENDUM NO. 3

OFFICE OF THE PURCHASING AGENT
CITY OF KNOXVILLE TENNESSEE
BID TABULATION FORM

DATE: 12/09/11

BID DOC #: 186281

BID ON: Janitorial Service KPD Off-Sites

DEPARTMENT: Police

AWARDED TO :

BIDDERS		Base Bid 5th Avenue	Base Bid McCalla Ave	Base Bid Driving/Driving Range	Optional Serv Carpet Cleaning Per Square Ft	Optional Serv Add'l Cleaning Services per hr
Knox-Blount	Maintenance	\$10,620.00	\$5,364.00	\$9,564.00	\$0.20	\$19.00
Russell	Jones Inc	\$9,288.00	\$5,688.00	\$5,436.00	\$0.05	\$9.10
Elite	Facility Main.	\$9,900.00	\$4,044.00	\$3,360.00	\$0.12	\$15.00
Breeden	Janitorial Services	\$14,400.00	\$8,100.00	\$4,200.00	\$0.20	\$10.00
National	Cleaning System	\$3,000.00	\$1,300.00	\$1,600.00	\$0.12	\$12.00
Kajjay C1	Enterprise LLC	\$11,952.00	\$5,544.00	\$2,700.00	\$0.10	\$13.00
Bldg	Main & Consult.	\$13,668.00	\$8,508.00	\$5,916.00	\$0.14	\$13.95
National	Bldg Service	\$9,000.00	\$5,880.00	\$5,880.00	\$0.12	\$12.95

I CERTIFY THAT THIS IS A TRUE AND ACCURATE
TABULATION OF THE BIDS THAT WERE RECEIVED

