

# Addendum 1

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW, 4<sup>th</sup> floor  
Canton, Ohio 44702

Custodial Cleaning Services for Various City Buildings

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**Item/Project**

Building Maintenance Department

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**Responsible Department**

Tuesday, January 16, 2024 on or before 2:00 PM local time

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**Bids Due**

**Bid Proposal Submitted By:**

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**Company Name**

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**Street Address**

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**City**

**State**

**Zip**

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**Contact Person**

**Phone No.**

**Email Address**

**Please see the clarifications below in red which further specify cleaning details per the corresponding Bid Specifications sections listed in the original Invitation to Bid.**

- 3.2.1 The successful bidder shall furnish to the City of Canton all labor, equipment (in good repair), chemicals and materials (with the exception of those listed in 3.2.8) for custodial cleaning services for the following locations per the prices set forth on the proposal page:
- City Hall located at 218 Cleveland Ave. SW, Canton, OH 44702
  - Treasurer's Office/Income Tax located at 424 Market Ave. N, Canton, OH 44702
  - Police Training Academy located at 1430 Cherry Ave. SE Canton, OH 44707
  - Centennial Plaza Restrooms located at 330 Court Ave NW, Canton, OH 44702, to be spot cleaned during the events and thoroughly cleaned after an event is held at the Plaza.
- 3.2.2 Areas to be cleaned at each location shall include, but may not be limited to, entryways, lobbies, corridors, restrooms, common areas, courtrooms, conference rooms, offices, stairwells, elevators, sidewalks (leaf and cigarette) and janitor closets.
- 3.2.4 The successful bidder shall provide custodial cleaning services five days per week on the main floor and office tower of City Hall and seven days per week at the Police Department also located at City Hall. The cleaning that will take place on the weekends and any applicable holidays shall only be conducted in the common areas, such as the Dispatch, Detective Bureau, Patrolmen and Lieutenant's locker rooms (men and women's), Traffic Bureau, Patrol Division and the lobby where the general public has access. Cleaning will not be required in the individual Police Department offices where there are no employees on the weekend or holidays.
- 3.2.9.2 The Police Department will be cleaned on these designated holidays. The cleaning that will take place on the weekends and any applicable holidays shall only be conducted in the common areas, such as the Dispatch, Detective Bureau, Patrolmen and Lieutenant's locker rooms (men and women's), Traffic Bureau, Patrol Division and the lobby where the general public has access. Cleaning will not be required in the individual Police Department offices where there are no employees on the weekend or holidays.
- 3.5.1 The following tasks shall be completed on a daily basis:
1. Empty waste receptacles, paying special attention to cleaning soil from the outside and inside of the receptacle, remove trash to an assigned point.
  2. Spot dust office furniture, equipment and horizontal surfaces with a treated cloth.
  3. Spot dust all sills and rails.
  4. Spot whisk fabric upholstered furniture.
  5. Clean counters and tables in courtrooms, offices and break rooms.
  6. Dust mop and damp mop all hard surface floors with germicidal cleaner.
  7. Vacuum all carpeted floors and mats, paying special attention to knee wall areas and edges, and spot clean minor stains. This includes the elevators.
  8. Clean, sanitize and service all restrooms. A germicidal cleaner is to be used in disinfecting wash basins, toilets, urinals, partitions and floors. Toilet paper, paper towel, sanitary napkin and soap dispensers to be filled with supplies furnished by the City. Empty sanitary napkin receptacles.

9. Clean and sanitize drinking fountains.
10. Spot clean walls, light switches, door partitions and carpet protectors.
11. Spot clean finger prints on door and partition glass.
12. Keep janitor closet clean and orderly.
13. Report malfunctioning equipment such as burned out lights and inoperative plumbing fixtures to Building Maintenance.
14. Turn out all unnecessary lights while working.
15. Wash all entrance glass inside and out.

**3.7** Cleaning Services to be done at the Centennial Plaza Restrooms will be **spot cleaning during the events and thoroughly cleaned** after each event held at Centennial Plaza. This is an optional bid item. It will be at the City's discretion whether or not to award this particular optional item.

**3.8.1** The following tasks shall be completed on a quarterly basis:

1. Machine buff **hard surface** floors.
2. Dust/vacuum all air vents and air returns.
3. Dust and damp mop all storage and equipment areas.

**3.10.1** Listed is a breakdown of the carpet vs. the **hard surface flooring** square footage at the various locations. These footages are approximate:

Police Training Academy:

Carpet-3,780 sf

**Hard Surface Floor**-420 sf

City Hall:

Carpet-42,964 sf

**Hard Surface Floor** -53,460 sf

Income Tax:

Carpet-7,720 sf

**Hard Surface Floor** -2,340 sf