

ADDENDUM NO. I

DATE: April 4, 2018

TO: All Potential Bidders

FROM: Penny Owens, Assistant Purchasing Agent, City of Knoxville

SUBJECT: Addendum No. I to the Invitation to Bid for Janitorial Services for the Safety Building

RFPS TO BE OPENED: April 16, 2018 at 11:00:00 a.m. (Eastern Time)

This addendum is being published to answer questions regarding the above referenced ITB. This addendum becomes a part of the contract documents and modifies the original specifications as noted.

Question #1: Does the locker room cleaning take place at night?

Answer: No. Per Section L.11. Hours of Cleaning, all daily cleaning shall be performed between the hours of 8:00 am and 4:30 pm.

Question #2: Is it okay to schedule the floor work in the evenings?

Answer: Yes, non-daily floor work can be performed in the evening with prior written approval from Deputy Chief Cynthia Gass (KPD) to set the schedule. Please provide at least two weeks' notice on intent to schedule this work.

Question #3: Do you have a floor plan of the building?

Answer: We have the emergency exit floor plans available. See **Exhibit 1 – Safety Building Emergency Exit Floor Plans** attached. We have also attached information on square footage and the number of offices in **Exhibit 2 – Miscellaneous Bid Information – Janitorial Services Contract**.

Question #4: How often do you require the floors to be cleaned?

Answer: See Section L.7. Hard Floor Maintenance of the bid.

Question #5: Are we required to wipe down the machines in the Exercise Room?

Answer: Yes

Question #6: How many stairwells are there?

Answer: There are two stairwells and each has four flights of stairs.

Question #7: Is the museum on the second floor included in the cleaning?

Answer: No

Question #8: Is there someone cleaning the building now?

Answer: Yes

Question #9: Who supplies the paper supplies, the contractor or the City?

Answer: Per section A. Supplies, Material, and Equipment, the City will furnish the tri-fold paper towels, towels for other dispensers, toilet paper, air fresheners, trash bags, and hand soaps. Per Section L. 12 Coin Operated Vending Machines, the City will furnish supplies for the coin operated sanitary napkin dispensers.

Question #10: Where are the supply closets and do they have sinks?

Answer: There are supply closets on each floor and they all have sinks. The main supply closet on the first floor is the largest and has room for storing larger equipment. See **Exhibit 3 – Supply Closet Images** for a picture of the supply closet on the first floor.

Question #11: What is the current monthly pricing?

Answer: Monthly pricing is \$6,500 but see Question #17 for details on the differences between this bid and the current contract.

Question #12: When was the last time this building was up for bid?

Answer: Fall 2013

Question #13: What are the sat work hours for cleaning?

Answer: See Section N.11 Hours of Cleaning for the work hours.

Question #14: Who is the current Janitorial Services Contractor?

Answer: National Cleaning Systems

Question #15: How long has the current Contractor held the contract?

Answer: Since November 20, 2013

Question #16: I read that all services will be performed during the hours of 8:00 a.m. to 04:30 p.m., so the awarded Janitorial Services will not have to provide a night cleaning crew, correct?

Answer: Correct

Question #17: Are there any changes to the current contract in comparison to the existing contract, are there any additions or deletions?

Answer: Yes. The City has removed the requirement for the Contractor to supply the paper supplies, garbage bags, and hand soap. The City no longer requires a night crew for cleaning – all cleaning is to be performed between 8:00 a.m. and 4:30 p.m.

Question #18: How many copies of the Bid Proposal should we submit (original and how many more)?

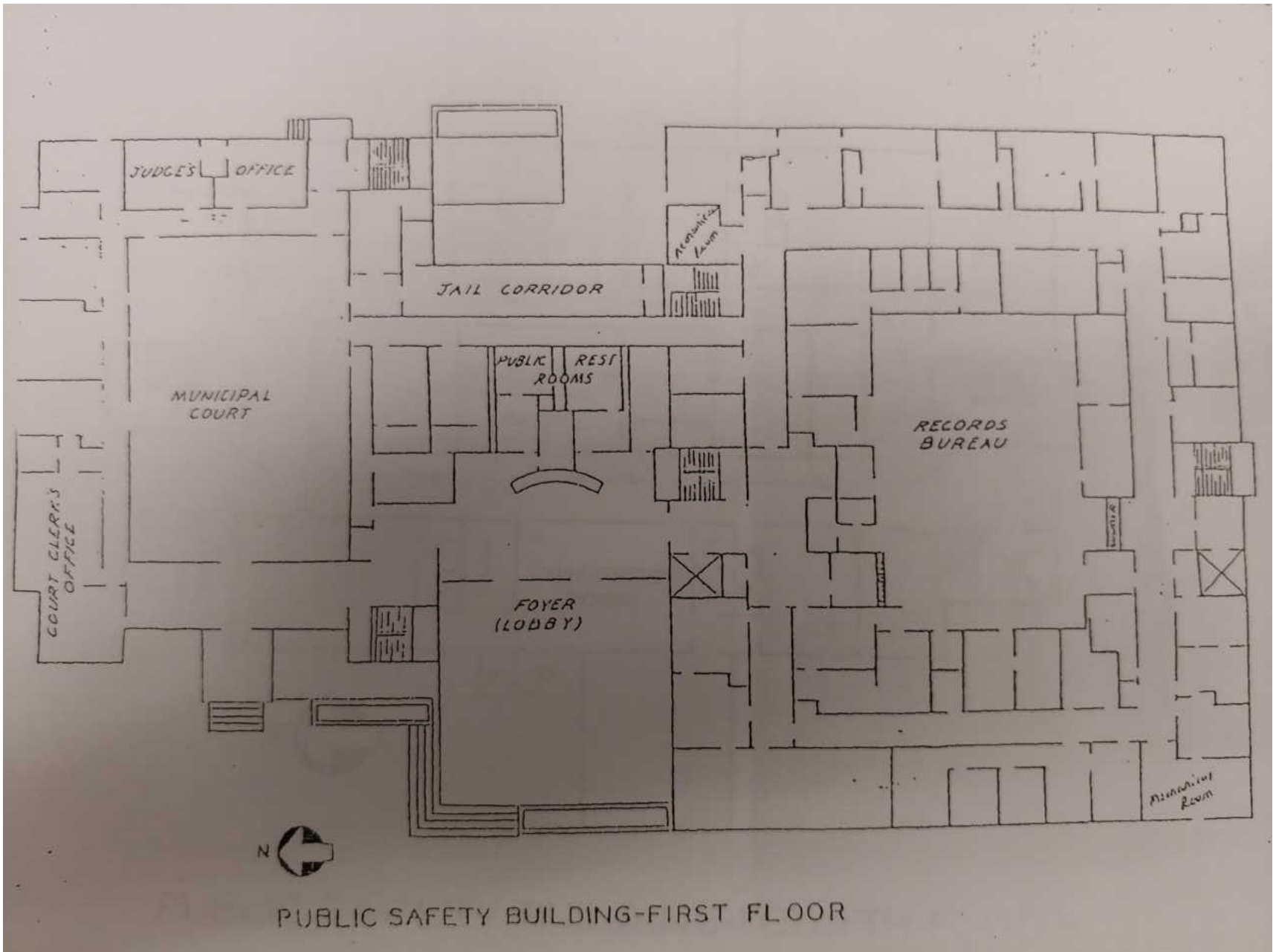
Answer: Please submit one hard copy of the bid with original signatures

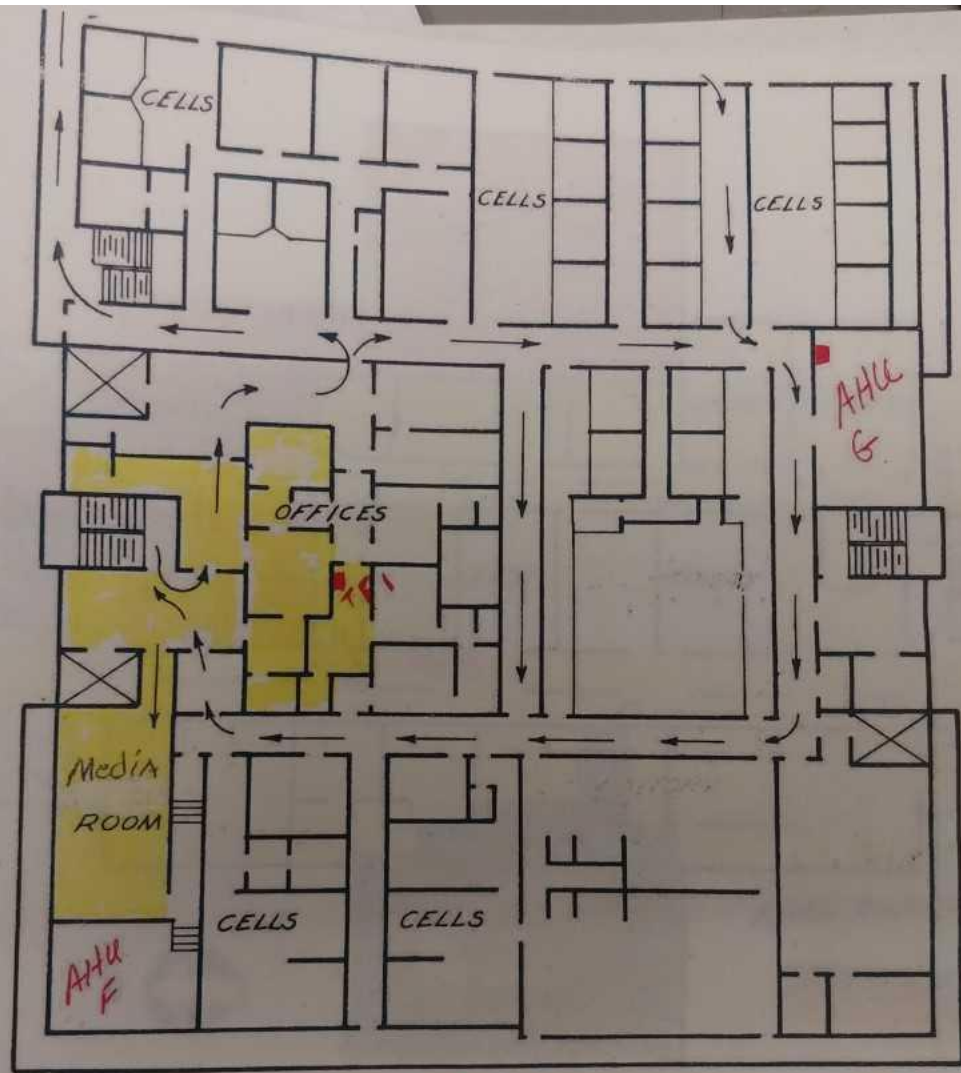
Question #19: Can you estimate the number of people who work in the facility M-F? If this number goes down significantly on Saturday and Sunday, can you also estimate weekend foot traffic?

Answer: Approximately 140 staff members are in the building during weekdays (this does not include people attending court). On the weekends, the staff size is approximately 10 to 15 people but that does not include officers who come and go for roll calls and the supervisors who will be in and out of the offices.

END OF ADDENDUM I

Exhibit 1 – Safety Building Emergency Exit Floor Plans

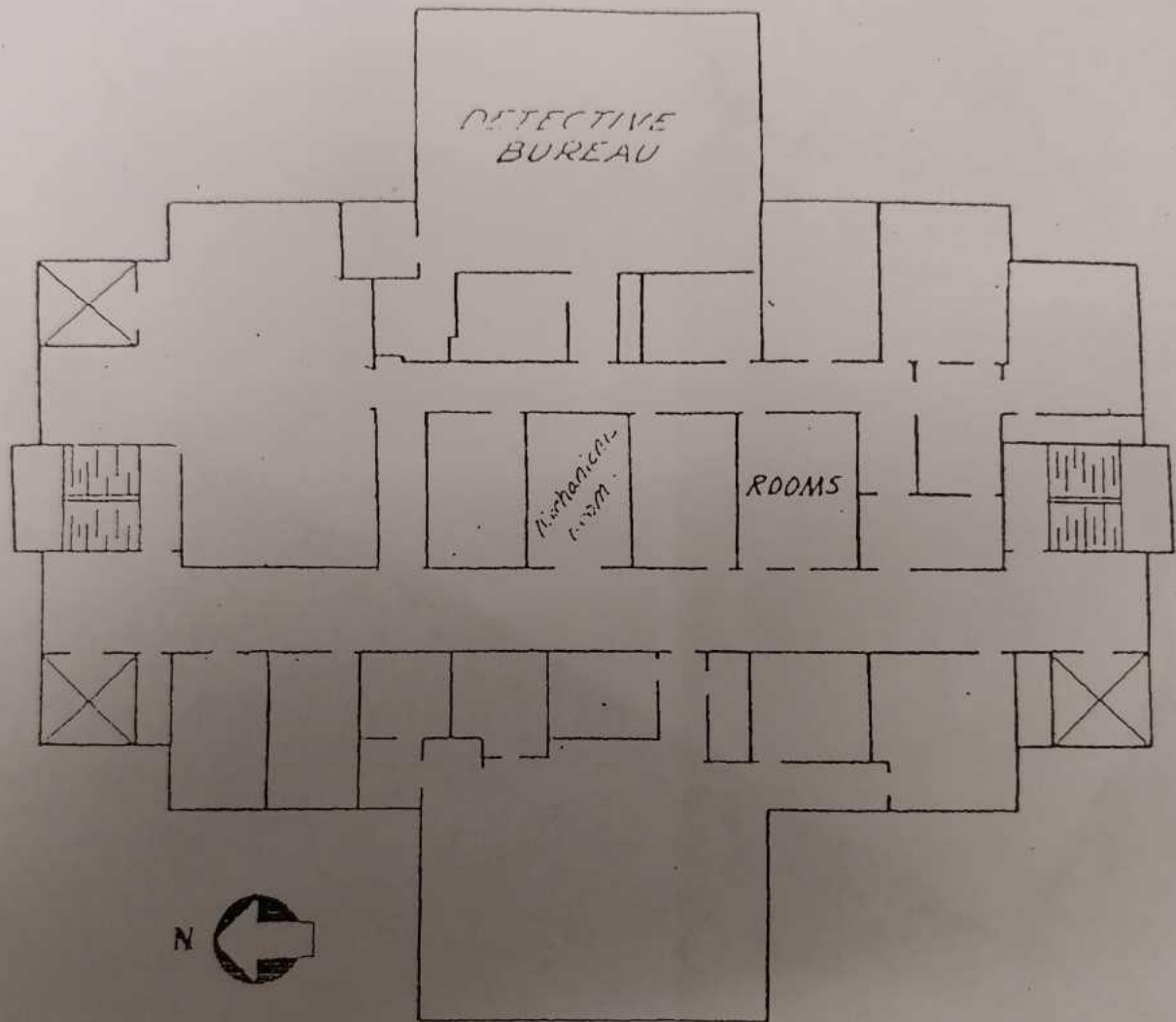




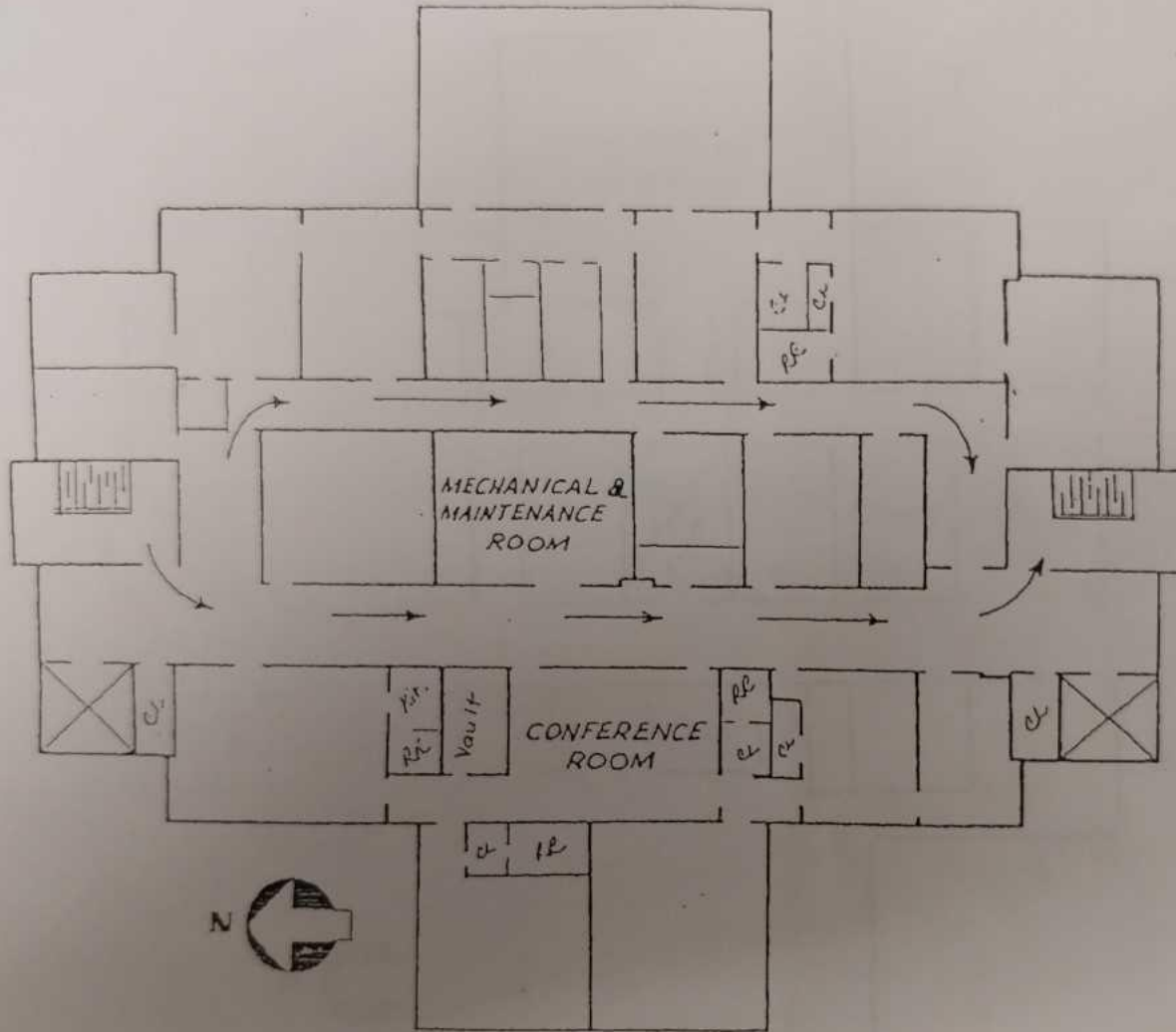
Zone 1 AHU-F



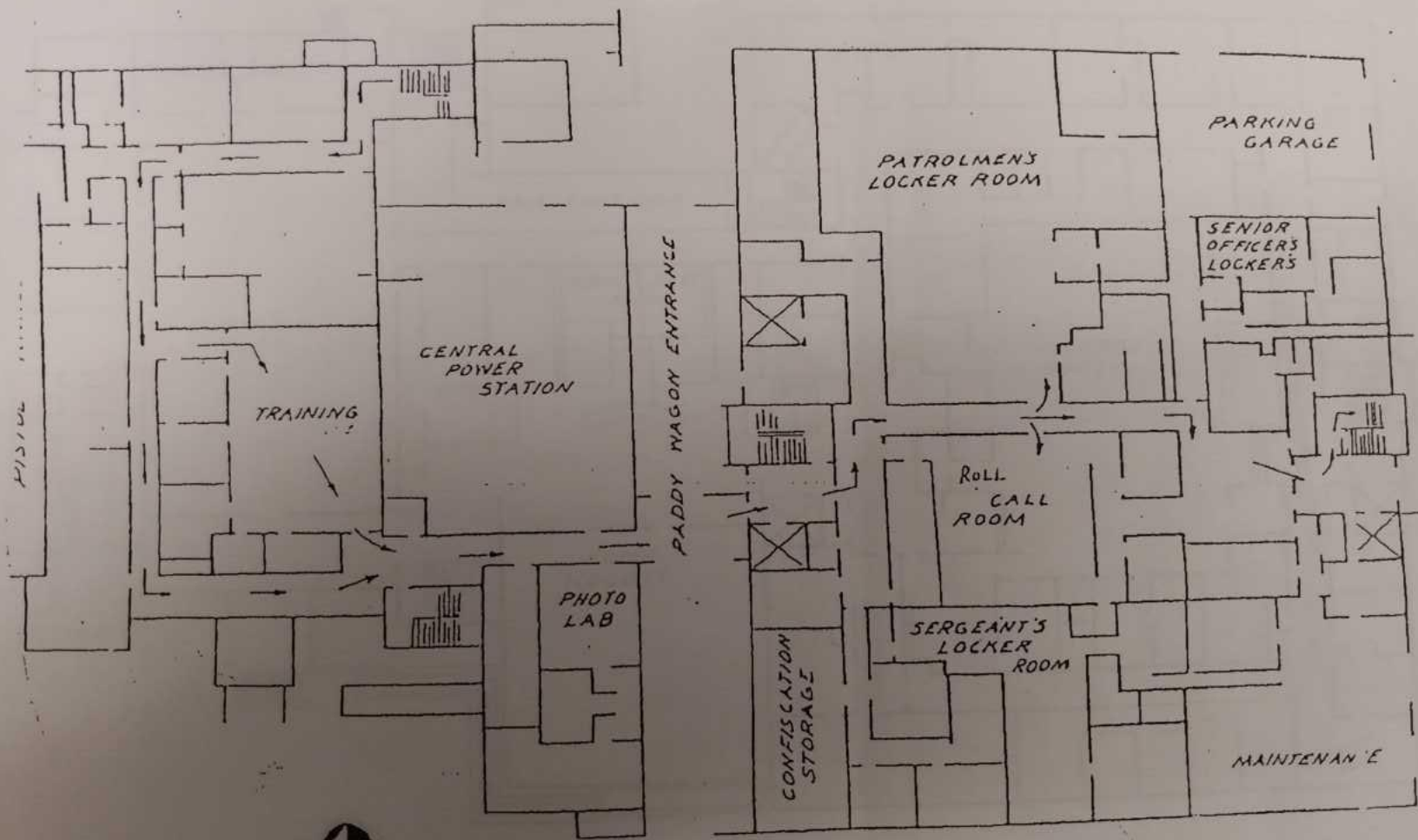
PUBLIC SAFETY BUILDING-SECOND FLOOR



PUBLIC SAFETY BUILDING-THIRD FLOOR



PUBLIC SAFETY BUILDING-FOURTH FLOOR



PUBLIC SAFETY BUILDING-BASEMENT

MISCELLANEOUS BID INFORMATION - JANITORIAL SERVICES CONTRACT

AREA	CARPET SQ. FT.	TILE ON FLOOR	TERRAZZO FLOOR	RESTROOMS	COMMODOES	LAVATORIES	URINALS	ELEVATOR ENTRANCE PER FLOOR	SHOWERS PER FLOOR
Basement	2,307	8,868	1,038	6	10	13	9	2	4
1 st Floor	3,978	10,837	5,231	10	12	10	8	2	0
2 nd Floor	3,000	1,000	0	4	4	4	0	2	0
3 rd Floor	1,303	4,017	1,088	4	5	6	4	2	0
4 th Floor	5,182	1,650	1,088	7	13	8	4	2	2
TOTAL	15,770	26,372	8,445	31	44	41	25	10	6

AREA	OFFICES PER FLOOR	SERVICE SINKS	ELEVATORS TO BE CLEANED
Basement	15	2	2
1 ST Floor	51	2	
2 nd Floor	51	2	
3 rd Floor	23	1	
4 th Floor	15	1	
TOTALS	111	7	2

Figures and quantities are approximate and are intended only as guidelines.

Approximately 90,000 square feet in entire building.

Exhibit 3 – Supply Closet Images



