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City of Murfreesboro
Purchasing Department
111 West Vine Street
Murfreesboro, TN 37130

Addendum No. 1
ITB-23-2017
Custodial Services

January 24, 2017

This Addendum No. 1 is issued in response to change in scope of bid and a new bid pricing sheet. Addendum No. 1 modifies the original solicitation and is hereby incorporated and all other terms and conditions remain except the portions modified by addendum.

Changes are as follows:

1. Clean bi-monthly on Sunday evenings at the Adams Tennis Court.
2. Additional building to specifications: 220 N. Broad St. for the Water & Sewer Department
3. New pricing sheet to reflect necessary changes. Submit new pricing sheet in bid.

Bidders are required to acknowledge receipt of **Addendum No. 1** in the space provided on the Signature Sheet in the original formal solicitation document.

Failure to acknowledge all addenda may be cause for rejection of the response.

Water & Sewer Department
220 NW Broad St, Murfreesboro, TN 37130

Hours: 5:00 pm – 11:00 pm
Monday – Friday
Contact Person: Valerie Smith
615-893-5210 ext.: 3101

Initial Clean:

Entrances, Lobby, Hallways, Offices, Conference Room, Desks, and Break Areas.

- All trash receptacles are to be emptied and trash removed to a collection point (trashcan liners are to be furnished by Client).
- Steam clean and thoroughly vacuum all area rugs and carpet, taking care to get into corners, along edges and beneath furniture.
- Clean and polish drinking fountains(s) and kitchen sink.
- Thoroughly dust and damp wipe all horizontal surfaces:
 - a. Window sills
 - b. Equipment
- Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture.
- Remove fingerprints and marks from around light switches and doors and doorframes.
- Damp wipe telephones using disinfectant.
- Dust mop hard surface floors with a treated dust mop.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Damp wipe entrance metal and finger marks on entrance glass.
- Clean all partition glass and windows (inside)
- Damp wipe all window sills/ledges
- Accomplish all high dusting of light fixtures, air diffusers, and doorframes.
- Remove dust and cobwebs from ceiling fans.
- Dust mini blinds, and/or venetian blinds and/or vertical blinds.
- Inspect and pick up as needed, building entrance area.

Restrooms

- Wipe paper towel cabinet covers.
- Empty trash receptacles and sanitize (trashcan liners are to be furnished by Client).
- Clean and polish mirrors.
- Toilets and urinals to be cleaned and sanitized inside and out and wiped dry.
- Polish bright work.
- Scour and sanitize all basins.
- Dust partitions, tops of mirrors and frames.
- Remove fingerprints and marks from stall doors and partitions.
- Remove splash marks from walls and around basins.
- Mop and rinse restroom floors with a disinfectant.

Strip & Wax (Semi-Annually)

- Strip all hard surface floors of existing wax/sealer taking care to get into corners, along edges, and beneath furniture.
- Rinse, reseal and refinish all tile floors.

- Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, or disfigured or damaged during these operations.
- Client will be responsible of removal of all furniture and other materials, if necessary.

Ceramic Scrub (restroom) (Semi-Annually after Initial Clean)

- Machine scrub ceramic and vinyl floors, taking care to get into corners and along edges.
- Care should be exercised so that baseboards, walls, and furniture should not be splashed, marred, or disfigured or damaged during these operations.

Nightly Cleaning Schedule:

Entrances, Lobby, Hallways, Offices, Conference Room, Desks, and Break Areas.

- All trash receptacles are to be emptied and trash removed to a collection point (Liners to be furnished by client).
- Vacuum area rugs and carpet.
- Clean and polish drinking fountain(s).
- Thoroughly dust all horizontal surfaces including desk tops, files, window sills, chairs, tables, pictures, and all manner of furnishings.
- Damp wipe all horizontal surfaces and sinks to remove coffee rings and spillage as needed.
- Dust telephones.
- Dust mop hard surface floors with a treated dust mop.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Damp wipe entrance metal and finger prints on entrance glass.
- Spot clean partition glass.
- Inspect and pick up, as needed, building entrance area.
- Glass Front Door & Breakroom, Breezeway

Restrooms

- Stock towels, tissue and hand soap (to be furnished by client).
- Empty sanitary napkin receptacle and wipe with a disinfectant.
- Empty trash receptacles and wipe if needed.
- Clean and polish mirrors.
- Wipe towel cabinet covers.
- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- Toilet seats to be clean on both sides using a disinfectant and wiped dry.
- Scour and sanitize all basins. Polish bright.
- Dust partitions, top of mirrors and frames.
- Remove splash marks from walls and around basins.
- Mop and rinse restroom floors with a disinfectant.

Weekly Cleaning:

- Dust all vertical surfaces of desk, file cabinets, chairs, tables and all office furniture.
- Thoroughly vacuum all area rugs and carpet, taking care getting into corners, along edges and beneath furniture.
- Thoroughly mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly Cleaning:

- Complete all high dusting not reached in the above-mentioned cleaning.
- Remove fingerprints and marks from around light switches and door frames.
- Damp wipe telephones using a disinfectant.
- Vacuum all upholstered furniture.
- Inside Windows

Quarterly Cleaning:

- Outside Windows
- Clean carpets

Semi-annual cleaning:

- Strip all hard surface floors of existing wax/sealer taking care to get into corners, along edges, and beneath furniture
- Shampoo and clean all carpets
- Wax and buff floors
- Wipe down all baseboards
- Clean carpets

Adams Tennis Complex (Parks & Rec)

925 Golf Lane, Murfreesboro, TN

Hours: Sunday night after 6:00 pm
Clean on Sundays on a bi-monthly basis
Contact Person: Gary Arbit
615-839-5210 ext.: 2652

Monthly:

- Vacuum and shampoo all carpets. (offices, pro shop, upstairs, elevator)
- Dust and clean all employees desk
- Sweep and mop all floors
- Wipe and sanitize all chairs, tables and couches
- Deep clean men's Locker room floor and shower areas
- Deep clean women's Locker room floor and shower areas
- Deep clean both family restrooms floors
- Inspect and clean all shower drains
- Clean and sanitize all toilets and urinals
- Clean and remove all splash marks around hand dryers in restrooms
- Clean all indoor windows and both sides of the court windows
- Clean and wipe all window seals and frames
- Wipe and sanitize all hand rails
- Wipe and sanitize all door handles
- Wipe and sanitize front desk area
- Buff all hallway floors and apply sealer if needed
- Buff upstairs floors and apply sealer if needed
- Clean and polish drink fountains
- Clean kitchen area
- Clean and sanitize all phones and computer keyboards.
- Clean entrance area space between the double set of doors
- Sweep and mop all stairs and stair wells
- Empty all trash cans and remove trash from facility
- Clean and sanitize shower stalls

**PURCHASING DEPARTMENT
BID FORM**

You are invited to bid on the following:

Title: "Custodial Services"

INSTRUCTIONS:

Provide the most competitive price in the appropriate column(s) for the item(s) as indicated below. Any additional information should be provided on company letterhead. Any additional information should be provided on company letterhead. Please specify monthly charge for each facility. List "strip & wax floor" as a separate charge. All prices quoted shall remain firm for period of 365 calendar days after the due date of the quotation submittal, unless a longer period has been agreed upon by both parties.

ITEM NO.	QUANTITY	DESCRIPTION	PRICE	TOTAL
1	1	Parks & Rec Dept. McFadden Facility Strip & Wax Floor (2x / yr.) Adams Tennis Complex SportsCom Facility Patterson Park Facility	 \$_____ / Mo. \$_____ / Ea. \$_____ / Mo. \$_____ / Mo. \$_____ / Mo.	\$_____
2	1	Maintenance Department City Training Center - Section 1 Strip & Wax Floor (2x / yr.) City Hall Strip & Wax Floor (2x / yr.)	 \$_____ / Mo. \$_____ / Ea. \$_____ / Mo. \$_____ / Ea.	\$_____
3	1	Street Department Strip & Wax Floor (2x / yr.)	 \$_____ / Mo. \$_____ / Ea.	\$_____

4	1	Water & Sewer Dept.		\$ _____
		Section 1 – 220 NW Broad Street	\$ _____ / Mo.	
		Strip & Wax Floor (2x / yr.)	\$ _____ / Ea.	
		Section 1 – 300 NW Broad Street	\$ _____ / Mo.	
		Strip & Wax Floor (2x / yr.)	\$ _____ / Ea.	
		Section 2 – 1725 S. Church Street	\$ _____ / Mo.	
5	1	Senior Citizens Dept.	\$ _____ / Mo.	\$ _____
		Strip & Wax Floor (4x / yr.)	\$ _____ / Ea.	
6	1	Golf Dept.	\$ _____ / Mo.	\$ _____
7	1	Fleet Dept.	\$ _____ / Mo.	\$ _____
		Strip & Wax Floor (4x / yr.)	\$ _____ / Ea.	
8	1	Solid Waste Dept.	\$ _____ / Mo.	\$ _____
		Strip & Wax Floor (4x / yr.)	\$ _____ / Ea.	
9	1	Urban & Environmental Dept.	\$ _____ / Mo.	\$ _____
		Strip & Wax Floor (2x / yr.)	\$ _____ / Ea.	

GRAND TOTAL: _____

NOTE: All prices quoted shall remain firm for period of 365 calendar days after the due date of the quotation submittal, unless a longer period has been agreed upon by both parties.

