

CLAYTON COUNTY WATER AUTHORITY

Request for Bid

ANNUAL CONTRACT FOR JANITORIAL SERVICES

Bid Opening: Thursday, May 29, 2014 at 2:00 p.m. local time

ADDENDUM # 2

Dated: May 23, 2014

Acknowledgment of receipt of this addendum *MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFB.*

QUESTIONS

Question 1:

I was under the impression that there was a 10th building? If so what is the name and the square footage of the building and its location?

Response 1:

There are a total of ten (10) buildings. Below is a recap from the bid package of the building name, location and approximate area:

#	Facility	Address	Approx. Sq. Ft.
1	Headquarters Administrative Building *	1600 Battle Creek Road, Morrow, GA	37,791
2	Building "A" (D&C and Garage)	7340 A Southlake Parkway, Morrow, GA	5,232
3	Building "B" (Warehouse and Meter Services)	7340 B Southlake Parkway, Morrow, GA	3,390
4	Building "C" (Wastewater Maintenance)	7340 C Southlake Parkway, Morrow, GA	2,400
5	Stormwater Buildings (Front and Rear)	7314 Southlake Pkwy, Morrow, GA	4,343
6	Forest Park Office	526 Forest Pkwy Ste A, Forest Park, GA	1,152
7	Shamrock Community Use Bldg.	2610 Shamrock Lake Rd, Jonesboro, GA	5,080
8	Old Casey Administrative Building	8810 Roberts Road, Jonesboro, GA	2,550
9	J. W. Smith Community Use Bldg.	143 B North Bridge Road, Hampton, GA	2,160
10	Wetlands Center	2255 Freeman Road, Hampton, GA	4,400

* Includes the HQ Community Use Room which has 1,518 sq. ft.

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CLARIFICATIONS

Clarification 1:

Under Division 1, Section 2 of the Request for Bid, page 1-2.1 delete the “9” and insert “10” as the number of building.

REVISIONS

Revision 1:

Due to the recent renovation completion of the Headquarter Administrative Building (located at 1600 Battle Creek Road, Morrow, GA) the Clayton County Water Authority will begin rental of the HQ Community Use Room (which is part of the administrative building) on June 1, 2014. This room will be available for rental seven days a week from 8 a.m. until 9 p.m. each day. This room will continue to be serviced as part of the monthly services to be completed daily Monday through Friday 6 p.m. to 10 p.m. However, depending on room use must be cleaned between each use after regular cleaning hours of Monday through Friday from 6 p.m. to 10 p.m. Therefore, an additional bid item has been added to this location for a “cost per service occurrence”. Schedule provided in advance, but on call notice may be required.

Please replace pages **4-2.1 through 4-2.4** of the bid documents (Division 4 Section 2: Detailed Janitorial Requirements Bid Form) with pages **4-2.1 R – 4-2.4 R** included with this Addendum to include pricing per occurrence of service to the HQ Community Room.

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SIGNATURE

COMPANY NAME

DATE

Division 4

Specifications

Section 2: Detailed Janitorial Requirements Bid Form

This section provides information about all the CCWA facilities requiring janitorial services, their address, service area, hours of operation, and time to perform services, as well as the specific services required at each of the facilities. Please note some facilities are serviced on a regular basis while other facilities are serviced on an as needed when needed basis. As well, several specific services including but not limited to carpet cleaning and strip/wax/buff are included and must be bid on a per square foot basis. Both the regular service facilities and the as needed when needed facilities will be included in one annual contract.

2.1 Headquarters Administrative Building

All cleaning of partitions must be performed using Anti-Fog Anti-Static 210 Plastic Cleaner & Polish, which will be provided by CCWA.

<u>HEADQUARTERS ADMINISTRATIVE BUILDING</u>	
1600 Battle Creek Road, Morrow, GA 30260	
Hours of Operation:	Monday through Friday, from 8:00 a.m. – 5 p.m.
Time to Perform Service:	Monday through Friday, from 6 p.m. – 10 p.m. for regular cleaning service including the new Community Use Room; Additionally, our new Community Use Room will be serviced depending on room use schedule. Schedule to be provided in advanced based on rental information available but on call notice may be required; such service must be provided on an as needed when needed basis.
Total area to be serviced:	37,791 square feet ; approx. 32,091 sq. ft. carpeted
Community Use Room Area:	1,518 square feet; approx. 1,321 sq. ft carpeted
Community Use Room Hours:	8:00 a.m. – 9:00 p.m.
LOBBY, COMMON AREAS and COMMUNITY USE ROOM * (Entrance areas to building, stairwells, training rooms, kitchen, break rooms, and conference rooms):	Frequency of service
Pick up trash along sidewalk and entrance areas to building	Daily Monday – Friday 6 p.m. – 10 p.m. (No weekends) * Community Use Room: See Time to Perform Service Section Above
Vacuum and/or remove dirt on exterior and interior mats	
Empty all trash receptacles, clean inside, sanitize exterior, and replace liners	
Empty and clean all ashtrays and sand urns	
Clean to hand height, (70”) (no climbing) all walls, inside windows, glass partitions, and glass doors on the first and second floors and basement including push bars and hardware	
Clean all window ledges, furniture, reception desk, wall hangings/pictures and artificial plants	

Division 4

Specifications

Section 2: Detailed Janitorial Requirements Bid Form

Clean handrails	Daily Monday – Friday 6 p.m. – 10 p.m. (No weekends) * Community Use Room: See Time to Perform Service Section Above
Vacuum carpet including steps	
Dust mop tile floors	
Wet mop tile floors	
Clean partitions and glass of entrance and exit doors	
Clean carpet spots	
Sweep baseboards, corners, around and under desks	Weekly
Clean and buff tile floors	
High dust above hand height (no climbing) all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts vents, and heating outlets	Monthly
Clean exterior of urns and trash containers	
General cleaning of windows within hand height (70")	
OFFICES (Room 18 in the basement is not to be cleaned):	Frequency of service
Empty wastebaskets and replace liners as needed	Daily Monday – Friday 6 p.m. – 10 p.m. (No weekends)
Carpet – spot clean and vacuum	
Dust mop tile floors	
Wet mop tile floors	
Clean counter tops	
Clean exposed desktops	
Dust all exposed filing cabinets, bookcases, and shelves	
Clean and sanitize all telephones	
Clean and sanitize all water fountain(s)	
Clean door glass, lobby glass, and metal partitions	
Low dust all horizontal surfaces to hand height (70"), including window sills	
Clean tile floors	
Sweep baseboards, corners, around and under desks	
Clean doors, frames, light switches, kick and push plates, handles, and moldings around doorways	

Division 4

Specifications

Section 2: Detailed Janitorial Requirements Bid Form

High dust above hand height (no climbing) all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts vents, and heating outlets	Monthly
General cleaning of windows within hand height (70")	
RESTROOMS	Frequency of service
Clean and disinfect toilets & urinals (inside & out)	<p style="text-align: center;">Daily Monday – Friday 6 p.m. – 10 p.m. (No weekends)</p>
Clean and disinfect sinks & wash basin	
Clean and disinfect all flush rings, drains and overflow outlets	
Clean and disinfect all walls near sinks, toilets & urinals	
Mop and disinfect all tile floors	
Clean and polish all chrome & hardware	
Clean and polish all glass and mirrors	
Clean and sanitize all countertops	
Trash containers and disposals – empty, clean, disinfect, and replace all liners with new liners	
Fill, clean & sanitize soap, towel, tissue, and napkin dispensers	
Clean and sanitize door handles, door push plates, and fixtures	
Refill all dispensers to normal limits: soap, tissue, and towels	
Low dust all surfaces to hand height including sills, moldings, ledges, shelves, frames, and ducts	
Clean and sanitize metal partitions	<p style="text-align: center;">Weekly</p>
Polish shine stainless steel	
High dust above hand height (no climbing) including sills, moldings ledges, shelves, frames, ducts, and heating outlets	
KITCHEN, VENDING AREAS, AND LOUNGE	Frequency of service
Clean and sanitize table, countertop, and cabinet all sides	<p style="text-align: center;">Daily Monday – Friday 6 p.m. – 10 p.m. (No weekends)</p>
Wash and put away dirty dishes and flat ware	
Clean seats, backs of chairs, and legs as required	
Empty all trash containers and disposals, and replace liners	
Clean doors, frames, light switches, kick/push plates and handles	

Division 4

Specifications

Section 2: Detailed Janitorial Requirements Bid Form

Low dust all surfaces below hand height including sills, moldings, ledges, shelves, frames and vents	Weekly
Sanitize exterior of containers and disposals	
Clean tile floors	
Dust Venetian blinds	Monthly

<u>HEADQUARTERS ADMINISTRATIVE BUILDING</u>				
1600 Battle Creek Road, Morrow, GA 30260				
Location	Monthly Cost	Cost Per Square Foot	Cost Per Service Occurrence	# of Service Occurrences Annually
Headquarters Administrative Building (including Community Use Room)	\$			Actual 12
Detailed carpet cleaning per square foot (approx. 32,091 sq. ft.) (billed monthly as services are completed)		\$		Estimate 2
HQ Community Use Room – after regular hour cleanings as needed when needed service (billed monthly as services are completed)			\$	Estimate 24