



# CITY OF CONROE

Est. 1904

City of Conroe  
PO Box 3066  
Conroe, Texas 77305

## **ADDENDUM NO. 1**

DATE ISSUED: July 8, 2020

PROJECT NAME: Janitorial Services

This revision shall be considered part of the contract documents for the above named project and shall be incorporated integrally with the previously issued documents. Wherein provisions of the revisions differ from the provisions of the original documents and/or the provisions of previously issued addendum, the provisions of this revision shall govern and take precedence.

1. In the General Conditions Section, remove Rob Hamilton from the contacts.
2. Item 32, Add: Note- At this time there are no recycle bins designated for the recreation and activity center, aquatic center, senior center.
3. In the Scope of Janitorial Services Section:
  - Trash Cans, Add: Do not leave a “drip Trail” when transporting trash bags to the trash dumpster. Do not drag trash bags/liners.
  - Surfaces, Add: Dust HVAC vents as needed
4. Add and replace original: REVISED PARKS AND RECREATION DEPARTMENT JANITORIAL SERVICES CLEANING SPECIFICATIONS AND PRICING SHEET attached
5. Add and replace original: WWTP Revised Spec and Pricing Pages to include square footage attached.
6. Add and replace original: DEAN TOWERY SERVICE CENTER Revised Spec and Pricing pages to include square footage attached.

## ADDENDUM NO. 1

### 7. Questions and Answers:

**Q.** Can we get an occupant count by floor and area?

- Tower: Lobby Offices 200, Floor 2 30, Floor 3 40, Floor 4 40, Floor 5 50, Floor 6 varies between 10-150 depending on event.
- Recreation Center: School Year 200-300, Summer 300-400
- Activity Center: School Year 50-150, Summer 175-250
- Aquatic Center: School Year 200-300 (no waterpark), Summer 1500 (with water park)
- Senior Center: School Year 50-100, Summer 100-150
- Oscar Johnson Jr Comm. Center: School Year 100-150, Summer 175-200
- OJJCC Pool: School Year closed, Summer 175-200
- PARD Admin: School Year and Summer 25

**Q.** On the additional service cost please provide the square footage for the carpet by location.

- City Hall: Carpet at is approx. 46,000 sq ft
- PARD: Refer to Item 29 Included in REVISED PARKS AND RECREATION DEPARTMENT JANITORIAL SERVICES CLEANING SPECIFICATIONS AND PRICING SHEET attached
- WWTP: Included in Revised WWTP Pricing Sheet
- Dean Towery Service Center: Included in Revised Pricing Sheet

**Q.** On the additional service cost please provide the square footage for the floor cleaning by location

- City Hall: Hard laminate is 416 Sq Ft, Tile is 1800 Sq Ft, Marble is 4,800 Sq Ft.
- PARD: Refer to Item 29 Included in REVISED PARKS AND RECREATION DEPARTMENT JANITORIAL SERVICES CLEANING SPECIFICATIONS AND PRICING SHEET attached
- WWTP: Included in Revised WWTP Pricing Sheet
- Dean Towery Service Center: Included in Revised Pricing Sheet

## ADDENDUM NO. 1

**Q.** On additional service cost please provide the square footage and height requirement by location.

- PARD: Refer to item 29 in the RFP. Overall square footage for parks and recreation facilities is provided in the revised PARD document.
- WWTP: Included in Revised WWTP Pricing Sheet
- Dean Towery Service Center: Included in Revised Pricing Sheet
- None for Tower

**Q.** Please provide scope documents for specialty floor care, i.e. Wood, gymnasium, marble, etc

- There are no data sheets available for the variety of existing floors throughout the multiple facilities in Parks and Recreation, Tower or Public Works locations.

**Q.** Please verify the single page scope of janitorial services applies to all locations.

- yes.

**Q.** Please provide days of the week service for Oscar Johnson community center, Parks and Rec and Conroe Tower.

- OJCC: Monday through Sunday.
- Parks and Rec Admin: Monday through Friday
- Tower: Floors 1-5 will be Monday-Friday, 6<sup>th</sup> floor will require 7 days a week based on rental use. Hours are specified on cleaning specs.
- Public Works departments: Monday through Friday

**Q.** What is the cleanable SQFT for the underground parking area?

- Approximately 24,000 sq ft. The parking garage will need trash emptied in 1 container daily, trash in parking area as needed. The landing near the elevators will need to be swept and mopped daily.

**ADDENDUM NO. 1**

**Q.** C.K. Ray Recreational center Activity Center Senior Center Aquatic Center Water Park Oscar Johnson JR Community Center Parks and Recreation department Dean Towery Service center Waste water treatment plant:

**1.** We need the SQFT for each line segment in the RFP for the buildings listed above.

- PARD: Refer to item 29 in the RFP. Overall square footage for parks and recreation facilities is provided in the revised PARD document.
- WWTP: Included in Revised WWTP Pricing Sheet
- Dean Towery Service Center: Included in Revised Pricing Sheet

**2.** Please provide quantity for the sites above for each line segment in the RFP for restrooms, locker rooms, showers, coffee bars, kitchens.

- Information not available. Supplies required are TP, hand towels, soap and trash bags/ liners

\*End of Addendum No. 1\*

*Kristina Colville*

Kristina Colville CPPO, CPPB  
Purchasing Manager

**PARKS AND RECREATION DEPARTMENT  
Recreation Operations/PARD Administration  
JANITORIAL SERVICES CLEANING SPECIFICATIONS  
AND PRICING PAGE**

**Locations**

The **C.K. Ray Recreation Center** is located at 1203 Candy Cane Lane and is comprised of a gymnasium, five offices and a conference room, childcare room, kitchen, locker rooms with showers and restrooms, classrooms, fitness center, aerobics and dance rooms, game room, racquetball courts, a lobby reception area with front desk, hallways, stairwell, elevator, common sitting areas, and coffee bar,

The **Activity Center** is located at 1204 Candy Cane Lane and is comprised of a large meeting room, 5 small meeting rooms, restrooms, kitchen, lobby, and hallways.

The **Senior Center** is located at 1202 Candy Cane Lane (behind the Activity Center) and is comprised of a large activity room, food preparation and service area, restrooms, and lobby.

The **Aquatic Center** is located at 1205 Candy Cane Lane and is comprised of eight offices and a conference room, large meeting room, restrooms, locker rooms with showers and restrooms, and a concession stand, a breezeway, and surrounding sidewalks.

The **Waterpark** is located at 1207 Candy Cane Lane and is comprised of one office, one admission area, a family restroom and shower, men's and women's restrooms with showers.

The **Oscar Johnson, Jr. Community Center** is located at 100 Park Place. The main building is comprised of a lobby and front desk, five offices, two classrooms, a large meeting room (can be divided into two rooms), restrooms, food prep area, and hallway, The Activity Building has a classroom, a game room, a large activity room and restrooms. June to August, there is a bath house that is comprised of an entry/exit point, front desk, restrooms and changing area.

The **Parks and Recreation Department (PARD) Administration Building** is located at 1504 Parkwood West. The building is comprised of a lobby and front desk, five offices, one conference room, two restrooms, kitchen, copy room, and hallway.

This proposal shall incorporate the cleaning of all facilities according the specifications herein.

**Service Times and Holidays**

All Centers have six holidays- New Year's Day, Good Friday and Easter Sunday, Thanksgiving Day and the day after, and Christmas Day; unless otherwise communicated.

Service at the **C.K. Ray Recreation Center** will begin no earlier than 10:00 p.m., and end no later than 4:00 a.m. Monday through Sunday; unless otherwise communicated.

Service at the **Activity Center** will begin no earlier than 10:00 p.m., and end no later than 6:00 a.m. Monday through Sunday; unless otherwise communicated.

Service at the **Senior Center** will begin no earlier than 10:00 p.m., and end no later than 6:00 a.m. Monday through Sunday; unless otherwise communicated.

Service at the **Aquatic Center** will begin no earlier than 10:00 p.m., and end no later than 4:00 a.m., Monday through Saturday; unless otherwise communicated.

Service at the **Waterpark** will begin no earlier than 10:00 p.m., and end no later than 6:00 a.m., Tuesday through Sunday, June through mid-August; weekends in May and mid-August through September; unless otherwise communicated.

Service at the **Oscar Johnson, Jr. Community Center** will begin no earlier than 10:00 p.m., and end no later than 6:00 a.m., **Monday through Sunday**, unless otherwise communicated. Seasonal service at the bath house shall coincide with the main building during the months of June-August; unless otherwise communicated.

Service at **PARD Administration** will begin no earlier than 9:00 p.m., and end no later than 6:00 a.m., unless otherwise communicated.

***Note: Vendor will receive notice from the Center Supervisor, or designated representative, the Wednesday prior to the weekend with the schedule of events and activities in the facility for that weekend.***

PARKS AND RECREATION

DESCRIPTION	Total Cost Per Month	Time Allocation Per Day
<b>Recreation Center (approx. 30,500 SF)</b>		
Recreation Center Office Area, Hallways, Break Room, and Reception Area (carpet/tile)		
Recreation Center Restroom and Locker Rooms with restrooms and showers (tile)		
Recreation Center Gymnasium (wood floor)		
Recreation Center Racquetball Courts (wood floor)		
Recreation Fitness Center (rubber floor)		
Recreation Center Kidz Zone/Child Care (tile floor)		
Recreation Center Game Room (carpet)		
Recreation Center Gymnastics Room (carpet)		
Recreation Center Downstairs Aerobics/Dance Rooms (vinyl)		
Recreation Center Upstairs Aerobics/Dance Rooms (wood)		
Recreation Center Multi-purpose Room (vinyl)		
<b>C.K. Ray Recreation Center Total</b>		
<b>Activity Center (approx. 8,600 SF)</b>		
Activity Center Large Meeting Room (vinyl)		
Activity Center Art Room, Hallways, Restrooms, Food Prep Room, and Front Lobby (tile)		
Activity Center Meeting Small Meeting Rooms (carpet)		
<b>Activity Center Total</b>		
<b>Senior Center (approx. 8,000 SF)</b>		
Senior Center Activity Room, Food Prep/Serving Area, Restrooms, and Lobby (tile)		
Senior Center Activity Rooms, Offices (carpet)		
<b>Senior Center Total</b>		
<b>Aquatic Center (approx. 8,000 SF)</b>		
Aquatic Center Offices, Front Desk Area, Hallways (carpet)		
Aquatic Center Food Prep Room, Lifeguard Room, Copy Room, Restrooms (tile)		
Aquatic Center Locker Rooms, Restrooms and Showers (tile)		
<b>Aquatic Center Total</b>		

PARKS AND RECREATION

<b>Waterpark (approx. 2,000 SF)</b>		
Waterpark office and admission area (concrete)		
Waterpark restrooms and showers (concrete)		
<b>Waterpark Totals</b>		
<b>Oscar Johnson, Jr. Community Center (approx. 14,000 SF)</b>		
Oscar Johnson, Jr. Community Center Main Building Offices, Front Desk Area, Hallways (carpet)		
Oscar Johnson, Jr. Community Center Main Building Class Rooms, Activity Room, Food Prep Area, Rest Rooms (tile)		
Oscar Johnson, Jr. Community Center Activity Building Large Activity Room, Small Activity Room, Game Room, Rest Rooms (tile)		
Oscar Johnson, Jr. Community Center Bath House ( <b>Jun- Aug</b> ) (concrete)		
<b>Oscar Johnson, Jr. Community Center Total</b>		
<b>PARD Administration (approx. 4,000 SF)</b>		
Parks and Recreation Department Administration Building Downstairs Offices, Front Desk and Lobby Area, Conference Room, Food Prep Area, Hallways, Restrooms (tile/wood floor)		
Parks and Recreation Department Administration Building Upstairs Offices, Restroom (carpet/tile)		
<b>PARD Administration Building Total</b>		



PARKS AND RECREATION

**PRICING PAGE**

<b>C.K. RAY RECREATION CENTER</b>	<b>PER SERVICE</b>
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet)	
High Dusting	
<b>C.K. Ray Recreation Center Total</b>	
<b>ACTIVITY CENTER</b>	<b>PER SERVICE</b>
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet)	
High Dusting	
<b>Activity Center Total</b>	
<b>SENIOR CENTER</b>	<b>PER SERVICE</b>
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet)	
High Dusting	
<b>Senior Center Total</b>	
<b>AQUATIC CENTER</b>	<b>PER SERVICE</b>
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet, concrete)	
High Dusting	
<b>Aquatic Center Total</b>	
<b>WATERPARK</b>	<b>PER SERVICE</b>
Floor Cleaning (concrete)	
High Dusting	
<b>Waterpark Total</b>	
<b>OSCAR JOHNSON, JR. COMMUNITY CENTER</b>	<b>PER SERVICE</b>
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet)	
High Dusting	
<b>Oscar Johnson, Jr. Community Center Total</b>	
<b>PARD ADMINISTRATION BUILDING</b>	<b>PER SERVICE</b>
Carpet Cleaning	
Floor Cleaning (tile, wood floor, carpet)	
High Dusting	
<b>PARD Administration Building Total</b>	

**DEEP CLEAN AND/OR IMPACT CLEAN PRICING PAGE**

RECREATION CENTER	
ACTIVITY CENTER	
SENIOR CENTER	
AQUATIC CENTER	
WATERPARK	
OSCAR JOHNSON, JR COMMUNITY CENTER	
PARD ADMINISTRATION BUILDING	

**ALTERNATE BID PRICING PAGE**

**SUMMER DAY PORTER SERVICES (daily June to mid-August)**

	<b>COST PER MAN HOUR</b>
RECREATION CENTER	
ACTIVITY CENTER	
SENIOR CENTER	
AQUATIC CENTER	
WATERPARK	
OSCAR JOHNSON, JR COMMUNITY CENTER	
PARD ADMINISTRATION BUILDING	

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Authorized Signature)

**DEAN TOWERY SERVICE CENTER  
401 SGT ED HOLCOMB BLVD. SOUTH  
CONROE, TEXAS 77304  
FACILITY MANAGER: JENNIFER GILMORE  
ALTERNATE: KATHY WALKER  
936-522-3885  
[JGilmore@cityofconroe.org](mailto:JGilmore@cityofconroe.org)  
[KWalker@cityofconroe.org](mailto:KWalker@cityofconroe.org)**

**Location:**

The Dean Towery Service Center is located at 401 Sgt. Ed Holcomb Blvd. S. in Conroe, Texas, and is an 11 building complex containing approximately 20,660 square feet of cleaning area. The approximate areas are: 11 Buildings, 34 Offices, 14 Restrooms, 8 Kitchen Areas with & without sinks, 5 Breakroom Areas, 1 Full Size Kitchen, 2 Locker Rooms/restrooms and 1 Training room.

**Service Time and Holidays:**

The service will begin no earlier than 6:00 p.m. and no later than 2:00 a.m. every Monday through Friday except for these holidays: Martin Luther King Jr, Good Friday, New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

**Training Room Cleaning Specifications:**

The training room is to be cleaned on a daily basis. This includes removing trash, debris, vacuum, spot clean carpet, tables and chairs cleaned and sanitized and dusting. Training room tables and chairs are to be put back in their proper place. The chalkboard and whiteboard **DO NOT** need to be cleaned by cleaning staff. Classes are held up until 10:00 pm and the room is to be cleaned after 10:00 pm to accommodate the classes and to ensure that the room is clean for the next business day. There are no exceptions on the cleaning of this room unless notified in advance by Jennifer Gilmore.

**DEAN TOWERY SERVICE CENTER PRICING PAGE**

<b>AREA DESCRIPTION</b>	<b>SQUARE FEET</b>	<b>CARPET SQUARE FT</b>	<b>TILE/VINYL SQUARE FT</b>	<b>TOTAL COST PER</b>	<b>TIME ALLOCATION PER DAY</b>
Administrative Building office areas, hallways, copy/kitchen area, restrooms, water fountains, and reception area.	4,060	2800	1260		
Training Building training room, kitchen, hallway, locker rooms/restrooms, and water fountains.	6,110	2000	4110		
Warehouse Building office areas, kitchen area, restrooms, and water fountains.	720		720		
Pump and Motor Building office areas, breakroom, kitchen area, water fountains, and restroom.	770	200	570		
Welding Shop Building office areas and restroom.	920		920		
Street Department Building office areas, breakroom, kitchen area and restroom.	1,200		1200		
Water Department Building office areas, breakroom, kitchen area restrooms, and water fountains.	1,980		1980		
Parks Operations Building office area, breakroom, kitchen area, restroom and shop water fountains.	1,100		1100		
Traffic Signal Maintenance Building office areas, kitchen area and restroom.	500		SEALED CONCRETE 500		
Sign Building office areas, restrooms, kitchen area, and water fountains.	1015		SEALED CONCRETE 1015		
Fleet Maintenance Building office areas, breakroom, restrooms, waiting area, and water fountains.	1764		SEALED CONCRETE 1764		
All building entrance and breezeway areas as specified.	300		NO FLOOR		
<b>Dean Towery Service Center Monthly Total</b>	20,439				

<b>AREA DESCRIPTION</b>	<b>SQUARE FOOTAGE</b>	<b>PER SERVICE</b>
Carpet Cleaning - Quarterly	4400	
Tile Cleaning - Quarterly	8000	
Dusting of all ceiling light fixtures, vents and high items - Per service, quarterly, and annually	10 FT CEILINGS	
<b>Dean Towery Service Center Total</b>		

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Authorized Signature)

**WASTEWATER TREATMENT PLANT  
2400 SGT ED HOLCOMB BLVD. SOUTH  
CONROE, TEXAS 77304  
FACILITY MANAGER: JENNIFER GILMORE OR GREG HALL  
JENNIFER: 936-522-3885 [jgilmore@cityofconroe.org](mailto:jgilmore@cityofconroe.org)  
GREG: 936-522-3836 [ghalljr@cityofconroe.org](mailto:ghalljr@cityofconroe.org)**

**Location:**

The Wastewater Treatment Plant is located at 2400 Sgt. Ed Holcomb Blvd. S. in Conroe, Texas, and is a 3 building complex containing approximately 7,500 square feet of cleaning area.

**Special Conditions:**

All janitorial staff assigned to work and/or supervise at the Wastewater Treatment Plant will be required to attend a CL2 (chlorine) and SO2 (sulfur dioxide) Leak Response Training Certification class. No staff member will be allowed to work at this site without this training. All janitorial staff will be required to check-in and check-out with Superintendent and/or Foreman before beginning and ending their work shift at this site.

**Service Time and Holidays:**

The service will begin no earlier than 8:00 a.m. and no later than 3:00 p.m. every Monday through Friday except for these holidays: Martin Luther King Jr, Good Friday, New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

## WASTEWATER TREATMENT PLANT PRICING PAGE

AREA DESCRIPTION	SQUARE FEET	CARPET SQUARE FEET	TILE/VINYL SQUARE FEET	TOTAL COST PER MONTH	TIME ALLOCATION PER DAY
Administrative Building and Lab office areas, hallways, reception area, kitchen area and restrooms.	5,000	1000	4000		
Operator Office Building office area.	1,000		1000		
<b>Wastewater Treatment Plant Monthly Total</b>	6,000				

AREA DESCRIPTION	SQUARE FOOTAGE	PER SERVICE
Carpet Cleaning	1000	
Tile Cleaning	5000	
Dusting of all ceiling light fixtures, vents and high items	10 FT CEILINGS	
<b>Wastewater Treatment Plant Total</b>		

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(Company Name)

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(Authorized Signature)