

# ADDENDUM NO. 1

Total Pages: 3

Issued: March 7, 2024

**BID NO.:** 3972

**BID NAME:** JANITORIAL/CLEANING SERVICES – GOVERNMENT COMPLEX

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The following additions and revisions are to become a part of the Bid Documents of the above referenced bid. Acknowledge receipt of this Addendum by completing and signing **Page 16** of the bid packet documents. The Bidders are responsible for bringing this Addendum to the attention of their Subcontractors and/or Material Suppliers.

## **ADDENDUM NO. 1 - addresses the following:**

- a. The clarification of Item **g** of the “Bidder Qualifications”.
- b. The issuance of a new/revised “Building Cleaning Schedule & Scope of Work” to replace pages 8 & 9 of the original bid packet.
- c. Items changed in the Scope of Work as it relates to:
  1. Section I, Part A, line 6 (**wording**)
  2. Section II, Part A, lines 1 and 2 (**wording and addition to description**)
  3. Section IV, Part A, frequency, lines 3 and 4 (**removed**)
  4. Section IV, Part B, line 3 (**removed**)
- d. The addition of Part C, line 1 in Section IV.

### 1. Clarification of Bidder Qualifications:

Must be within a 30-mile radius of Meridian, MS and can respond to an emergency within one hour of being called.

***This statement of criteria refers to the person(s)/or team who is physically responsible for servicing and maintaining the building(s). Those said persons must be able to respond/or be on the premises within one hour of being called.***

### 2. Building Cleaning Schedule and Scope of Work:

The above referenced two (2) page document has been revised. You will need to replace pages 8 and 9 of the original bid documents.

***Refer to the following two (2) pages for the revised Building Cleaning Schedule & Scope of Work.***

# REVISED BUILDING CLEANING SCHEDULE & SCOPE OF WORK

## I. DAILY CLEANING

### A. GOVERNMENT COMPLEX BUILDING

1. All trash receptacles are to be emptied and trash removed to a collection point and placed in the dumpster. This includes five (5) outside trash receptacles. *(Liners are furnished by the County)*
2. Empty ashtrays, wet-wipe, and dry polish, if applicable.
3. Vacuum all the carpets and mats.
4. Dust mop all hard surface floors.
5. Damp mop hard surface floors to remove any spillage or soiled areas.
6. Scrub the floors in the lobby and public hallways. Clean staircase floors.
7. ***Always use a pH-neutral cleaner. The lobby and public hallways are terrazzo flooring and is sealed with Zeps High Traffic Acrylic Floor Polish and should be maintained using Zep Commercial Neutral Floor Cleaner or a comparable pH-neutral cleaner. This product is also suitable for vinyl flooring throughout the building.***
8. Vendors are to provide all necessary supplies to perform the work other than trash can liners, paper towels, toilet tissue, hand soap, urinal screens, and mechanical deodorizers.

### B. ALL RESTROOMS (PUBLIC & EMPLOYEE)

1. Stock towels, tissue, and hand soap. *(Items are furnished by the County)*
2. Empty sanitary napkin receptacles and damp wipe with disinfectant.
3. Empty trash receptacles, wipe/spot clean if needed, and sanitize containers.
4. Clean and polish all glass and mirrors.
5. Wipe towel cabinet covers.
6. Toilets and urinals are to be cleaned and disinfected inside and out. Urinal screens are to be replaced as needed. Polish bright work.
7. Toilet seats are to be cleaned on both sides and disinfected inside and out. Polish bright work.
8. Scour and disinfect all basins. Polish bright work.
9. Dust tops of mirrors and frames and clean all partitions, walls, and doors.
10. Remove splash marks from walls around basins.
11. Sweep, wet mop, rinse, and sanitize restroom floors with disinfectant.

## II. WEEKLY CLEANING (MUST BE PERFORMED/COMPLETED ONCE PER WEEK)

### A. GOVERNMENT COMPLEX BUILDING

1. Damp mop all the hard surface floors (to include four (4) fire exit stairwells), taking time to get into corners, along edges and beneath furnishings. Scrub, buff/or burnish the floors in the lobby, staircase, and public hallways.
2. Power vacuum any carpeting/or rugs in offices and spot clean any spills.
3. Clean and polish drinking fountain/water dispenser.
4. Thoroughly dust all horizontal and vertical surfaces; including desktops, file cabinets, shelves, windowsills, chairs, tables, pictures, and all manner of furnishing in above named area.
5. Damp wipe telephones using a disinfectant.
6. Damp wipe entrance metal and finger marks on entrance glass.
7. Clean & polish all glass and metal on the staircase and 2<sup>nd</sup> floor balcony.

8. ***Clean all public hallway bullet proof partition glass. Windex and paper towels are not allowed on these surfaces. Warm water with mild soap works best to clean the glass surface. To disinfect, use diluted hydrogen peroxide or isopropyl alcohol. Soft, lint-free cloth, chamois, or microfiber cloths are safe to clean and sanitize the surfaces.***
9. Clean all reception area glass and security office glass on the 1<sup>st</sup> & 2<sup>nd</sup> floor.
10. Use a high co-efficient disinfectant for proper sanitation.
11. Damp mop all the elevator floors.
12. Thoroughly wipe down kitchen/breakroom countertops, cabinets, tables, chairs, refrigerators (outside), and microwaves.

### **III. MONTHLY CLEANING (MUST BE PERFORMED/COMPLETED ONCE PER MONTH)**

#### **A. GOVERNMENT COMPLEX BUILDING**

1. Accomplish all high dusting up to 12 feet; (not reached in the above-mentioned cleaning) this task must be accomplished without use of a ladder.
2. Remove fingerprints and marks from around light switches and doorframes.

### **IV. FLOOR CARE PROGRAM**

#### **A. SEMI-ANNUAL FLOOR CARE: 2 TIMES/YEAR MINIMUM – LOBBY, STAIRCASE, PUBLIC HALLWAYS**

1. Thoroughly dust and clean composite flooring covering.
2. Strip, clean, and rinse composite flooring of existing sealers, taking time to get into corners, along edges and beneath furniture. ***Only neutral pH formulated products.***

#### **B. SEMI-ANNUAL FLOOR CARE: 2 TIMES/YEAR MINIMUM – PRIVATE/SECURED HALLWAYS**

1. Thoroughly sweep and vacuum LVT flooring covering to remove fine dust and debris.
2. Machine scrub, rinse, and mop LVT flooring, taking time to get into corners, along edges and beneath any furniture. ***Only neutral pH formulated products.***

#### **C. BI-WEEKLY FLOOR CARE: EVERY 2 WEEKS (ROTATING BETWEEN THE 1<sup>ST</sup> AND 2<sup>ND</sup> FLOOR)**

1. Polish and buff composite flooring taking time to get into corners, along edges and beneath furniture. ***Only neutral pH formulated products.***

**END OF ADDENDUM  
NO. 1**