

ADDENDUM TO JANITORIAL SERVICES FOR CITY FACILITIES

Addendum Number: 1

Date Issued: September 22, 2014

I. Instruction to Bidders:

This addendum is hereby made as part of the bid packet issued for the City of Casa **Janitorial Services for City Facilities**, and therefore must be attached to the bid packet response from the bidders.

II. Addendum Number: 1

The following clarifications and changes should be noted:

Page 6, "INFORMATION TO BIDDERS"

XIII. DELIVERY OF PRODUCT/COMPLETION OF WORK

For clarification purposes based on the pre-bid conference, the City would like to reiterate the following dates:

The contractor shall perform the tasks as outlined below at the times and frequencies noted below. The term of the service to be provided shall be 6 months beginning December 15, 2014 and ending June 30, 2015. The City may extend the term for an additional 12 months pending contract evaluation.

Page 8, PROJECT SPECIFICATIONS

2. SCOPE

Delete the following sentence:

The City of Casa Grande, Facilities Maintenance Division (FMD) is seeking proposal(s) from qualified companies to provide custodial services for a one year period with the option to extend four additional years in accordance with the following specifications to commence on or about December 1st 2014.

Replace with the following:

The contractor shall perform the tasks as outlined below at the times and frequencies noted below. The term of the service to be provided shall be 6 months beginning December 15, 2014 and ending June 30, 2015. The City may extend the term for an additional 12 months pending contract evaluation.

Page 30, “Bid Proposal Price Page”

Please note the correction to the Facility “Police Dept Bldg” and Area to be Cleaned/sqft “15,866” it should read “*Police Dept. Communication*” and Area to be Cleaned/sqft “7,764.”

Cost break down by Building

Facility	Area to be Cleaned/Sqft	Annual price Per Sqft	Cost Per sqft
City Hall "A"	34,500		
City Hall "B"	13,050		
Dorothy Powell Senior Center	10,200		
Len Colla Rec Center	12,800		
Library Building	16,050		
Municipal Court Bldg	10,150		
NOC-Public Works	12,000		
Parks and Rec Dept	9,400		
<i>Police Dept. "Communication"</i>	<i>7,764</i>		
Public Safety	48,400		
Pro Shop	2,397		
Villago Park Restrooms	780		
Ed Hooper Park Restrooms	380		
Dave White Park Restrooms	760		
O'Neil Park Restrooms	490		
Carr McNatt Park Restrooms	720		
Peart Park Restrooms	380		

Contractor’s Signature & Date

Company Name

Note: A signed copy to this addendum is to be returned with the Contractor’s bid proposal. The Contractor shall also acknowledge this addendum in the space provided on the bid proposal form.

PROJECT SPECIFICATIONS

1. INTRODUCTION

The City Of Casa Grande (the "City") is seeking an experienced and professional contractor to furnish all necessary labor, supervision, materials, equipment, and supplies to satisfactorily perform janitorial services for City Facilities.

The City takes pride in providing an exceptionally clean, safe and aesthetically pleasing environment at all times for our citizens and employees and is seeking a Contractor that demonstrates this same pride in their work performed. The contractor shall be required to furnish all labor, materials, equipment, tools, services and skill required to maintain a clean and safe environment throughout the contract period.

2. SCOPE

The contractor shall perform the tasks as outlined below at the times and frequencies noted below. The term of the service to be provided shall be 6 months beginning December 15, 2014 and ending June 30, 2015. The City may extend the term for an additional 12 months pending contract evaluation. This is an all-inclusive, performance based, custodial cleaning service contract. The Contractor or Contractors must adhere to the specifications set forth as a minimum, and perform the requirements with expertise, knowledge and capability. The FMD reserves the right to adjust service specifications at any time based on environmental changes, to accommodate events or security regulations, or to allow fixture changes within the space.

The selected Contractor or Contractors shall furnish all necessary labor, cleaning supplies, materials, equipment, tools, vehicles, uniforms, chemicals, and supervision necessary to satisfactorily perform the work required under this contract. The cleaning equipment and standards of performance listed shall be considered as the minimum requirements to perform acceptable services at the facilities listed. Lack of staff or equipment will not be accepted by the City as a reason for failure to perform. It is not the City's intent to require a specific brand of supplies or equipment however, the City reserves the right to review the contractor's proposed cleaning equipment and materials. If they do not, in the City's opinion, provide effective sanitation and/or cleanliness of the facilities, the City may request alternate cleaning equipment or materials which conform to preferred specifications and industry standards. The Contractor shall provide environmentally preferred cleaning products as required within this document.

The Contractor or Contractors will be responsible for scheduling the daily cleaning to achieve complete facility cleanliness and shall develop Management/Operational plans to cover all functions of the custodial services and hard floor/carpet cleaning. Additionally, Contractor or Contractors must respond to all trouble calls issued from the FMD, which may include notice of spills, debris, or minor biohazard cleanup. The City reserves the right to approve and make suggested changes to the schedule set up by the Contractor or Contractors. Work shall be scheduled in such a way that it does not disrupt the functions and normal day-to-day procedures of the facility and shall in no way interfere with the normal routine of the facilities tenants, facilities employees, or the public.

A Contractor Cleaning Plan must be provided and, once established and agreed upon by the FMD, will become an addendum to the contract. It is expressly understood by the Contractor or Contractors that the intent of this Contract is to supply complete custodial, carpet and hard floor cleaning services for all portions of the facilities. Further, the Contractor is solely responsible for the cleanliness of the facilities at all times.

**BID PROPOSAL
PRICE PAGE**

This fee proposal shall include all work necessary to effectively conduct and complete the Scope of Services. The fees stated below must include all necessary costs including, but not limited to, labor, taxes, materials, overhead, administrative charges, profit and insurance.

Cost break down by Building

Facility	Area to be Cleaned/Sqft	Annual Price Per Sqft	Cost Per/sqft
City Hall "A"	34,500		
City Hall "B"	13,050		
Dorothy Powell Senior Center	10,200		
Len Colla Rec Center	12,800		
Library Building	16,050		
Municipal Court Bldg	10,150		
NOC-Public Works	12,000		
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Dave White Park Restrooms	760		
O'Neil Park Restrooms	490		
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Peart Park Restrooms	380		

1. Base Bid Total Annual Cost:

\$ _____
(Words)

(\$ _____)
(Figures)