



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

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August 6, 2009

RFP # 6480 Amendment # 1

Subject: Janitorial Services for Various County Buildings

Janitorial Specifications, Bid Sheet and Bid Opening Date

Due to the need for more clarification of the specifications, additional services required and additional building locations this amendment is being issued.

Item 1 Bid Opening Date

The Bid opening date is changed from Tuesday, August 18, 2009 at 4:00pm to **Thursday, August 20, 2009 at 4:00pm at the same location.**

Item 2 General Specifications

Replace 1:1 AREAS page 10 with the attached **1:1 AREAS REVISED** (2 pages) in the RFP.

Replace 3:3 DAILY SERVICES MONDAY THRU FRIDAY page 20 with attached **3:3 DAILY SERVICES MONDAY THRU FRIDAY – REVISED** in the RFP.

Item 3 Bid Sheet

Replace BID SHEET page 25, with the attached **BID SHEET REVISED** in the RFP.

Be sure to use the attached pages for submitting your bid. This document **MUST** be included with your bid proposal.

Any questions, contact Crystal A. Wake at (734) 222-6760 wakec@ewashtenaw.org or Rick Farrell at (734) 891-2054 farrellr@ewashtenaw.org.

1:1 AREAS - REVISED

The approximate square footage area of floor surfaces to be cleaned is as follows:

Zone 1, Chelsea, Western Service Ctr., Downtown Ann Arbor:

<u>Building Location</u>	<u>Resilient Tile</u>	<u>Carpet</u>	<u>Ceramic Tile</u>	<u>Total</u>
122 S. Main, Chelsea	1,050	6,180	400	7,630
705 N. Zeeb	5,250	29,750	0	35,000
220 N. Main	2,330	12,373	1,927	16,630
200 N. Main	5,357	30,359	0	35,716
101 E. Huron	8,000	63,000	18,000	89,000
110 N. Fourth	0	29,600	1,000	30,600

Zone 2, County Service Center, Courts, Veteran Svcs. and Juvenile Complex:

<u>Building Location</u>	<u>Resilient Tile</u>	<u>Carpet</u>	<u>Ceramic Tile</u>	<u>Total</u>
1000 N. Maple, Saline	1,800	5,044	500	7,344
2201 Hogback	6,000	16,500	5,000	27,500
2140 Ellsworth	5,000	24,890	0	29,890
2270 Platt Road	10,386	2,942	0	13,328
2260 Platt Road	747	4,845	0	5,592
4101 Washtenaw	1,000	14,970	750	16,720
4133 Washtenaw	10,500	8,650	0	19,150
2155 Hogback	1,000	1,000	500	2,500
4135 Washtenaw	1,200	5,353	1,500	8,053
4125 Washtenaw	1,740	4,455	898	7,093

Zone 3, Ypsilanti, Human Services, Head Start, Harriet and ECGC:

<u>Building Locations</u>	<u>Resilient Tile</u>	<u>Carpet</u>	<u>Ceramic Tile</u>	<u>Total</u>
22 Center	1,000	33,850	7,550	42,500
555 Towner	1,554	49,576	2,650	53,750
750 Towner	300	850	0	1,150
415 W. Michigan	1,414	19,846	1,020	22,280
336 Harriet St	500	2,000	0	2,500
304 Harriet St	711	4,603	0	5,314

<u>Building Location</u>	<u>Resilient Tile</u>	<u>Carpet</u>	<u>Rubber Flooring</u>	<u>Total</u>
1661 LeForge	11,375	3,500	2,625	17,500

Other future sites: The most responsive, responsible bidders awarded a contract can quote on any additional sites that are added after this bid.

1:1 AREAS - REVISED

The approximate number of, toilets, sinks, showers and urinals be cleaned is as follows:

Zone1, Chelsea, Western Service Ctr., Downtown Ann Arbor:

<u>Building Location</u>	<u>Toilets</u>	<u>Sinks</u>	<u>Urinals</u>	<u>Showers</u>
122 S. Main, Chelsea	6	6	1	0
705 N. Zeeb	21	18	3	2
220 N. Main	7	6	1	0
200 N. Main	22	20	10	2
101 E. Huron	54	54	12	2
110 N. Fourth	14	18	4	0

Zone 2, County Service Center, Courts, Veteran Svcs. and Juvenile Complex:

<u>Building Location</u>	<u>Toilets</u>	<u>Sinks</u>	<u>Urinals</u>	<u>Showers</u>
1000 N. Maple, Saline	4	4	1	0
2201 Hogback	18	19	5	3
2140 Ellsworth	17	18	3	1
2270 Platt Road	11	11	3	0
2260 Platt Road	3	3	0	0
4101 Washtenaw	4	4	0	0
4133 Washtenaw	5	4	1	0
2155 Hogback	4	4	0	1
4135 Washtenaw	5	5	1	0
4125 Washtenaw	8	8	0	1

Zone 3, Ypsilanti, Human Services, Head Start, Harriet and ECGC:

<u>Building Locations</u>	<u>Toilets</u>	<u>Sinks</u>	<u>Urinals</u>	<u>Showers</u>
22 Center	21	16	5	2
555 Towner	32	30	5	0
750 Towner	3	3	0	0
415 W. Michigan	17	17	2	0
336 Harriet St	1	1	0	0
304 Harriet St	9	6	2	0
1661 LeForge	15	11	1	2

Other future sites: The most responsive, responsible bidders awarded a contract can quote on any additional sites that are added after this bid.

3:3 DAILY SERVICES MONDAY THRU FRIDAY - REVISED

- A. Room Cleaning: Office Areas, File Room, Libraries, Conference Rooms, etc
1. Empty Waste receptacles and remove waste to designated areas.
 2. Wash or damp wipe, inside and outside, all waste receptacles presenting a soiled or odorous condition.
 3. Replace liners when torn or soiled.
 4. Empty and clean ash receptacles and sift-clean in sand-type receptacles.
 5. Dust-mop all non-carpeted floors. Damp-mop all spills. Buff floors, applying spray wax if needed.
 6. Thoroughly vacuum all carpeted floors including corners, and underneath partitions every day.
 7. Spot clean all carpeted areas.
 8. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
 9. Clean and disinfect drinking fountains.
 10. Clean and polish all entrance glass.
 11. Move all lobby chairs and clean floor area underneath and replace chairs in proper place.

B. Restrooms:

1. Clean and sanitize all units. Clean pipes beneath all sinks.
2. Clean mirrors and counters and polish chrome.
3. Refill all dispensers.
4. Empty and disinfect all sanitary napkin receptacles.
5. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
6. Empty waste receptacles.
7. Clean switch, door and kick plates.
8. Maintain floor traps free of odor.

C. Building Perimeter

1. Walk perimeter of exterior of the facility and pick up and discard of any debris.
2. Report any building issues, i.e. vandalism, noticeable repairs.

D. Day Porter Services

1. Spot clean restrooms, replace paper products, fill soap dispensers, clean-up spills, spot clean carpet, empty waste cans (lobby and exterior), clean break areas and any emergency clean-ups. **(As needed basis, daily)**
2. Day Porter hours are 12:00pm – 4:00pm, M-F for designated buildings.

E. Recycle Duties – (Can be done by Day Porter or night crew)

1. Dispose of cardboard and office paper from interior recycle stations (cans, carts or bins) to exterior designated recycle dumpsters. **(As needed basis, daily)**

BID SHEET - REVISED

Washtenaw County may implement furlough days. In these instances, as well as County observed Holidays the County facilities will be closed and not accessible. Therefore the County shall deduct the monthly service billing in observance of these furlough dates. Example: Monthly service billing \$1,000.00 monthly service rate/30 days = \$33.33/day; \$33.33 would be deducted for that month for that furlough day.

Zone 1, Chelsea, Downtown Ann Arbor	PRICING		
	Monthly *	Semi-Annual	Annual
122 S. Main, Chelsea – 14A District Court			
705 N. Zeeb – Drains, MSU, Env. Hlth., Bldg. Insp.			
220 N. Main – Administration, Finance, HR			
200 N. Main – Clerk’s, Treasurer, Pros. Atty.			
101 E. Huron – Courts, FOC, Probation			
110 N. Fourth – Support Services			
Day Porter Services (Only bolded buildings)			
TOTAL For Zone 1	\$	\$	\$

Zone 2, County Service Ctr & Juvenile Complex	PRICING		
	Monthly *	Semi-Annual	Annual
1000 N. Maple, Saline – 14A District Court			
2140 Ellsworth - CSTS			
2155 Hogback – Veteran Services & Facilities Mgmt.			
2201 Washtenaw – Sheriff’s			
2260 Platt Road - Pros. Atty. Juvenile			
2270 Platt Road – Juvenile Court			
4101 Washtenaw - Community Corrections			
4125 Washtenaw - Children’s Services			
4133 Washtenaw – 14A District Court – Admin.			
4135 Washtenaw – Learning Resource Center LRC			
Day Porter Services (Only bolded buildings)			
TOTAL For Zone 2	\$	\$	\$

BID SHEET - REVISED

Washtenaw County may implement furlough days. In these instances, as well as County observed Holidays the County facilities will be closed and not accessible. Therefore the County shall deduct the monthly service billing in observance of these furlough dates. Example: Monthly service billing \$1,000.00 monthly service rate/30 days = \$33.33/day; \$33.33 would be deducted for that month for that furlough day.

Zone 3, Ypsilanti, Ann Arbor Human Services	PRICING		
	Monthly *	Semi-Annual	Annual
22 Center – Dept. of Human Services			
304 Harriet – ETCS - Workfirst			
336 Harriet – ETCS – Senior Nutrition			
415 W. Michigan Ave. – ECGC			
555 Towner 1 & 2 – Health Complex			
750 Towner – CSTS Day Program			
1661 LeForge – Head Start			
Day Porter Services – (Only bolded buildings)			
TOTAL For Zone 3	\$	\$	\$

Please list any services that would involve an EXTRA CHARGE on separate sheet clearly labeled Addendum K.

Crystal A. Wake, C.P.M., CPPB
 Crystal A. Wake, C.P.M., CPPB
 Senior Buyer

cc: Bid # 6480