

(239) 533-5450

John E. Manning
District One

DECEMBER 12, 2014

Cecil L. Pendergrass
District Two

SOLICITATION NO.: IFB150064

Larry Kiker
District Three

SUBJECT: ADDENDUM NUMBER ONE

Brian Hamman
District Four

REFERENCE: Janitorial Services for Northwest Regional Library

Frank Mann
District Five

The following changes shall become a part of the Bid Documents and shall be as binding as if contained therein:

Roger Desjarlais
County Manager

Richard Wesch
County Attorney

ITEM NO. 1

DELETE Page 10

REPLACE with page 10A (See Attached)

Donna Marie Collins
County Hearing Examiner

ITEM NO. 2

DELETE Page 25

REPLACE with page 25A (See Attached)

BIDDER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE BIDDING DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Patrick T. Lewis Sr.

Patrick T. Lewis Sr.
Procurement Analyst
Lee County Procurement Management

REQUIRED ANCILLARY BID INFORMATION

Note: The following required information is for monitoring, and internal analysis and evaluation purposes only. All contractual prices shall be included in the space provided, above, for your “Total Annual Charges” Annual cost; the basis of award.

Provide estimated hours or estimated cost for the following:

- | | |
|---|--|
| 1. <u>DAILY SERVICES</u> | |
| a. Restrooms | _____ Total Estimated Daily Hours |
| b. Kitchen | _____ Total Estimated Daily Hours |
| c. Outside | _____ Total Estimated Daily Hours |
| d. Interior (not covered above) | _____ Total Estimated Daily Hours |
| 2. <u>MIDDAY SERVICE</u> | |
| a. Restrooms | _____ Total Estimated Daily Hours |
| 3. <u>WEEKLY SERVICE</u> | _____ Total Estimated Hours |
| 4. <u>SEMI-MONTHLY SERVICE</u> | _____ Total Estimated Hours |
| 5. <u>MONTHLY SERVICE</u> | _____ Total Estimated Hours |
| 6. <u>QUARTERLY SERVICE</u> | |
| a. Carpet and Upholstery Cleaning | _____ Total Estimated Price Per Cleaning |
| b. Balance of services (See Checklist) | _____ Total Estimated Hours |
| 7. <u>SEMI-ANNUAL SERVICE</u> | |
| a. High Glass Cleaning Int/Ext Cleaning | _____ Total Estimated Price Per |
| b. Strip/Wax Vinyl Floors | _____ Total Estimated Hours |
| c. Building Pressure Washing | _____ Total Estimated Price Per Cleaning |

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications?

YES _____ NO _____

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Bidder shall submit his/her bid on the County’s Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County’s Form may result in the Bidder/Bid being declared non-responsive by the County.

ATTACHMENT A
JANITORIAL DETAIL CLEANING TASK - SPECIAL PROJECTS CHECKLIST

Facility	North West Regional Library	Date	,200
A. MONTHLY SERVICE		Completed	Date Completed
1.	Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills.		
2.	Clean light covers (external only).		
3.	Dust and/or clean ceiling fans, if applicable.		
4.	Pressure wash steps, walks and patios and furniture as needed; keeping them free of gum, tar, and other foreign matter. <i>Clean glass and building areas if required after washing due to over spray.</i>		
5.	Spray buff or burnish all vinyl floors.		

TWICE PER MONTH SERVICE		Completed	Date Completed
1.	Heavy wash and treat Marmoleum and Vinyl Floors.		

C. QUARTERLY SERVICE		Completed	Date Completed
1.	Wash venetian blinds (use all purpose cleaner or detergent), if applicable. Do not remove blinds from window.		
2.	Clean light fixtures and covers (interior).		
3.	Clean Carpet and Upholstery.		
4.	Clean bookdrops (interior/exterior, if applicable) and bookdrop carts.		
5.	High Ceiling Cleaning – Dust/clean visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents & pipes. Remove dust, cobwebs, bugs, etc.		
6.	Clean low-level interior/exterior windows. (may be required to be done more often).		
7.	Mechanical Room, Electrical Room, Data Room (with the assistance of county personnel), if applicable.		
8.	Wax vinyl floors if applicable—treat marmoleum products as needed with approved manufacturer's guidelines.		
9.	Clean the Library Entrance Sign.		

D. SEMI ANNUAL SERVICE		Completed	Date Completed
1.	Strip and wax all non marmoleum vinyl floors		
2.	Clean high glass interior/exterior—this may require a sub contractor as it is high and a lift may be needed.		
3.	Pressure wash building including all window awnings, overhangs, courtyard walls, and porte-cocheres. (Clean glass and building areas if needed after washing due to overspray.)		