



## **CITY OF LONGVIEW PURCHASING DIVISION**

Addendum No 1

December 14, 2018

### **1819-25 Janitorial Services**

**The City offers the following changes to the Janitorial Services document:**

- **Remove** the following from the scope on page 23; Section 5.09 PARKS OPERATIONS AND MAINTENANCE OFFICE: **“Annually: 1, Strip and Wax all VCT flooring.”**
- **Add**: Page 27; Section 5.12 Animal Shelter and Adoption Center **“Weekly: 6. Dust/Clean all air vents.”**
- **Remove** the following from the scope on page 21; Section 5.07 PUBLIC WORKS - SERVICE CENTER, **“Annually: 1, Strip and wax all VCT flooring. To be performed at beginning of new contract. Vendor will pre-arrange schedule with City’s Contract Supervisor.”**

**The City received the following questions and offers the following clarifications:**

1. How many coats of wax are required for waxing the VCT floors?

**Answer: Two coats of wax minimum**

2. Is floor VCT stripping and waxing work separated or included in annual price?

**Answer: The cost for VCT floor stripping and waxing should be included into your total cost per visit on the Bid Response Page for cleaning each facility. Note: The frequency of stripping and waxing for each facility is outlined in the scope of work.**

3. Will we award to one vendor?

**Answer: Yes**

4. When will the start date of the contract be?

**Answer: Our current contract ends 1/21/19. Start of the new contract will be 1/22/19.**

5. In certain areas of the scope, it lists vacuuming carpeted areas in two frequency sections. Which frequency does the vendor follow?

**Answer: The more frequent frequency will need to be followed. For example, if vacuuming carpeted areas is listed in the “Three Times Weekly” and “Weekly” sections, then vacuuming would need to occur three times weekly.**

6. Is the IT area, which will not be cleaned at City Hall listed in the square footage?

**Answer: The square footage for each facility is roughly estimated for the cleaning areas. Note: The published estimated square footage should not solely be used for the basis of calculating cost per square foot for all facilities.**

**The area listed in the scope provides a general idea of the area required for cleaning and is only an estimate.**

7. Is the Fire Admin building actually 100 E. Cotton instead of 101?

**Answer: Correct, it is 100 E. Cotton.**

8. What will the City do if the scope of work is changed during the life of the contract?

**Answer: We do not anticipate significant changes to the contract scope. Typically, if work is added or subtracted, we will request an estimated cost from the contractor.**

9. What is the location of the consumables?

**Answer: Consumables will be stored at each facility listed for cleaning and will be restocked by city staff.**

10. How often is the kitchen at Stamper Park used?

**Answer: The kitchen at Stamper Park Resource Center is utilized typically once a week, on the weekends.**

11. Is there a set schedule for the flooring at PMJ and Broughton?

**Answer: No schedule has been determined. However, generally the floor stripping and waxing is performed in the first and last quarter of the contract year. It will be coordinated with the new vendor.**

12. Is the gym included in the floor striping and waxing at Broughton? How many coats of wax do the floors need?

**Answer: No the gym is not included in the floor cleaning. Only include VCT tile area. Apply two coats of wax minimum.**

13. Does the vendor move items in order to strip and wax the floor?

**Answer: Once floor striping and waxing is scheduled with the contract supervisor, the city staff will move smaller items such as tables and chairs. Larger items such as pool tables will not be moved and should be cleaned around.**

14. Will any cleaning need to be done in the center portion of the Fire Training Center, and will the top windows need to be washed?

**Answer: No cleaning will be needed in the center portion of the building where the fire trucks and equipment is stored. In addition, no cleaning is required for the upper windows (above 15 feet) that are located in the center portion of the building where the fire equipment is stored.**

15. Do all of the windows at the Animal Shelter and Adoption Center need to be washed twice a year? Does the vendor have to wash the windows all of the way up at this location?

**Answer: Yes, page 27, Semi-annually “Clean glass windows and doors inside and outside (including greater than 10 feet high)”**

16. Is waxing quarterly at the Public Works Service Center?

**Answer: Yes. See page 21, “Quarterly: 1. All vinyl floors to be stripped and waxed. Vendor will pre-arrange schedule with City’s Contract Supervisor.”**

**If you have any further questions, please contact the Purchasing Department.**

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