



CITY OF LONGVIEW PURCHASING DIVISION

Addendum No 1

April 11, 2019

1819-34 Janitorial Services-Police Department

City of Longview received the following questions:

1. How much is the cost for background checks and fingerprints per person listed on page 9.

Answer: The cost of the Fingerprint check and Criminal History check is arranged and paid for by the Longview Police Department using the Texas Department of Public Safety contracted service through the FAST System. The fee for this service is \$11.00 dollars per applicant. The Longview Police Department will invoice the Vendor for reimbursement for this charge.

2. When "criminal offense" is mentioned, does this mean civil offenses or parking tickets?

Answer: A criminal offense is defined as any offense that is a violation of the law of any local, State or Federal statutes, and is punishable by either a fine or confinement or both. Civil offenses differ from criminal offenses in that they are not punishable by confinement. Civil penalties will not be reflected on a Criminal History. Arrest in the State of Texas for Class C violations (which includes traffic violations) may appear on a person's Criminal History. Arrest and convictions for Class B offenses and above will appear on a person's Criminal History, along with any conviction of any criminal offense.

Parking tickets may not be a disqualifier for performance for this contract.

3. Should contractor wipe down exercise equipment in the workout room at the Police Department?

Answer: The room with the exercise equipment is part of the building and should be included in the cleaning of the facility.

4. Is there a floor plan available for the properties in this contract?

Answer: A floor plan for the building located at 302 W. Cotton Street is included with this addendum. All areas marked with an "X" will not be cleaned. Floor plans for the other locations included in this bid document are not available.

5. Can the contractor rearrange items at the Police Department in order to clean under or around areas?

Answer: The rearrangement of items is permissible to accomplish the specifications of the contract.

6. When is the last time the flooring has been done at the PD?

Answer: The floors have not been stripped and waxed this year, but it is the intent to have the current contractor do this prior to the end of the current contract.

7. Regarding specialty work like stripping, waxing, and shampooing the carpet, is the price included in the bid response, or is this a separate line item?

Answer: The cost for floor stripping, waxing and shampooing 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.

8. Which third of the Police and Criminal Investigations Buildings are not cleaned?

Answer: There are certain areas within the Police and Criminal Investigation Building that are not accessible and, therefore, not cleaned. This would include but not limited to the property/evidence room, long term records storage room and closet, computer room in the Police Building and Physical Evidence Lab, and Cyber Lab in the Criminal Investigations Building.

10. Is there a janitorial closet in every location?

Answer: There are two janitorial closets at 302 W. Cotton Street. There is a small area at 342 W. Cotton St at the Police Investigations Bureau where vendor janitorial supplies can be stored. There is a janitorial closet at the 1001 W. Fairmont location. At the 3500 McCann location there is not a janitorial closet, but consumables such as toilet paper, paper towels can be stored at the location.

11. When is the approximate start date of the contract?

Answer: The approximate contract start date is May 23, 2019.

12. Do the windows at the Pine Tree Building need to be washed on the inside and outside?

Answer: Keep all glass doors and windows free of fingerprints and smudges. Clean the windows inside and outside quarterly.

13. Will stripping and waxing of flooring and shampooing of carpet be done after hours?

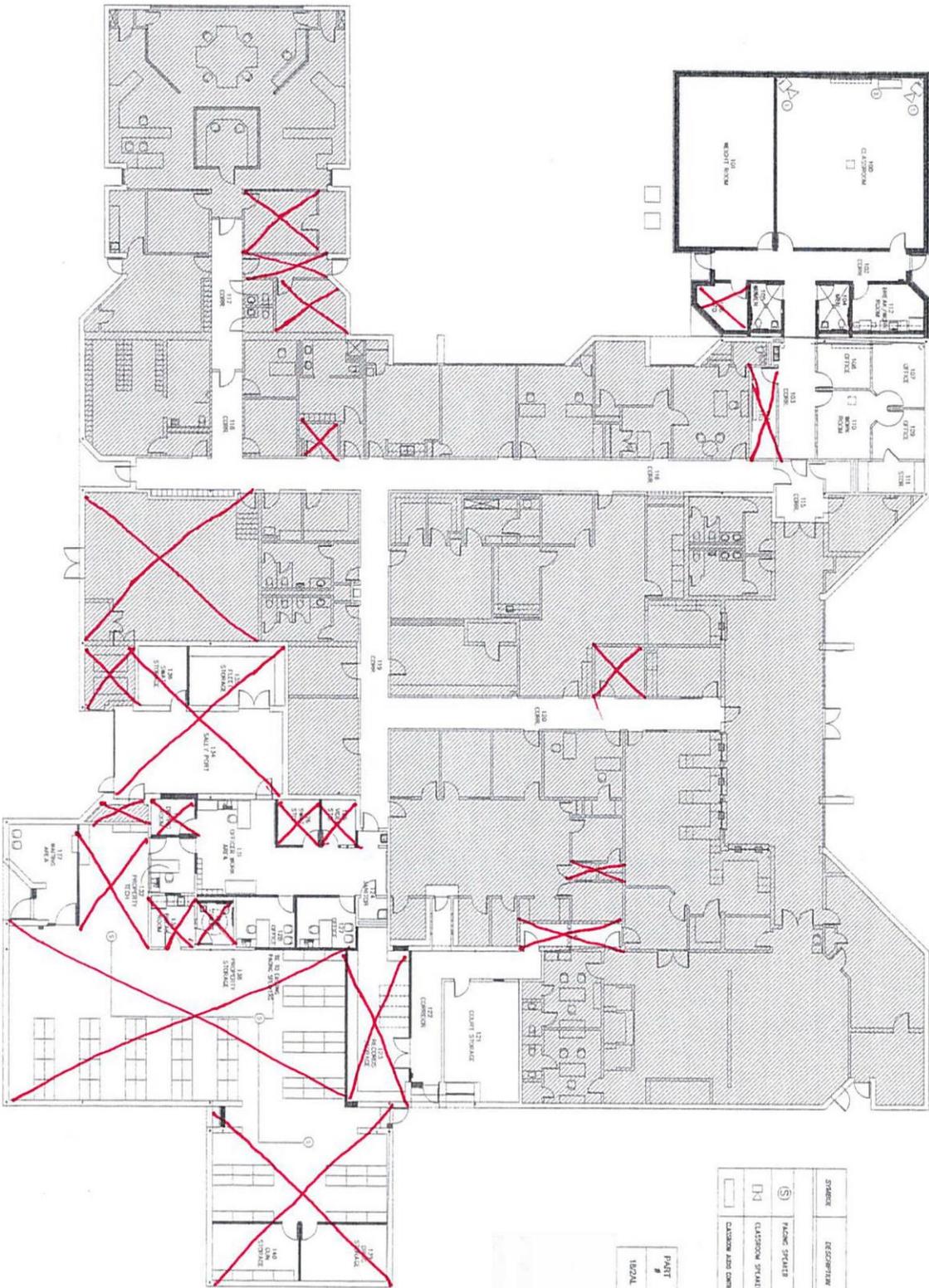
Answer: Yes, stripping, waxing and shampooing of the floors must be scheduled in advance and must be done after business hours.

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

Jaye Latch
Purchasing Manager
PO Box 1952
Longview, TX 75606
903-237-1324

Posted – April 11, 2019

City of Longview
 Police/Public Safety/Municipal Court Building
 302 W. Cotton Street



SYMBOL	DESCRIPTION	LANE#	PART NO.	REQUIRED QUANTITY	PROPOSED BY	INSTALLER BY	MEASUREMENT METHOD
(S)	PACING STRAP	N/A	VT-80C	EXISTING MATERIAL WITH 1/4" S	ELECTRICAL CONTRACTOR	ELECTRICAL CONTRACTOR	CEILING
(M)	CLASSROOM STRAP	N/A	N/A	VERIFY EXISTING MATERIAL	ELECTRICAL CONTRACTOR	ELECTRICAL CONTRACTOR	VERIFY
(C)	CUSTOM MADE CORNER HANG	N/A	N/A	VERIFY EXISTING MATERIAL	ELECTRICAL CONTRACTOR	ELECTRICAL CONTRACTOR	VERIFY

PART # 18294
 DESCRIPTION SPEAKER CABLE

SEAL OF ARCHITECT REVIEW
 B. Varga
 12-12-05