



**ADDENDUM #1**  
**RFP NUMBER: 2014044-PU-P**  
**Janitorial Services for Public Utilities RFP**

DATE: June 24, 2014

TO: All Potential Offerors

City of Harrisonburg's Janitorial Services for Public Utilities RFP is modified as follows:

*Notes from the mandatory pre-bid meeting, held on Thursday, June 19, 2014 at 5:00pm are as follows:*

- Any area not included on the drawings in this addendum will not be included in the cleaning requirements at this time. Additional areas that will not need cleaning services are also marked.
- There is a boot cleaning station outside of the Ready Room to help prevent large amounts of dirt from being tracked into the building from outside the facility.
- The Emergency Response Room is one of the rooms that is always alarmed and will need a badge to enter for cleaning.
- On the drawing, the Mechanical Room by the Billing Hallway has a mop sink located inside of it. It also holds IT infrastructure and furnaces, so the space inside is limited. This room may be utilized by the Contractor, however it does not need to be one of the rooms cleaned as part of the contract. Any items stored in this room by the Contractor will be their own responsibility, as this room cannot be monitored 24 hours a day. The City cannot be held responsible for any theft or damage to items stored by the Contractor in this room.
- All area rugs and mats do not need to be cleaned by the Contractor. It is expected that the Contractor roll up any rug or mat that prohibits them from properly cleaning a floor or area. Contractor shall roll up and move out of the way in order to clean underneath of the rug or mat. Contractors are not expected to vacuum any rug or mat, as this is something that Public Utilities staff currently takes care of. During the twice annual cleanings, Public Utilities staff will pick up all of the furniture, floor mats and rugs, etc. off of the floors in the offices. All items will be cleared from the floors by Public Utilities staff, except for the large furniture such as desks and bookshelves. The Contractor is not expected to lift or remove any items from or within the facility during the twice annual cleaning. This will be the responsibility of Public Utilities staff.
- The Cash Room on the interior of the Billing Office on the first floor will not need to be cleaned by the Contractor. This room will remain locked and is not part of the cleaning contract services requested at this time.
- The Plan Room on the first floor will not need to be cleaned by the Contractor. This space will be cleaned and maintained by the Public Utilities staff.

- Alarms are expected to be turned off when Contractor enters the building and turn on again when the Contractor exits the building at the end of each day. The first floor alarms consist of three (3) keypads for three separate areas that are alarmed. Each area does not have to be turned off individually. All three (3) stations can be turned off or on from just one (1) keypad station. Contractor will not have to go to each of the three individual keypads in the facility to arm or disarm (turn on or off). Once the alarm is set (on), individuals have thirty (30) seconds to exit the building.
- The Contractor is not expected to clean the concrete Field Utilities Hallway listed on the diagram. This hallway leads towards an exterior exit door of the building on one end, and then the other end of the hallway goes into the Pump Room, Field Utilities Room and garage area (not shown on the left side of the diagram, pas the stairs). This Pump Room, Field Utilities Room and garage area does not need to be cleaned by the Contractor, as Public Utilities staff sweeps and maintains this area. Contractors are reminded that this is the only passage way to get to the second floor, which the Contractor is required to clean, and so from time to time it may be necessary to clean up some of the larger spots of dirt and soil, so as to not track the dirt from one cleaned area to another.
- The second floor mezzanine area with offices is all expected to be cleaned by the Contractor. This area is approximately one (1) year old and has one (1) alarm for the floor which is separate from the first floor alarms. The floors are painted concrete. This one will need to be turned on and off separately from the first floor alarms. The only part of the second floor the Contractor is not expected to clean is the Electrical Room and also the Storage Room. The Electrical Room and the Storage Room are cleaned and maintained by Public Utilities staff. There may be an option in the future to add stripping and waxing of the floors in the Storage Room to the contract, however this should not be included in the Pricing Schedule (Attachment H) table for tasks and costs. This information and pricing may be listed as an additional service provided by the Contractor, and listed in the appropriate section labeled “Additional Services Provided” in Attachment H of the RFP document. Additional services that are not provided as part of this RFP, such as buffing, trash removal, dusting, etc. may also be listed in this section by the Contractor, but will not be part of the contract at this time. These items may or may not be added to the contract at a later date, but will not be part of the award criteria.
- The Foreman’s Room on the second floor has tile and will be part of the waxing, which is stated in the RFP document.
- The stairs going up to the second floor are metal, grated steps. The cleaning of the steps is handled by Public Utilities staff and will not be part of the contract.
- The Contractor is not responsible for cleaning the kitchenette in the area between the Ready Room and the Emergency Response Room. The kitchenette and other kitchen equipment (i.e. refrigerator, etc.) in this area and in the Ready Room are all cleaned and maintained by Public Utilities staff.
- The Contractor is not responsible for any dusting in the building or any trash pick-up. This is all handled by the Public Utilities staff.
- Communication between the Contractor and the Contract Administrator are the key to a successful contract. For security reasons, the Contract Administrator keeps records on who is/was in the building and when, what tasks were performed while the Contractor was here, and then receives feedback from Public Utilities staff on the tasks that were performed or not performed daily. Knowing who is in the building and when is very important to the Contract Administrator and the Public Utilities Department as a whole.

- Attached to this Addendum #1 and made part of the RFP document is the Mandatory Pre-Bid Meeting Sign-In Sheet and also 2 drawings, which list the types of floor in each of the spaces in the facility as well as the locations of the alarm keypads. The places on the drawings that are marked with a red “X” indicate the locations of the alarm keypads on the wall in the facility.

***Questions & Answers from the mandatory pre-bid meeting, held on Thursday, June 19, 2014 at 5:00pm are as follows:***

1. *Question:* If the individual offices are shut and locked, are these rooms still required to be cleaned by the Contractor?

*Answer:* Yes. The Contractor will be given a master key to the facility. For security reasons, employees are asked to close and lock their office doors when they leave for the day. The offices are still expected to be cleaned, and then the doors closed and locked back when the Contractor has completed the cleaning in the office. The office hours for the Field Utilities Division are 6:00am to 2:30pm Labor Day through Memorial Day and then their hours change in the fall/winter to 7:00am to 3:30pm. The office hours for the Billing Division are 8:00am to 5:00pm. The gate out front of the facility closes and locks at 4:30pm daily and is locked during the weekend. Contractors do not have to be inside of the gate before this 4:30pm closing time, as they will be issued a reader card to open this gate.

2. *Question:* Is weekend work okay for the stripping and waxing work?

*Answer:* Yes.

3. *Question:* Is buffing needed?

*Answer:* Not at this time. This would be listed by the Contractor as an “Additional Services Provided” in Attachment H and should not be taken into consideration when figuring the monthly costs for the requested services. Buffing has generally only been done about one (1) time per year in the facility. The Contract Administrator will work with the Contractor to determine when buffing is needed, and it will be added as a one-time cost at that later date.

4. *Question:* Are there any employees with allergies or sensitivities to certain things in this building?

*Answer:* We are not aware of any at this time. We prefer to keep all chemicals off-site and do not want any chemicals left in the building between cleanings.

5. *Question:* Is it okay to store a mop bucket in the Mechanical Room by the mop sink?

*Answer:* Yes.

6. *Question:* Is it okay to store a vacuum in the Mechanical Room by the mop sink?

*Answer:* Yes, but the City cannot be held responsible for damage or theft of these items that are stored in the Mechanical Room, as this room cannot be watched or monitored at all times throughout the day. The Contractor will be responsible for any items they choose to store in this room, and are responsible for items they bring onto the property.

7. *Question:* Is there a janitorial company providing janitorial services at this time, or is this something the Public Utilities staff is providing themselves?

*Answer:* We currently have a janitorial company providing janitorial services.

8. *Question:* Will the Contractor be responsible for trash removal?

*Answer:* No. The Public Utilities staff does the trash removal themselves. This will not be required as part of the contract, but may also be listed as “Additional Services Provided” in the appropriate section on Attachment H.

9. *Question:* Does the Contractor have to provide materials such as trash bags, paper products, soap, etc.?

*Answer:* No. These items are all provided by the City. The Public Utilities staff handles replacement of these items. The Contractor will not have to handle stocking or replacement of these items, nor provide any of these items as part of this contract.

10. *Question:* So overall, all the vendor really has to take care of is the floors and keeping them cleaned and nothing more, right?

*Answer:* Correct. The Contractor is only responsible for the services listed in Attachment F.

11. *Question:* Does the Contractor have to do any dusting as part of this contract?

*Answer:* No. The Contractor does not dust anything, except during the twice annual cleaning. Public Utilities staff is responsible for dusting within the facility during the other times of the year.

12. *Question:* Why is this service being bid out?

*Answer:* Because the contract has come to an end.

13. *Question:* Are the only vendors who can bid, the ones who have attended this Mandatory Pre-Proposal Meeting today?

*Answer:* That is correct. This was a mandatory requirement, so proposals will not be considered from vendors who were not present at this meeting.

14. *Question:* What about snow removal?

*Answer:* The City takes care of snow removal on the sidewalks and parking lots during the winter time. During the rest of the year, the City’s street sweeper also cleans the parking lot area.

**All other requirements, terms and conditions of the RFP remain unchanged.**

**Addendum page must be signed and returned with your proposal to acknowledge receipt of this addendum.**

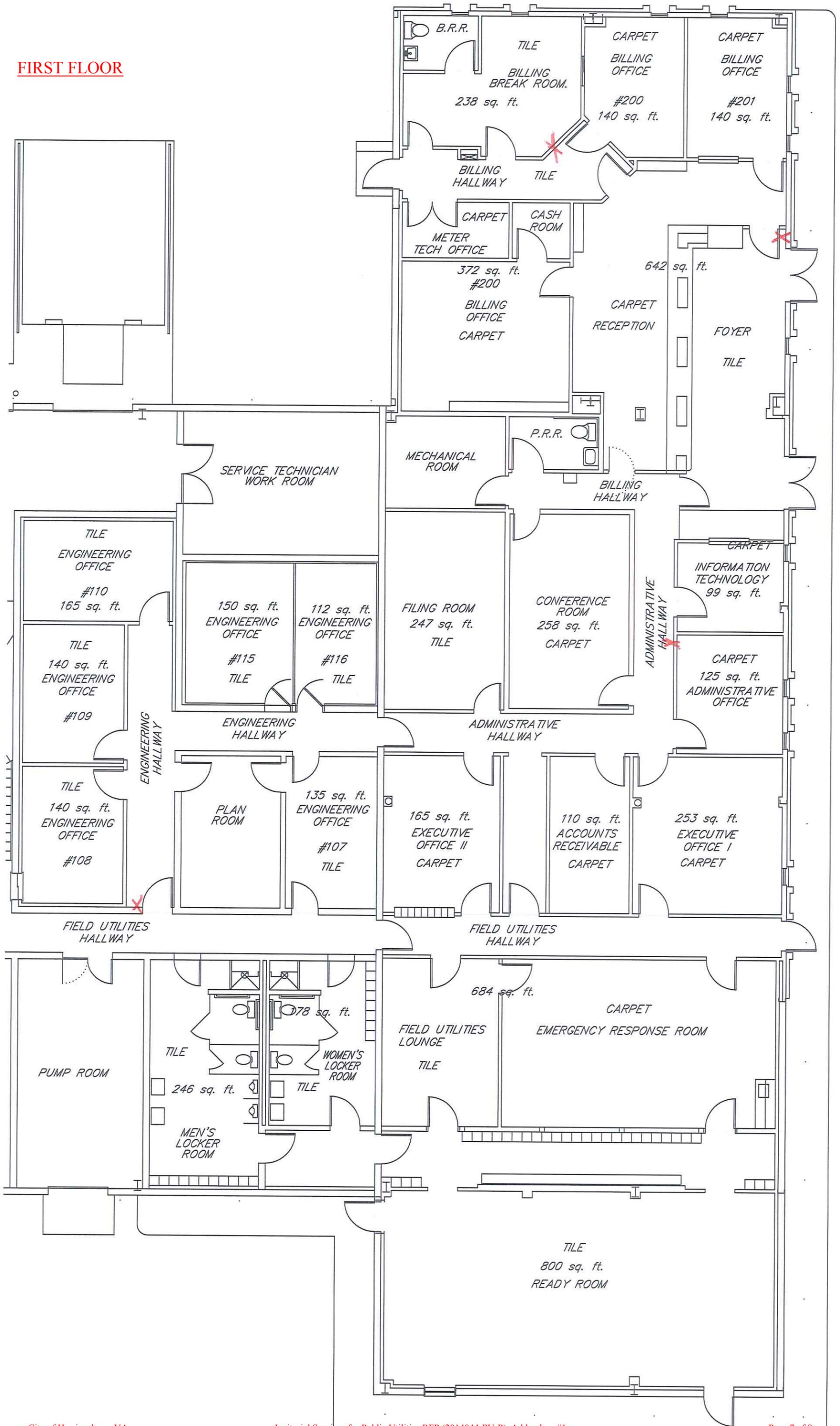
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**Authorized Signature**

**By: Pat Hilliard, CPPB  
Purchasing Agent**



**FIRST FLOOR**



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SECOND FLOOR

ELEC. ROOM

TILE

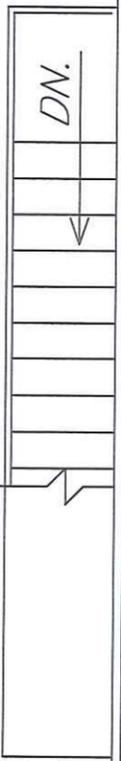
FOREMAN'S ROOM

522 sq. ft.

123 sq. ft.  
STORAGE  
TILE

123 sq. ft.  
SUPERINTENDANT  
OF FIELD UTILITIES  
OFFICE

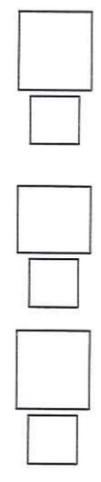
TILE  
SUPERVISOR  
OFFICE  
176 sq. ft.



TILE  
PUMP TECHS  
242 sq. ft.

SUPERVISOR  
OFFICE  
200 sq. ft.  
TILE

X



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