



**ADDENDUM #2**  
**RFP NUMBER: 2014049-PT-P**  
**Janitorial Services for Transportation Facilities RFP**

DATE: June 3, 2014

TO: All Potential Offerors

City of Harrisonburg's Janitorial Services for Transportation Facilities RFP (RFP# 2014049-PT-P), is modified as follows:

1. *Question:* Do you have the quantity and SF for the windows of each building? Interior and Exterior.

*Answer:*

In the Administration Building:

North side: 325 sf

West side: 1,378 sf

South side: 86 sf

East side: 128

Total Admin Building: 1,917 sf

In the Maintenance Building:

North side: 166 sf

West side: 720 sf (clerestory at roof)

South side: none

East side: 1008 sf of Kalwall (the translucent panels above the overhead doors)

Note: This does not include the vision glass insets that are in the overhead garage doors.

2. *Question:* Can you elaborate on the requirements for the interior glass cleaning? Additional clarification on the partitions vs. windows to the outside.

*Answer:* Cleaning for the interior glass windows and partitions shall mean the removal of all foreign materials on glass surfaces, leaving the glass free from streaks, spots or residue.

It shall be up to the vendor to make an educated selection of the chemical product or detergent that will best suit the facility's needs to clean these surfaces.

3. *Question:* Can you elaborate on the requirements for the blinds & sills vs. actual windows?

*Answer:* The blinds used in the Administration Building are manual roller shades by MechoShade. The actual screen we have is 1569 Silver Birch EcoVeil Fabric Screen. This is typical at all the windows at the Administration Building and at the Lunch Room of the Maintenance Building. We do not have shades at clerestory at roof of Maintenance Building. Additional information on the shades and cleaning instructions are attached to this Addendum (*Attachment A*).

All window sills in the facilities are aluminum. Cleaning of the window sills shall mean removal of all foreign materials, leaving it free from streaks, spots or residue. Surplus water shall be removed from sills and frames.

See above for interior glass cleaning details (Answer to #2).

4. *Question:* Will the stair treads in the Administrative Building need to be waxed?

*Answer:* No. These are not expected to be waxed, just to be kept clean and free from dust, dirt, debris and water.

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



# COMMONWEALTH

## *Blinds & Shades*

### MechoShade Roller Shades

#### OPERATIONS AND MAINTENANCE

##### Operation Instructions:

All clutch shades are controlled by a heavy duty bead chain and clutch. In the case of motorized, there will be wall switches or remote controls that assist with function.

To raise and lower the shade, pull the chain down towards the sill until the shade is at the desired height. Preset up and down limit stops prevent shade from being raised or lowered too far.

##### Cleaning Instructions:

Keep your shade looking its best by periodically wiping it with a soft cloth, a dusting mitt or the round brush of a vacuum cleaner.

Shade should be cleaned hanging in place.

In very dusty environments, a damp sponge or cloth may be used to clean the shade.

Use warm (not hot) water and mild detergent if necessary.

Rinse the shade with clean water to prevent water spots.

Place a towel on the floor and/or widow sill to absorb any water that might drip.

Please note that certain solutions are too harsh and can cause damage or discoloration to the shade. Generally, manufactures' warranty does not cover damage caused by cleaning methods that use abrasive solutions or equipment.

##### Shade Removal and Installation:

To remove the shade from the brackets, raise the shade until all the fabric is on the roller. Grab the roller with both hands and lift the idler end of shade off the bracket. Then remove shade from clutch end.

To reinstall the shade, insert the clutch end of the shade into the bracket (the clutch and chain must hang vertically). Insert the idler end of shade into bracket.

##### Motorized Shades and components (removal and Repair):

Please contact Commonwealth Blinds and Shades, Inc. at (804) 746.9112 for assistance.