



City of Yakima/Yakima County Purchasing



July 24, 2014

Dear Sir or Madam:

Subject: Bid C11409 – Janitorial Services – ER&R, ALTC (Ellensburg) & Health District
Addendum No. 2

Please see the following changes/additions to bid specifications, for the 7/22/14 site visit for the Health District and for the 7/24/14 site visit for ALTC-Ellensburg, answers to questions asked and clarifications:

Changes/Additions to Bid Specifications:

Schedule 3 – ALTC Ellensburg:

During the walk through on 7/24/14, areas/duties were included in the original bid specifications that were not needed. We are now removing those areas/duties. The square footage of 747 has not changed.

Schedule 4 - Health District:

During the walk through on 7/22/14, areas/duties that should have been included in the original bid specifications were inadvertently left off. We are now adding those areas/duties. The square footage of 16,800 has not changed.

Please see attached **REVISED Bid Forms** for schedules 3 & 4 and Attachments D & E for revisions.

The following questions asked were asked at the 7/22/14 site visit for the Health District:

1. How many people work in the facility?
There are twenty-five (25) people.
2. Do we need to dust or wipe down screens in the testing room (near lobby area)?
No. you do not need to wipe down the computer screens. Dust and vacuum following the cleaning schedule for the Computer Testing Room. (5 Times Per Week)
3. Do the recycle bins need to be emptied? How often?
Yes, they need to be emptied three (3) times per week. (Mon, Wed & Fri) Employees will take the recycle bins to the mailroom
4. How often do we clean interior windows?
Interior windows should be spot cleaned Monday, Wednesday and Friday.

Clarifications for the 7/22/14 site visit for the Health District:

1. The computer room (server room) does not need to be serviced.

Please acknowledge receipt of this addendum on the signature page ten (10) of the Bid document. Thank you.

If you have any questions please do not hesitate to call me at (509) 576-6696.

Sincerely,

A handwritten signature in blue ink that reads "Christina Payer". The signature is written in a cursive, flowing style.

Christina Payer, Buyer I

Schedule 3 – REVISED 7/24/14

Aging and Long Term Care (ALTC) – 206 W First Street, Ellensburg WA 98926

Bid shall be based on cleaning one (1) time per week. Aging and Long Term (ALTC) will not be held to hour or time limitations being placed on crews, since bids are based on a per-cleaning basis.

The square footage of the ALTC Facility is 747 sq/ft.

ITEM NO.	QTY	UNIT	DESCRIPTION	PRICE
1.	1	EA	Monthly charge for thorough cleaning one (1) day per week, with daily, weekly, monthly and annual assignments per schedule below and Section III – Technical Specifications - to include all labor, taxes, cleaning equipment and supervision.	\$ _____

ALTC hours: Work shall be conducted starting at 3:45pm and no later than 5:00pm.
(Start time may be adjusted if more time is needed to complete tasks)

ONE (1) TIME PER WEEK: (FRIDAY) REVISED 7/24/14

- Empty wastebaskets and insert liners.
- Clean and sanitize drinking fountains
- Dust mop floors
- Damp mop resilient floors
- Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins.
- Clean all mirrors and tile surfaces
- Empty all sanitary containers and disposals, insert liners as required, spot clean and sanitize container
- Spot clean all walls, doors and partitions
- Refill all dispensers to normal limits including: napkins, soap, tissue, seat liners and towels
- Clean and sanitize telephones
- Low dust all horizontal surfaces to head height (70") including sills, ledges, moldings, shelves, picture frames, ducts, etc.
- Low dust all horizontal surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts, heating outlets.
- Clean shower stalls.
- Vacuum – REVISED 7/24/14

MONTHLY: (Complete at mid-month)

- High dust above head and low dust all horizontal surfaces, including shelves, moldings, and ledges.
- Dust blinds
- Remove dust and cobwebs from ceiling areas.
- Clean all partition glass – both sides.

SIX (6) TIMES PER YEAR: (Feb/Apr/June/Aug/Oct/Dec)

- Floor: Scrub to remove scuff and heel marks, refinish to maintain protective coating and gloss. High buff speed.

TWO (2) TIMES PER YEAR: (May/Oct)

- Clean exterior outside windows of offices
- Clean exterior inside windows of offices

• Price based upon _____ # of employees and _____ average # of hours each per day.

• Service to start within _____ calendar days after receipt of award.

Schedule 4 – REVISED 7/22/14

Yakima County Health District – 1210 Ahtanum Ridge Dr, Union Gap, WA 98903

Bid shall be based on cleaning five (5) times per week, Monday - Friday. Yakima County Health District will not be held to hour or time limitations being placed on crews, since bids are based on a per-cleaning basis. The square footage of the Yakima County Health District is 16,800 sq/ft.

ITEM NO.	QTY	UNIT	DESCRIPTION	PRICE
1.	1	EA	<p>Monthly charge for thorough cleaning five (5) days per week (Monday – Friday), with daily, weekly, monthly and annual assignments per schedule below and Section III – Technical Specifications - to include all labor, taxes, cleaning equipment and supervision.</p> <p>Additional Tasks (Extras – For additional cost – PER REQUEST)</p> <ol style="list-style-type: none"> 1. Clean all carpets – truck mount extraction 2. Upholstery clean chairs 3. High pressure clean ceramic tile 4. Pressure wash exterior of building 	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

Health District hours: Work shall be conducted starting at 7:00pm – and no later than 11:00pm.

FIVE (5) TIMES PER WEEK (Monday-Friday)

Offices & Lobby Areas

- Empty waste baskets
- Gather recycling for removal
- Vacuum all carpets in offices
- Dusting 6' and below
- Wipe lobby chairs
- Edge vacuuming
- Sweep and dry mop all tile floors
- Clean and sanitize telephones
- Properly position furniture
- Dust venetian blinds

Computer Testing Room – REVISED 7/22/14

- Dust around computers
- Vacuum
- Empty waste baskets

Restrooms

- Clean & sanitize toilets and sinks
- Empty waste receptacles
- Refill dispensers to normal levels
- Sweep & mop restroom floors
- Polish mirrors and fixtures
- Completely wash down all walls

Exterior – REVISED 7/22/14

- Police exterior of the main entry and side break area for trash
- Empty trash containers and ashtrays for both areas

Break Room & Coffee Stations

- Empty and clean waste receptacles

Schedule 4 (Continued) – REVISED 7/22/14
Yakima County Health District – 1210 Ahtanum Ridge Dr, Union Gap, WA 98903

THREE (3) TIMES PER WEEK: (Mon/Wed/Fri)

<p>Offices & Lobby Areas</p> <ul style="list-style-type: none"> • Vacuum carpets in corridors/lobby • Spot clean entry door glass • Clean floor mats and chair rungs (if any) <p>Restroom</p> <ul style="list-style-type: none"> • Dust vents and tops of partitions <p>Lab – REVISED 7/22/14</p> <ul style="list-style-type: none"> • Dust • Sweep and mop floors <p>Storage Area – REVISED 7/22/14</p> <ul style="list-style-type: none"> • Sweep and mop floors <p>Conference Rooms Including Lobby Area</p> <ul style="list-style-type: none"> • Vacuum • Wipe down tables • Empty waste baskets 	<p>Break Room & Coffee Stations</p> <ul style="list-style-type: none"> • Sweep and mop floors • Vacuum carpets and mats • Clean and polish sinks and counters • Refill dispensers to normal levels • Clean tables and chairs – remove random trash • Stack newspapers and magazines • Dust 6' and below <p>Spot clean vertical surfaces 6' and below</p> <p>Interior Windows – REVISED 7/22/14</p> <ul style="list-style-type: none"> • Spot clean interior windows <p>Recycle Bins in Offices</p> <ul style="list-style-type: none"> • Empty recycle bins – Employees will take them to the mailroom
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ONE (1) TIME PER MONTH:

<p>Offices & Lobby Areas</p> <ul style="list-style-type: none"> • Detail dusting 6' and below 	<p>Break Room & Coffee Stations</p> <ul style="list-style-type: none"> • High dust 6' and above to include vents • Clean inside of refrigerator • Clean inside of microwave 	<p>Floors, Windows & Carpets</p> <ul style="list-style-type: none"> • Spot clean carpets
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FOUR (4) TIMES PER YEAR: (JAN/APRIL/JULY/OCT)

<p>Offices & Lobby Areas</p> <ul style="list-style-type: none"> • Dust/wipe chairs to include rungs & arms, • High dusting 6' and above to include vents • Spot clean partition glass • Spot clean doors, frames, wall and vertical surfaces • Clean baseboards 	<p>Floors, Windows & Carpets</p> <ul style="list-style-type: none"> • Machine polish floors • Wax and machine polish floor • Strip and machine polish floors
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THREE (3) TIMES PER YEAR: (FEB/JUNE/OCT)

- Wash exterior windows in/out

TWO (2) TIMES PER YEAR: (APRIL/AUG)

<p>Office & Lobby Area</p> <ul style="list-style-type: none"> • Clean drinking fountains • Vacuum upholstery furniture 	<p>Restrooms</p> <ul style="list-style-type: none"> • Spot clean walls next to toilets
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Additional Tasks (Extras-For an additional cost)

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| <ul style="list-style-type: none"> • Clean all carpets – truck mount extraction • Upholstery clean chairs | <ul style="list-style-type: none"> • High pressure clean ceramic tile • Pressure wash exterior of building |
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• Price based upon _____ # of employees and _____ average # of hours each per day.

• Service to start within _____ calendar days after receipt of award.

Break Room & Coffee Stations	
Sweep & mop floors	
Vacuum carpets & mats	
Clean & polish sinks & counters	
Refill dispensers to normal levels	
Clean tables & chairs – remove random trash	
Stack newspapers & magazines	
Dust 6' & below	
Spot clean vertical surfaces 6' & below	

Interior Windows	
Spot clean interior windows	

Recycle Bins in Offices	
Empty recycle bins	

1/Time Per Month:
Offices & Lobby Areas

Detail dusting 6' and below	
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Break Room & Coffee Stations	
High Dust 6' & above to include vents	
Clean inside of refrigerator	
Clean inside of microwave	

Floors, Windows & Carpets	
Spot clean carpets	

4/Times Per Year: (Jan/April/July/Oct)
Offices & Lobby Areas

Dust/wipe chairs to include rungs & arms	
High dusting 6' & above to include vents	
Spot clean partition glass	
Spot clean doors, frames, wall & vertical surfaces	
Clean baseboards	

Floors, Windows & Carpets	
Machine polish floors	
Wax & machine polish floors	
Strip & machine polish floors	

3/Times Per Year: (Feb/Jun/Oct)	
Wash exterior windows In/out	

2/Times Per Year: (April/Aug)
Offices & Lobby Areas

Clean drinking fountains	
Vacuum upholstery furniture	

Restrooms	
Spot clean walls next to toilets	

Additional Tasks (Extras – For an additional cost – PER REQUEST)

Clean all carpets – truck mount extraction	
Upholstery clean chairs	
High pressure clean ceramic tile	
Pressure wash exterior of building	