



July 01, 2009

**Addendum No. 1**  
**Bid No. 2009-089-4438**  
**Annual Contract for Janitorial Services for the Institute of Forensic Sciences/Medical Examiner Office**

**Whereas**, Bid Specification, Page 12, Section 3.13, is hereby amended to read as follows:

- 3.13 Contractor shall have a minimum of three (3) years consecutive experience providing janitorial services for facilities of comparable usage and size (35,000 sq. ft or larger – one building/facility and/or entire complex at the same physical address location “not numerous addresses that make up cumulative/combined totals of 35,000 sq. ft”. ) within the past four (4) years. The reference listing must include:
- 3.13.1 Names, addresses, and phone numbers of at least five (5) individuals (Janitorial Services Clients and/or Commercial Accounts) who can verify and substantiate the qualifications and experience requirements for services completed within the past 24 months.
  - 3.13.2 At least two (2) of the references must be less than six (6) months old, showing that the bidder has recently performed this type and scope of work in facilities of similar size (35,000 sq. ft or larger), type, amount, and geographical dispersion.
  - 3.13.3 The services performed must include the number of facilities, total square footage of each facility, highest and lowest square footage per unit within the group of facilities, length of contract, contract administrator, and telephone number.
  - 3.13.4 Contractor must complete Dallas County customer reference form included with this solicitation.

**Whereas**, Bid Specification, Page 13, Section 3.17, is hereby amended to read as follows:

- 3.17 Training Plan: Contractor shall include a comprehensive training plan which includes at a minimum:
- 3.17.1 Specific training each employee involved in this contract (including supervisory and management personnel) has already received.
  - 3.17.2 Specific training each employee involved in the contract (including supervisory and management personnel) will receive during the term of this contract. Include the frequency of any repetitive training.
  - 3.17.3 Include details of when and where such training is to be accomplished. Dallas County reserves the right to observe any such training.
  - 3.17.4 Training and professional certification of key individuals who will be involved in the Dallas County contract.

**Whereas**, Bid Specification, Page 23, Section 4.2.6, is hereby amended to read as follows:

- 4.2.6 Floor Finishing: Floors shall be free of streaks and skipped areas. Walls, baseboards and other surfaces shall not be streaked or marred and must be free of stains. All floors must be evenly coated and the appearance must be consistent in all areas.

An approved polymer floor finish shall be used on asphalt, rubber, vinyl, linoleum and other resilient floor covering.

All wood surface floors shall be cleaned/finished in accordance with the manufacturer recommendations and instruction for each type of flooring (e.g. parquet, oak, etc.).

Hard surface floors such as brick, marble, ceramic, concrete, etc., an approved penetrating water base sealer shall be used. No harsh cleaners and sealers should be used on these floor surfaces. Only material that are neutral with a PH Factor between 7 and 10 should be used when scrubbing or mopping floors. Avoid all purpose cleaners or soap containing water soluble, inorganic, or crystallizing salts, harmful alkali or acids.

Terrazzo Floor Requirements: Contractor shall only use approved floor finish disinfectant/detergent and chemicals designed for terrazzo flooring such Hillyard Re-Juv-Nal HBV, Hillyard Vindicator + and Hillyard Hil-pheneand non-yellow acrylic polymer top coat sealer and penetrating sealer. Cleaning the terrazzo floor tile in the morgue area shall start approximately at 3:30 in the evening (on the selected day) and be completed no later 10pm.

- 4.9 Evening/Night Crew Maximum Cleaning Production Rate: 2,800 sq. feet per hour. Contractor personnel shall not be expected to clean more than 2,800 square feet per hour. Staffing ratio for each building and/or facility identified within the bid document shall be based on the maximum of 2,800 per square feet per hour within a six (6) hour service window to complete the janitorial tasks stated herein.

**Whereas**, Bid Specification, Page 29, Section 4.9, is hereby amended to read as follows:

- 4.9 Evening/Night Crew Maximum Cleaning Production Rate: 2,800 sq. feet per hour. Contractor personnel shall not be expected to clean more than 2,800 square feet per hour. Staffing ratio for each building and/or facility identified within the bid document shall be based on the maximum of 2,800 per square feet per hour within a six (6) hour service window to complete the janitorial tasks stated herein.

**Whereas**, Bid Specification, Page 33, Table D, is hereby amended to include the following information:

The flooring in the facility consist of: Carpet: 19,329 sq. ft., Vinyl (VCT): 17,650 sq. ft., Ceramic: 1,021 sq. ft., Concrete: 15,075 sq. ft., Seamless Vinyl: 23,587 sq. ft. and Terrazzo: 14,652 sq. ft. does not include terrazzo located in the morgue area which is covered under Table D.1.

**Whereas**, Bid Specification, Page 33, Table D, Item 9 only, is hereby amended to read as follows:

- 9. Strip, refinish, polish and seal all hard floors including terrazzo  
 Frequency of Service: 2 x yearly (twice a year)  
 Night Task: Night/limited areas

**Whereas**, Bid Specification, Page 33, is hereby amended to include the addition of Table D.1 – Terrazzo Floor Care Service – Morgue Area Only.

<b>Table D.1 – Terrazzo Floor Care Service – Morgue Area Only (This is an additional to requirement set forth in Table A) - 4,168 sq. ft.</b>	<b>Frequency of Service</b>	<b>Night Task</b>	<b>Day Task</b>
1. Maintain all hard floor surfaces by means of burnishing; using an approved, non-injurious cleaning solutions as well as an UL-approved floor finish that provides a high degree of slip resistance.	Monthly	Night/limited areas	
2. Strip, refinish, polish and seal.	2 x Yearly (Twice a Year)	Night/limited areas	

**Whereas**, Bid Proposal, Page 36, Item 1 is hereby amended to read as follows:

- 1. Cost of Janitorial Services – Institute of Forensic Sciences/Medical Examiner Office, 18,538 square feet per the terms and conditions set forth in the bid solicitation this includes the general and technical requirements and cleaning schedule matrix. \$\_\_\_\_\_/sq. ft. \$\_\_\_\_\_

Specify the exact number of employees to be assigned to each evening/night crew to perform janitorial services in the area stated above: \_\_\_\_\_ (Please use whole number only and please do not use ranges (i.e. 1-2, 3-4, 19-20, etc.)). If your firm chose to use ranges the smaller of the range number will be used for Dallas County calculation for staffing ratio.

Whereas, Bid Proposal, Page 36, Item 2 is hereby amended to read as follows:

2. Cost for On-Site Daytime Janitorial Personnel, as per bid specifications 4,160 hours \$ \_\_\_\_\_/hour \$ \_\_\_\_\_

The estimated hours for on-site daytime personnel is based on two (2) full-time daytime personnel.

Note to All Bidders: The extension price will be divided by the number twelve (12) to calculate the monthly cost for all on-site daytime janitorial personnel. Also, Dallas County will only pay for services rendered. Deductions will apply in the event of absenteeism at the hourly rate. All on-site Daytime Janitorial Personnel must sign-in/login and sign-out/logout daily.

Whereas, Bid Proposal, Page 36, Item 3 is hereby amended to read as follows:

3. Specify Cost for One-Time Final/Construction Clean-up to include all general janitorial services and floor maintenance (top to bottom) approximately 95,482 sq. ft. \$ \_\_\_\_\_/Flat Rate

(Note: The award of this bid solicitation will not be based item number 3, this is optional service)

Whereas, Bid Proposal, Page 36, Item 5 (As Requested by Dallas County Project Coordinator or Designee)

5.1 Specify cost for Additional Service Hour: This line is for special scheduled events and emergency-type services, such as responding to a roof leak during periods when there is no company staff on-site (i.e., early morning or late evening hours or weekends). Services provided in such circumstances must be requested by the Project Coordinator or designee, and will be charged to the contingency line in the contract: \$ \_\_\_\_\_/per hour

5.2 Additional Floor Cleaning Services for Terrazzo Floor Care Service – Morgue Area Only see Table D.1 4,168 square feet \$ \_\_\_\_\_/sq. ft. \$ \_\_\_\_\_

Whereas, Bid Proposal, Pages 39 and 40, are hereby amended to include the following statement:

“All bidders must complete the Dallas County customer reference form provided in this solicitation “

Except as provided herein/above, all other specification requirements of the bid referenced shall remain unchanged in and full force and effect. This addendum should be signed and returned with your proposal package on or before July 9, 2009; 2:00 P.M., CST

This addendum is hereby acknowledged, understood and considered in our proposal.

Printed Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_