

ADDENDUM 2
CITY OF FAIRHOPE

Bid 037-21 Janitorial Services for City Buildings

The bid documents for this Bid shall be amended, revised and changed in the following particulars as provided by George Ladd, Assistant Director of Public Works:

These following questions are from Potential bidders:

QUESTION #1: At the Fairhope Museum of History – The responsibilities are to dust office and common areas.... Does this include displays and artifacts?

ANSWER #1: This would not include displays and artifacts.

QUESTION #2: The Utilities Building on Page 17 shows 3 days a week however the Detail Scope on Page 20 shows daily services which in your specifics is defined at Monday through Friday services. Can you please verify the days per week?

ANSWER #2: The days of the week are defined as “Monthly cleaning shall be defined as the second Wednesday of the month during non-business hours. Daily cleaning shall be defined as Monday through Friday during non-business hours. Three times a week cleaning shall be defined as Monday, Wednesday, and Friday during non-business hours.” **Please see the Revised Exhibit A below.**

REVISED EXHIBIT A

DETAIL SCOPE OF SERVICES BY LOCATION: City of Fairhope, City Hall 161 North Section Street, Fairhope, AL

Restrooms

Frequency: Daily

1. Clean and sanitize all fixtures and countertops.
2. Clean and sanitize all toilets, stall walls and surrounding areas.
3. Clean and sanitize shower stalls (If applicable).
4. Clean mirrors as needed.
5. Empty wastebaskets and containers including changing liners.
6. Transport trash to designated area.
7. Restock dispensers including soap and paper products as needed.

Kitchen and Breakroom Areas

Frequency: Daily

1. Clean and sanitize all countertops and sinks.
2. Empty wastebaskets and containers including changing liners.
3. Transport trash to designated area.
4. Clean fingerprints and smudges around light switches and doors.

Offices and Common Areas

Frequency: Daily

1. Empty wastebaskets including changing liners.
2. Transport trash to designated areas.
3. Clean and sanitize drinking fountains.
4. Clean fingerprints and smudges around light switches and doors.

Frequency: Daily

1. Wipe doors and hardware.
2. Dust office furniture (Papers on desk are not to be disturbed).
3. Dust windowsills and surrounding areas.

Frequency: Monthly

1. High dust above hand height all horizontal surfaces, including shelves, moldings and ledges.
2. Remove dust and cobwebs from ceiling areas.

All Non- Carpeted Floors

Frequency: Daily

1. Dust mop or sweep.

Frequency: Three Times Weekly

1. Damp mop all non-carpeted floors.

All Carpeted Areas

Frequency: Daily

1. Vacuum entire carpeted areas or as needed.

Stairways and Halls

Frequency: Daily

1. Dust mop or sweep steps.

REVISED EXHIBIT A (Continued)

DETAIL SCOPE OF SERVICES BY LOCATION: City Services and Public Utilities Building 555 South Section Street, Fairhope, AL

Restrooms

Frequency: Daily

1. Clean and sanitize all fixtures and countertops.
2. Clean and sanitize all toilets, stall walls and surrounding areas.
3. Clean and sanitize shower stalls (If applicable).
4. Clean mirrors as needed.
5. Empty wastebaskets and containers including changing liners.
6. Transport trash to designated area.
7. Restock dispensers including soap and paper products as needed.

Kitchen and Breakroom Areas

Frequency: Daily

1. Clean and sanitize all countertops and sinks.
2. Empty wastebaskets and containers including changing liners.
3. Transport trash to designated area.
4. Clean fingerprints and smudges around light switches and doors.

Offices and Common Areas

Frequency: Daily

1. Empty wastebaskets including changing liners.
2. Transport trash to designated areas.
3. Clean and sanitize drinking fountains.
4. Clean fingerprints and smudges around light switches and doors.

Frequency: Daily

1. Wipe doors and hardware.
2. Dust office furniture (Papers on desk are not to be disturbed).
3. Dust windowsills and surrounding areas.

Frequency: Monthly

1. High dust above hand height all horizontal surfaces, including shelves, moldings and ledges.
2. Remove dust and cobwebs from ceiling areas.

All Non- Carpeted Floors

Frequency: Daily

1. Dust mop or sweep.

Frequency: Three Times Weekly

2. Damp mop all non-carpeted floors.

All Carpeted Areas

Frequency: Daily

1. Vacuum entire carpeted areas or as needed.

Halls

Frequency: Daily

1. Dust mop or sweep steps.

REVISED EXHIBIT A (Continued)

DETAIL SCOPE OF SERVICES BY LOCATION: Utilities Buildings
(Gas Department, Water Department, Electric Department, and Purchasing Warehouse/Supply Office)
555 South Section Street, Fairhope, AL

Restrooms

Frequency: Three Times Weekly

1. Clean and sanitize all fixtures and countertops.
2. Clean and sanitize all toilets, stall walls and surrounding areas.
3. Clean and sanitize shower stalls (If applicable).
4. Clean mirrors as needed.
5. Empty wastebaskets and containers including changing liners.
6. Transport trash to designated area.
7. Restock dispensers including soap and paper products as needed.

Kitchen and Breakroom Areas

Frequency: Three Times Weekly

1. Clean and sanitize all countertops and sinks.
2. Empty wastebaskets and containers including changing liners.
3. Transport trash to designated area.
4. Clean fingerprints and smudges around light switches and doors.

Offices and Common Areas

Frequency: Three Times Weekly

1. Empty wastebaskets including changing liners.
2. Transport trash to designated areas.
3. Clean and sanitize drinking fountains.
4. Clean fingerprints and smudges around light switches and doors.

Frequency: Three Times Weekly

5. Wipe doors and hardware.
6. Dust office furniture (Papers on desk are not to be disturbed).
7. Dust windowsills and surrounding areas.

Frequency: Monthly

8. High dust above hand height all horizontal surfaces, including shelves, moldings and ledges.
9. Remove dust and cobwebs from ceiling areas.

All Non- Carpeted Floors

Frequency: Three Times Weekly

1. Dust mop or sweep.

Frequency: Three Times Weekly

2. Damp mop all non-carpeted floors.

All Carpeted Areas

Frequency: Three Times Weekly

1. Vacuum entire carpeted areas or as needed.

Halls

Frequency: Three Times Weekly

1. Dust mop or sweep steps.

REVISED EXHIBIT A (Continued)

DETAIL SCOPE OF SERVICES BY LOCATION: Mechanic Shop

560 South Section Street, Fairhope, AL

Restrooms

Frequency: Daily

1. Clean and sanitize all fixtures.
2. Clean and sanitize all countertops.
3. Clean and sanitize all toilets, stall walls and surrounding areas.
4. Clean mirrors as needed.
5. Empty wastebaskets and containers including changing liners.
6. Transport trash to designated area.
7. Restock dispensers including soap and paper products as needed.

Offices and Common Areas

Frequency: Daily

1. Empty wastebaskets including changing liners.
2. Transport trash to designated areas.
3. Wipe doors and fixtures.
4. Clean and sanitize drinking fountains.
5. Clean fingerprints and smudges around light switches and doors.

Frequency: Daily

1. Dust office furniture (Papers on desk are not to be disturbed).
2. Dust window sills and surrounding areas.

Frequency: Monthly

1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
2. Remove dust and cobwebs from ceiling areas

All Non- Carpeted Floors

Frequency: Daily

1. Dust mop or sweep.

Frequency: Three Times Weekly

2. Damp mop all non-carpeted floors.

All Carpeted Areas

Frequency: Daily

1. Vacuum entire carpeted areas or as needed.

REVISED EXHIBIT A (Continued)

DETAIL SCOPE OF SERVICES BY LOCATION: Fairhope Museum of History

24 North Section Street, Fairhope, AL

Restrooms

Frequency: Three Times Weekly

1. Clean and sanitize all fixtures and all countertops.
2. Clean and sanitize all toilets, stall walls and surrounding areas.
3. Clean mirrors as needed.
4. Empty wastebaskets and containers including changing liners.
5. Transport trash to designated area.
6. Restock dispensers including soap and paper products as needed.

Kitchen and Breakroom Areas

Frequency: Three Times Weekly

1. Clean and sanitize all countertops and surfaces.
2. Clean and sanitize sinks.
3. Empty wastebaskets and containers including changing liners.
4. Transport trash to designated area.
5. Clean fingerprints and smudges around light switches and doors.

Offices and Common Areas

Frequency: Three Times Weekly

1. Empty wastebaskets including changing liners.
2. Transport trash to designated areas.
3. Wipe doors and fixtures.
4. Clean and sanitize drinking fountains.
5. Clean fingerprints and smudges around light switches and doors.

Frequency: Three Times Weekly

6. Dust office furniture (Papers on desk are not to be disturbed).
7. Dust windowsills and surrounding areas.

Frequency: Monthly

8. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
9. Remove dust and cobwebs from ceiling areas

All Non- Carpeted Floors

Frequency: Three Times Weekly

1. Dust mop or sweep.
2. Damp mop.

All Carpeted Areas

Frequency: Three Times Weekly

1. Vacuum carpeted areas.

Stairways and Halls

Frequency: Three Times Weekly

1. Dust mop or sweep steps.

Frequency: Three Times Weekly

1. Damp mop steps.

Elevator

Frequency: Frequency: Three Times Weekly

1. Damp mop floor.
2. Damp clean walls and railings.

REVISED EXHIBIT A (Continued)

**DETAIL SCOPE OF SERVICES BY LOCATION: Elevator/Stairwell Parking Garage
8 North Church Street, Fairhope, AL**

Stairways and Halls

Frequency: Three Times Weekly

1. Dust mop or sweep steps.

Frequency: Three Times Weekly

1. Damp mop steps.

Elevator

Frequency: Three Times Weekly

1. Damp mop floor.
2. Damp clean walls and railings.

Bidders are to sign and include signed **Addendum 2** with submitted bid documents.

Acknowledged:

Company

By

Purchasing Manager
City of Fairhope
Posted: 8/10/2021