

CITY OF FAIRHOPE  
ADDENDUM NO 02

to

BID NO. 021-10 JANITORIAL SERVICES  
FOR THE PUBLIC WORKS DEPARTMENT

The bid documents for this Bid shall be amended, revised and changed in the following particulars. Responses are from the Public Works Department

1. Are we to supply the following items: hand cleaner, Lysol, Kleenex, Hand Sanitizer, Spray Deodorizer and Batteries for the Deodorizers?  
As called for in the specifications, these types of items will be supplied by the successful bidder. Although no specific brands are called for, spray disinfectants and facial tissue are to be of comparable quality and disinfecting characteristics of the brands noted above.
2. Is a beater bar vacuum required?  
For carpet applications it is required.
3. Verifying that no cleaning is required in the Civic Center including the restroom and the end of the hall that veers to the Civic Center.  
No cleaning is required by the successful bidder in this restroom.  
  
Is cleaning of the Civic Center restrooms and the end of the hall that veers to the Civic Center required?  
No.
4. Question: Should the bidders include a price for dusting/cleaning the displays and glass cases at the Quail Creek golf Pro Shop?  
No...the Quail Creek staff takes care of this activity.
5. Question: What is the current disposables usage for each facility listed?
6. The City Hall scope of work states to load dishwasher however on Page 22 Item 3.1.5.3 states that we are not responsible for dirty dishes.  
The following revision to the original scope applies here: If there are dirty dishes left in the sink, the contractor will be required to rinse them off and place them in the dishwasher.

5. On Page 18. Item A. Requires that we send you a copy of the criminal background check on our employees. In previous discussion with legal counsel they have suggested that this can be considered an invasion of the employee's privacy. Would a letter from our establishment stating that they have a clear criminal record suffice? We currently perform a background check for upwards of the 3 counties for 7 years through ADP. Will this suffice?

Yes.....a letter from the contractor's agency, stating that a criminal background check has been completed, and is clear, will suffice.

Clarification of term "clear criminal record", means exactly that....NO CRIMINAL OFFENSES OF ANY TYPE.

6. It states that we are to wear hard hats and safety glasses – where will these be needed?

Hard hats need not be worn...custodians will not be working in hazardous areas where this type of protection would be needed. Safety glasses, however, will be required while on City premises performing cleaning activities.

7. Does every new employee have to meet with the MFC and City prior to starting? Each member of the cleaning team which starts this contract, and their Supervisor, will meet with the City representative for the kickoff meeting. Each New employee, who joins the Contractors cleaning team subsequent to that kickoff meeting, will be briefed by their Supervisor as to the requirements of the City of Fairhope, and this contract.

8. The only glass to be cleaned are doors and mirrors, except at museum. Please follow the specifications as drafted for each facility for guidance on this issue.

9. Verify, that at the Nix Center in the kitchen, the contractor is not responsible for cleaning of the appliances such as the grill, oven, stove etc.

The only requirement here is that hand smudges, dust and dirt be cleaned off in this area as needed. The actual cleaning of these appliances, as a result of their use, is performed by others.

10. May a contractor opt to bid on one, multiple or all facilities when submitting their Proposal?

Yes.

11. At the Museum, is cleaning the fire truck part of this contract?

No.

12. Please clarify the area at the Nix Center that is to be cleaned: listed under Kitchen: Ground (pick up trash) and empty urns and blow deck and sidewalks. Is this the entrance just by the Kitchen or is it referring to all sidewalks and decks...and what grounds are to be policed?

All sidewalks and decks are to be blown clean. Trash is to be picked up on the grounds immediate to the building area....especially its entrance points. Those grounds are to be policed regularly.

6. Can you please clarify the holiday cleaning requirement for all facilities?

The standing rule for holiday cleaning is as follows: All City facilities which will be closed for the entire Holiday period, will be cleaned on the evening of the last regular business day preceeding the Holiday period.

The exception to this rule is the Recreation Center and the Quail Creek Pro Shop, which would continue normal operations except for Thanksgiving Day, Christmas Day and New Years Day, respectfully.

#### **ADDITIONAL CLARIFICATION:**

1. A non-mandatory pre-bid was held last Friday for the purpose of escorting potential bidders completely through all facilities being bid for this service. There was only one bidder present at that walkthrough. There will not be another escorted walkthrough of these facilities due to the amount of time it takes for City personnel to escort bidders through every facility. These are all public facilities, and can be viewed at any time during their normal working hours. There are however, secure areas within these facilities that cannot be accessed without a City escort.
2. It is the responsibility of each bidder to compose his/her submittal in a competitive manner, while meeting the specification set forth in the document. We will not advise potential bidders on how to compose their respective submittal. Please take care to review this bid document in it's entirety. If one takes exception, or cares to clarify one's response to a certain function within the scope of work, please state your clarification clearly and concisely on a separate sheet of paper.

Bidders are to sign and include signed Addendum No.1 with submitted bid documents.

Acknowledged:

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Company

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By

Daniel P. Ames

Purchasing Manager

City of Fairhope

Posted : 1-18-11