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Addendum No. 1

Truckee Meadows Water Authority Janitorial Services

TMWA Project No.: 2014-017
June 9, 2014

The following information, clarifications, changes and modifications are by reference incorporated into the bid documents for the above referenced project. Any work item or contract provision not changed or modified will remain in full force and effect. The bid date, time and schedule remain the same.

QUESTION, RESPONSE AND CLARIFICATION

QUESTION and RESPONSE

Question 1: About the Bid Bond is for the total monthly charge or for the total yearly charge?

Response to Question 1: The Bid Bonds will be based upon an annual amount.

CLARIFICATION

Clarification Item No. 1: In a subsequent review of TMWA's actual janitorial expenditures as opposed to the ranges listed in the Invitation to Bid "Advertisement," it was found that expenditures are in excess of the high-end limit. Please take this into account when submitting your janitorial service bid to TMWA.

Clarification Item No 2: TMWA will provide paper goods (paper towels, toilet paper), for refilling Bathrooms and Break Room areas. TMWA will provide soap for the bathroom dispensers. TMWA does not provide the cleaning products used otherwise throughout the buildings.

Clarification Item No. 3: At the Glendale Water Treatment Facility, please add to the scope of work, daily cleaning of the stair leading down to the basement locker room/loading dock area. This stair originates on the main floor adjacent to the West Laboratory door. Frequency for cleaning is daily. Cleaning will consist of sweeping or vacuuming loose debris from the stair treads as well as the midway and bottom stair landings. The Glendale Treatment Facility Service and Frequency worksheet has been revised to include a section at the very end, entitled: "Main Staircase" and is attached at the end of this Addendum. Please replace this attachment for the original worksheet included in the Bid Package.

REVISED GLENDALE TREATMENT FACILITY – 1205 21ST STREET, Sparks, NV
Total square feet for facility: 20,206

Service	Specifics	Frequency
<p><u>RESTROOM CLEANING</u> 6 RESTROOMS Restroom cleaning is understood to have the highest priority to TMWA’s building(s). Clean and service all employee and public restrooms as specified.</p> <p>Tools & textiles utilized for cleaning restrooms shall be used for restrooms only. Water and or water cleaning mixtures including water utilized for floor mopping restrooms is not to be utilized outside of restrooms.</p> <p>The use of highly scented disinfectants, objectionable or odoriferous cleaners, air fresheners and deodorant blocks will not be permitted.</p> <p>Disinfectant must stand for proper time to allow for proper disinfectant action.</p> <p>Chrome shall be left streak free.</p>	Wash urinals, mirrors, showers, and lavatories with approved cleaners and disinfectants.	Daily
	Urinals & toilets shall be cleaned with quality materials using techniques, which will remove and prevent any formation of encrustations or stains under lids, ledges or rims without harming the finish. In addition cleaning urinals & toilets includes the plumbing fixtures, below sinks and behind toilets.	Daily
	Towel dispenser, soap dispensers, toilet paper holders and cabinet seat cover dispensers, shall be checked and refilled daily. Stocking of refill supplies in the area of the dispensers is not permitted.	Daily
	Empty Trash Containers, spray and damp-wipe with approved disinfectant and change liners.	Daily
	Clean to remove spots from partitions, walls, and light fixtures	Daily
	Wash and sanitize walls, metal partitions and railings, ceramic tile	Weekly
	Remove lime and scale buildup from plumbing fixtures.	Weekly
	Strip ceramic and tile floors & wax floors (2 coats – no more than 3 coats per quarter	Quarterly
	Light fixtures will be washed, unless required sooner	Monthly

<p><u>CERAMIC TILE (Bathrooms)</u></p> <p>Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry. Floors, at all times, shall pass a slip-resistance test set at the American National Standards Institute: see A1264.2</p>	<p>Damp mop floors (including showers) in these rooms with an approved disinfectant and cleaner that will not harm or remove special floor finishes. Floors are to be sanitized and streak-free. Water and or water cleaning mixtures including water utilized for floor mopping restrooms is not to be utilized outside of restrooms.</p>	<p>Daily</p>
	<p>Strip ceramic and tile floors & wax floors 2 coats no more than 3 coats per quarter. Room.</p>	<p>Quarterly</p>
<p><u>FLOOR CARE – CARPETS</u></p> <p>Floors shall be maintained in such a manner as to promote longevity and safety.</p> <p>Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.</p> <p>Attention should be given to cleaning the corners and also protection of the doorways from cords.</p> <p>Remove and replace furniture, as required, to perform the work, exercising necessary safety precautions and following procedures designed to prevent damage to TMWA's property.</p> <p>Carpet vacuuming shall result in a carpet free from all types of airborne soil and dry dirt.</p> <p>A clean carpet shall be uniform in appearance when dry and vacuumed.</p>	<p>Vacuum and spot clean all carpeted traffic areas including all corridors, pathways within office areas, as well as main the main hallways.</p>	<p>Daily</p>
	<p>Vacuum all rubber/carpeted mats.</p>	<p>Daily</p>
	<p>Vacuum upholstered surfaces on an as-needed basis.</p>	<p>As-needed</p>
	<p>Vacuum and spot clean all of the office areas and conference rooms</p>	<p>Weekly</p>

<p><u>FLOOR CARE – VINYL TILE / CERAMIC TILE</u></p> <p>Floors shall be maintained in such a manner as to promote longevity and safety.</p> <p>Upon completion of the work, all floors shall be left in a clean, orderly and safe condition, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.</p> <p>Finish shall be applied only to appropriate areas free of residual dirt and buildup. Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor.</p> <p>Floors, at all times, shall pass a slip-resistance test set by the American National Standards Institute: see A1264.2.</p> <p>Attention should be given to cleaning the corners and also protection of the doorways from cords.</p> <p>Remove and replace furniture, as required, to perform the work, exercising necessary safety precautions and following procedures designed to prevent damage to the TMWA's property.</p>	Dust mop and spot damp mop all resilient tile floor areas.	Daily
	Spray-buff all resilient tile to restore a “just-waxed” look	Weekly
	Strip tile floors & wax floors (2 coats – no more than 3 coats per quarter)	Quarterly
<p><u>LOBBY AREA</u></p> <p>Dusting, glass cleaning and removal of dust, soil, stains, cobwebs, smudges and marks from furniture, walls, and partitions, etc.</p> <p>A complete cleaning and polishing of the surface shall be done.</p>	<p>Clean and sanitize all interior/exterior door handles and touch plates at lobby entrance and lobby restrooms</p> <p>Vacuum carpet area and dust all counter tops and table surfaces in lobby</p>	<p>Daily</p> <p>Daily</p>

<p><u>MECHANICS SHOP OFFICE AREA</u> Floors shall be maintained in such a manner as to promote longevity and safety.</p> <p>Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.</p> <p>Floors, at all times, shall pass a slip-resistance test set by the American National Standards Institute: see A1264.2.</p>	Damp mop floor in the outside office area only	Bi-weekly
<p><u>OFFICE AREAS/CONTROL ROOM</u> General cleaning of office areas shall include the following:</p> <p>Dusting, glass cleaning and removal of dust, soil, stains, cobwebs, smudges and marks from furniture, walls, and partitions, etc.</p> <p>All tasks should be accomplished in a manner that does not disturb any of the objects that are on the surface, i.e. feather duster.</p> <p>A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.</p> <p>Extreme care must be used not to spray or drip any water or cleaning products into or onto the computers and telephones.</p> <p>Walls shall be cleaned up to 6' to include but not be limited to smudges, scuffs, and stain removal.</p>	Removal of trash from wastebaskets, unless otherwise directed, and line with plastic bags each time they are emptied. Wastebaskets are to be cleaned, as needed, before placing liners. Other waste material such as boxes labeled as trash must be taken to the dumpster location.	Daily
	Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, computers, copiers, calculators, shelves, sills and ledges from a height of six feet or below. Clean /dust window sills where accessible.	Weekly
<p><u>EMPLOYEE LOUNGES KITCHENS</u></p>	Wash and sanitize table tops, damp clean chair seats and backs	Daily

<p>General cleaning of this area shall include the following:</p> <p>A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects</p> <p>Dusting, glass cleaning and removal of dust, soil, stains, cobwebs, smudges and marks from furniture, and walls.</p>	Clean all counter tops, top of appliances	Daily
	Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle.	Daily
	Clean sink and outside of appliances, without disturbing any dishes or moving food items. (If dishes are in sink, cleaning of the sink will be omitted)	Daily
	No Refrigerator Cleaning	Never
	Wipe interior of oven with a clean cloth	Semi-annually
	Microwave Oven Cleaning – remove visible food from inside and out leaving a streak free surface	Weekly
<p><u>WALLS – ENTIRE BUILDING</u></p> <p>Walls shall be cleaned up to 6' to include but not be limited to smudges, scuffs, and stain removal.</p>	Damp-wipe and clean doors and jambs	Weekly
<p><u>WINDOWS / Glass</u></p> <p>All inside & outside windows are to be cleaned <u>streak-free</u></p>	Clean all interior glass and glass doors at the front lobby.	Daily
	Clean all interior glass and glass doors for the rest of the building to a height of 8 feet.	Monthly + spots as necessary
	Interior door glass and partitions to be cleaned and/or spot cleaned.	As needed
<p><u>DRINKING FOUNTAINS</u></p>	Clean, sanitize and polish drinking fountains.	Daily
	Remove lime and scale buildup	Weekly
<p><u>OUTSIDE</u></p>	Clean ashtrays and sand urns. Refill sand	Weekly
	Inspect Area for trash/debris removal	Daily

<u>JANITORIAL CLOSET</u>	Keep janitorial closet clean and orderly. Rinse all mops and buckets after each use and store properly, keep all cleaning equipment clean and ready for use. Remove all standing water from buckets daily.	Daily
<u>NOT INCLUDED IN THIS BID</u>	COMPUTER MONITORS	NEVER TOUCH
	KEYBOARDS	NEVER TOUCH
	BIO HAZARDOUS WASTE CONTAINERS	NEVER TOUCH
<u>MAIN STAIR CASE</u>	Cleaning will consist of sweeping or vacuuming loose debris from the stair treads as well as the midway and bottom stair landings.	DAILY