

ADDENDUM # 01

to RFP# 12-0002

Janitorial Services

Page 24 is amended as follows:

COST PROPOSAL FORM

Please provide total for each facility and grand total for all facilities as follows:

| 2012 duration, (April – December) | Facility | Totals |
|--|--------------------|---------------|
| | Police Department | \$ |
| | City Hall | \$ |
| | Senior Center | \$ |
| | Public Works | \$ |
| | GRAND TOTAL | \$ |

| 2013 | Facility | Totals |
|-------------|--------------------|---------------|
| | Police Department | \$ |
| | City Hall | \$ |
| | Senior Center | \$ |
| | Public Works | \$ |
| | GRAND TOTAL | \$ |

| 2014 - Option to renew | Facility Total | Totals |
|-------------------------------|-----------------------|---------------|
| | Police Department | \$ |
| | City Hall | \$ |
| | Senior Center | \$ |
| | Public Works | \$ |
| | GRAND TOTAL | \$ |

Page 23 is revised as follows:

RFP PROPOSAL FORM

TO: **City of Oak Harbor**

FROM: Company Name: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE, EMAIL & FAX NUMBER: _____

SUBMITTAL REQUIREMENTS CHECKLIST:

- 1. Copies of licenses and training certificates for key personnel who would be assigned to the contract.
- 2. A completed and signed Form #1 Contractor Qualification Certificate
- 3. A completed and signed RFP Proposal Form
- 4. A completed and signed Cost Proposal Form
- 5. A completed and signed Non-Collusion Certificate
- 6. **A completed and signed Addenda Received (below)**

Exceptions:

Except as noted below, the undersigned hereby agrees to comply with all the terms & conditions put forth in the City's Request for Proposal.

I hereby acknowledge I have read and understand the insurance requirements listed in Attachment "B", and have either 1) provided an insurance certificate showing amounts of current coverage or 2) provided a statement below indicating our company currently has the necessary coverage's or is willing to obtain, at our cost, the necessary coverage's required.

Authorized Signature

Date

Title

ADDENDA RECEIVED

| Addendum No. | Date Received | Name of Recipient |
|---------------------|----------------------|--------------------------|
| | | |
| | | |
| | | |

NOTE: Bidder shall acknowledge receipt of all addenda. Bidder is responsible for verifying the actual number of agenda issued prior to submitting a Proposal.

Pages 9-17 are revised as follows:

City Hall

| Item | Performance Requirements | Sq. Feet or No. of Items | Weekly Standard | | | | | | | |
|----------|---|--------------------------------|--------------------|---|---|---|---|---|---|---|
| | | | | M | T | W | T | F | S | S |
| 1 | DUSTMOP ALL UNCARPETED AREAS | | | | | | | | | |
| a | Reception, entrance, lobby area: | 831 / 2 | 3 | X | | X | | X | | |
| b | Stairway/hall area: | 1474 | 3 | X | | X | | X | | |
| c | Coffee / LunchRoom | 180 | 3 | X | | X | | X | | |
| 2 | VACUUM ALL CARPETED / MAT AREAS | | | | | | | | | |
| a | Reception, entrance, lobby areas | 480 / 3 | 3 | X | | X | | X | | |
| b | General office area | 5828 / 20 | 3 | X | | X | | X | | |
| c | Stairway/hall Mats | 120 | 3 | X | | X | | X | | |
| d | Supply/mailroom | 665 / 4 | 3 | X | | X | | X | | |
| e | Conference Rooms | 1024 / 4 | 2 | X | | X | | | | |
| f | Council room | 612 | 3 | X | | X | | X | | |
| g | Coffee / LunchRoom Mats | 180 | 3 | X | | X | | X | | |
| 3 | DAMP MOP ALL FLOORS | | | | | | | | | |
| a | Reception entrance areas | 831 / 2 | 2 | X | | X | | | | |
| b | Stairway/hall area: | 1474 | 2 | X | | X | | | | |
| | Coffee / LunchRoom | 180 | 3 | X | | X | | X | | |
| 4 | Strip/Wax Linoleum,VTC tile floors | | | | | | | | | |

Quarterly

| Item | Performance Requirements | Sq. Feet or No. of Items | Weekly Standard | | | | | | | |
|-----------|--|--------------------------------|--------------------|---|---|---|---|---|---|-----------|
| | | | | M | T | W | T | F | S | S |
| 5 | EMPTY WASTE / RECYCLE RECEPTICLES | | | | | | | | | |
| a | Lunchroom/coffee room areas | 1 | 3 | X | | X | | X | | |
| b | Offices | 20 | 3 | X | | X | | X | | |
| c | Reception / Lobby | 5 | 3 | X | | X | | X | | |
| d | Conference Rooms | 4 | 3 | X | | X | | X | | |
| e | Supply Mail room | 4 | 3 | X | | X | | X | | |
| f | Bathrooms | 6 | 3 | X | | X | | X | | |
| g | Clean outside of all waste receptacles and replace bags when needed. | 40 | | | | | | | | |
| 6 | CLEAN COUNTERTOPS, TABLETOPS, | | | | | | | | | |
| a | Reception, entrance, lobby areas | 6 | 2 | X | | X | | | | |
| b | Lunchroom/coffee room areas | 2 | 3 | X | | X | | X | | |
| c | Conference Rooms | 4 | 2 | X | | X | | | | |
| | Council room | 1 | 1 | X | | | | | | |
| d | Bathrooms | 6 | 3 | X | | X | | X | | |
| 7 | SPOT CLEAN GLASS DOORS, GLASS PARTITIONS, DOOR TRIM, LIGHT SWITCHES, HALLWAY WALLS, LUNCHROOM WALLS, WOODWORK, FILE CABINETS, TELEPHONES ETC. DUST VENTS,GRILLS,LOUVERS | | 1 | X | | | | | | |
| 8 | RESTROOM CLEANING | | | | | | | | | |
| a | Clean and disinfect all toilet bowls and urinals | 8 | 3 | X | | X | | X | | |
| b | Clean wash basins and attached fixture: | 9 | 3 | X | | X | | X | | |
| c | Clean all mirrors | 6 | 2 | X | | X | | | | |
| d | Sweep, damp mop and disinfect restroom floors | 282 / 6 | 3 | X | | X | | X | | |
| e | Wash and disinfect toilet partition wall, doors, | 6 | 2 | X | | X | | | | |
| f | Fill all toilet paper and towel receptacles, soap dispensers (Provided by Agency) | 18 | 3 | X | | X | | X | | |
| g | Clean and disinfect inside and outside of all waste receptacles. | 6 | 1 | | | | | X | | |
| 9 | WINDOW BLINDS | | | | | | | | | 2 x year |
| 10 | CARPET CLEANING | | | | | | | | | 2 x year |
| 11 | CARPET SPOT CLEANING | | | | | | | | | When need |
| 12 | WASH INTERIOR SIDE OF WINDOWS/SILLS | | | | | | | | | Quartly |
| 13 | WASH EXTERIOR SIDE OF WINDOWS | | | | | | | | | 3 X Year |

Monthly

2 x year
2 x year
When need
Quartly
3 X Year

Legal offices and HR office space shall not be included in this contract.

Public Works Building B

| Item | Performance Requirements | Sq. Feet or | | M | T | W | T | F | S | S |
|----------|-------------------------------------|--------------|-----------------|---|---|---|---|---|---|---|
| | | No. of Items | Weekly Standard | | | | | | | |
| 1 | DUSTMOP ALL UNCARPETED AREAS | | | | | | | | | |
| a | General office area | 238 / 2 | 2 | | X | | X | | | |
| b | Confrence Room | 375 / 2 | 2 | | X | | X | | | |
| c | Hallways | 968 | 2 | | X | | X | | | |
| e | Mud Rooms | 250 / 2 | 2 | | X | | X | | | |
| 2 | DAMP MOP ALL FLOORS | | | | | | | | | |
| b | General office area | 238 / 2 | 1 | | X | | | | | |
| a | Confrence Rooms | 375 / 2 | 1 | | X | | | | | |
| b | Hallways | 968 | 1 | | X | | | | | |
| d | Mud Rooms | 250 / 2 | 2 | | X | | X | | | |
| 3 | WASH INT/EXT SIDES OF WINDOW | | | | | | | | | |
| 4 | STRIP AND WAX FLOORS | 1831 | | | | | | | | |

3 X YR
quarterly

| Item | Performance Requirements | Sq. Feet or | | M | T | W | T | F | S | S |
|----------|--|--------------|-----------------|---|---|---|---|---|---|---|
| | | No. of Items | Weekly Standard | | | | | | | |
| 5 | EMPTY ALL WASTE RECEPTICLES | | | | | | | | | |
| b | Offices | 2 | 1 | | X | | | | | |
| d | Conference Rooms | 2 | 1 | | X | | | | | |
| e | Bathrooms | 2 | 2 | | X | | X | | | |
| 6 | CLEAN COUNTERTOPS AND TABLETOPS | | | | | | | | | |
| c | Conference Rooms | 2 | 1 | | X | | | | | |
| d | Bathrooms | 2 | 2 | | X | | X | | | |
| 7 | DOOR TRIM, LIGHT SWITCHES, HALLWAY WALLS, FILE CABINETS, ETC. DUST VENTS,GRILLS,LOUVERS | | 1 | | X | | | | | |
| 8 | RESTROOM CLEANING | | | | | | | | | |
| a | Clean and disinfect all toilet bowls and urinals | 4 | 2 | | X | | X | | | |
| b | Clean and wash basins and attached fixtures | 4 | 2 | | X | | X | | | |
| c | Clean all mirrors | 2 | 2 | | X | | X | | | |
| d | Sweep, damp mop and disinfect restroom floors | 342 / 2 | 2 | | X | | X | | | |
| e | Wash and disinfect toilet partition wall, doors, | 3 | 1 | | X | | | | | |
| f | Fill all toilet paper and towel recptacles, soap dispensers (Provided by City) | 8 | 2 | | X | | X | | | |
| g | Clean and disinfect inside and outside of al waste receptacles. | 2 | 1 | | X | | | | | |

Public Works Building C

Sq. Feet or
No. of
Weekly
Standard

| Item | Performance Requirements | Sq. Feet or No. of Items | Weekly Standard | M | T | W | T | F | S | S |
|----------|--------------------------------------|--------------------------------|--------------------|---|---|---|---|---|---|---|
| 1 | DUSTMOP ALL UNCARPETED AREAS | | | | | | | | | |
| a | Conference Rooms | 446 / 2 | 2 | | X | | X | | | |
| b | General office area | 423 / 3 | 2 | | X | | X | | | |
| c | Lunchroom | 1105 | 2 | | X | | X | | | |
| d | Hall area | 2109 | 2 | | X | | X | | | |
| e | Mud Room | 380 / 3 | 2 | | X | | X | | | |
| 2 | VACUUM ALL CARPETED AREAS | | | | | | | | | |
| a | Reception, entrance, lobby areas | 538 | 2 | | X | | X | | | |
| b | General office area | 851 / 5 | 2 | | X | | X | | | |
| c | Hall area | 487 | 2 | | X | | X | | | |
| d | Classrooms | 1647 / 2 | 1 | | X | | | | | |
| 3 | DAMP MOP ALL FLOORS | | | | | | | | | |
| a | Conference Rooms | 446 / 2 | 1 | | X | | | | | |
| b | General office area | 423 / 3 | 1 | | X | | | | | |
| c | Lunchroom | 1105 | 2 | | X | | X | | | |
| d | Hall area | 2109 | 1 | | X | | | | | |
| e | Mud Room | 380 / 3 | 2 | | X | | X | | | |
| 4 | WASH INT/EXT SIDES OF WINDOWS | | | | | | | | | |
| 5 | STRIP AND WAX FLOORS | 3958 | | | | | | | | |

3 x yr
quarterly

Sq. Feet or
No. of
Weekly
Standard

| Item | Performance Requirements | Sq. Feet or No. of Items | Weekly Standard | M | T | W | T | F | S | S |
|-----------|---|--------------------------------|--------------------|---|---|---|---|---|---|-----------|
| 6 | EMPTY ALL WASTE RECEPTILES | | | | | | | | | |
| a | Lunchroom | 2 | 2 | | X | | X | | | |
| b | Offices | 8 | 1 | | X | | | | | |
| c | Reception area | 2 | 1 | | X | | | | | |
| d | Conference Rooms | 4 | 1 | | X | | | | | |
| e | Bathrooms | 6 | 2 | | X | | X | | | |
| 7 | CLEAN COUNTERTOPS AND TABLETOPS | | | | | | | | | |
| a | Reception, entrance, lobby areas | 2 | 1 | | X | | | | | |
| b | Lunchroom | 6 | 2 | | X | | X | | | |
| c | Conference Rooms | 2 | 1 | | X | | | | | |
| d | Bathrooms | 6 | 2 | | X | | X | | | |
| e | Classrooms | 10 | 1 | | | | X | | | |
| 8 | DOOR TRIM, LIGHT SWITCHES, HALLWAY WALLS, LUNCHROOM WALLS, FILE CABINETS, ETC. DUST VENTS,GRILLS,LOUVERS | | 1 | | X | | | | | |
| 9 | RESTROOM CLEANING | | | | | | | | | |
| a | Clean and disinfect all toilet bowls and urinals | 18 | 2 | | X | | X | | | |
| b | Clean and wash basins and attached fixtures | 12 | 2 | | X | | X | | | |
| c | Clean all mirrors | 8 | 2 | | X | | X | | | |
| d | Sweep, damp mop and disinfect restroom floors | 905 / 6 | 2 | | X | | X | | | |
| e | Wash and disinfect toilet partition wall, doors, shower | 14 | 1 | | X | | | | | |
| f | Fill all toilet paper and twoel recptacles, soap dispensers (Provided by City) | 36 | 2 | | X | | X | | | |
| g | Clean and disinfect inside and outside of all waste receptacles. | 6 | 1 | | X | | | | | |
| 10 | WINDOW BLINDS | | | | | | | | | 2 x year |
| 11 | CARPET CLEANING | | | | | | | | | 2 x year |
| 12 | CARPET SPOT CLEANING | | | | | | | | | When need |

Request for Proposals #12-0002

Janitorial Services

Police Department

| Item | Performance Requirements | Sq. Feet | | M | T | W | T | F | S | S |
|----------|---|-----------------|-----------------|---|---|---|---|---|---|---|
| | | or No. of Items | Weekly Standard | | | | | | | |
| 1 | DUSTMOP ALL UNCARPETED AREAS | | | | | | | | | |
| a | Reception, entrance, lobby areas | | 3 | X | | X | | X | | |
| b | General office area | | 3 | X | | X | | X | | |
| c | Lunchroom/coffee room areas | | 3 | X | | X | | X | | |
| d | Stairway/hall area | | 3 | X | | X | | X | | |
| e | Bathrooms | | 3 | X | | X | | X | | |
| f | Other | | | | | | | | | |
| 2 | VACUUM ALL CARPETED AREAS | | | | | | | | | |
| a | Reception, entrance, lobby areas | | 3 | X | | X | | X | | |
| b | General office area | | 3 | X | | X | | X | | |
| c | Stairway/hall area | | 3 | X | | X | | X | | |
| d | Supply/mailroom | | 3 | X | | X | | X | | |
| e | Conference Rooms | | 3 | X | | X | | X | | |
| g | Coffee Room | | 3 | X | | X | | X | | |
| 3 | DAMP MOP ALL FLOORS | | | | | | | | | |
| a | Lunchroom/coffee room areas | | 3 | X | | X | | X | | |
| b | Hallways | | 3 | X | | X | | X | | |
| c | Bathrooms | | 3 | X | | X | | X | | |
| d | Other | | | | | | | | | |
| 4 | Strip/Wax Linoleum,VTC tile floors | | 1 | | | | | | | |
| 5 | WASH INTERIOR SIDES OF WINDOW | | 1 | | | | | | | |
| 6 | WASH EXTERIOR SIDES OF WINDOW | | 1 | | | | | | | |

Quarterly
Quarterly
3XYear

| Item | Performance Requirements | Sq. Feet | | M | T | W | T | F | S | S |
|----------|---|-----------------|-----------------|---|---|---|---|---|---|---|
| | | or No. of Items | Weekly Standard | | | | | | | |
| 6 | EMPTY ALL WASTE RECEPICLES | | | | | | | | | |
| a | Lunchroom/coffee room areas | | 3 | X | | X | | X | | |
| b | Offices | | 3 | X | | X | | X | | |
| c | Hallways | | 3 | X | | X | | X | | |
| d | Conference Rooms | | 3 | X | | X | | X | | |
| e | Bathrooms | | 3 | X | | X | | X | | |
| f | Clean and disinfect inside and outside of all waste receptacles. | | 1 | | | | | X | | |
| 7 | CLEAN COUNTERTOPS AND TABLETOPS | | | | | | | | | |
| a | Reception, entrance, lobby areas | | 3 | X | | X | | X | | |
| b | Lunchroom/coffee room areas | | 3 | X | | X | | X | | |
| c | Conference Rooms | | 3 | X | | X | | X | | |
| d | Bathrooms | | 3 | X | | X | | X | | |
| 8 | SPOT CLEAN GLASS DOORS, GLASS PARTITIONS, DOOR TRIM, LIGHT SWITCHES, HALLWAY WALLS, LUNCHROOM WALLS, WOODWORK, FILE CABINETS, ETC. DUST VENTS,GRILLS,LOUVERS | | 3 | X | | X | | X | | |
| 9 | RESTROOM CLEANING | | | | | | | | | |
| a | Clean and disinfect all toilet bowls and urinals | | 3 | X | | X | | X | | |
| b | Clean and wash basins and attached fixtures | | 3 | X | | X | | X | | |
| c | Clean all mirrors | | 3 | X | | X | | X | | |
| d | Sweep, damp mop and disinfect restroom floors | | 3 | X | | X | | X | | |
| e | Wash and disinfect toilet partition wall, doors, shower | | 3 | X | | X | | X | | |
| f | Fill all toilet paper and towel receptacles, soap dispensers (Provided by Agency) | | 3 | X | | X | | X | | |
| g | Clean and disinfect inside and outside of all waste receptacles. | | 3 | X | | X | | X | | |
| | WINDOW BLINDS | | 2 x year | | | | | | | |
| | CARPET CLEANING | | 2 x year | | | | | | | |
| | CARPET SPOT CLEANING | | When needed | | | | | | | |

OPTION LIGHT BULB CHANGE OUT

quote

Senior Center

| Item | Performance Requirements | Sq. Feet | | M | T | W | T | F | S | S |
|----------|---|-----------|----------|---|---|---|---|---|---|---|
| | | or No. of | Weekly | | | | | | | |
| | | Items | Standard | | | | | | | |
| 1 | DUSTMOP ALL UNCARPETED AREAS | | | | | | | | | |
| a | Reception, entrance, lobby areas | | 5 | X | X | X | X | | | X |
| b | General office area | | 5 | X | X | X | X | | | X |
| c | Lunchroom/coffee room areas | | 5 | X | X | X | X | | | X |
| d | Stairway/hall area | | 5 | X | X | X | X | | | X |
| e | Bathrooms | | 5 | X | X | X | X | | | X |
| f | Other | | | | | | | | | |
| 2 | VACUUM ALL CARPETED AREAS | | | | | | | | | |
| a | Reception, entrance, lobby areas | | 5 | X | X | X | X | | | X |
| b | General office area | | 5 | X | X | X | X | | | X |
| c | Stairway/hall area | | 5 | X | X | X | X | | | X |
| d | Supply/mailroom | | 5 | X | X | X | X | | | X |
| e | Conference Rooms | | 5 | X | X | X | X | | | X |
| f | Council Chambers | | 5 | X | X | X | X | | | X |
| g | Coffee Room | | 5 | X | X | X | X | | | X |
| 3 | DAMP MOP ALL FLOORS | | | | | | | | | |
| a | Lunchroom/coffee room areas | | 5 | X | X | X | X | | | X |
| b | Hallways | | 5 | X | X | X | X | | | X |
| c | Bathrooms | | 5 | X | X | X | X | | | X |
| d | Other | | 5 | X | X | X | X | | | |
| 4 | Strip/Wax Linoleum,VTC tile floors | | 1 | | | | | | | |
| 5 | WASH INTERIOR SIDES OF WINDOW | | 1 | | | | | | | |
| 6 | WASH EXTERIOR SIDES OF WINDOW | | 1 | | | | | | | |

Quarterly
Quarterly
3 X Year

| Item | Performance Requirements | Sq. Feet | | M | T | W | T | F | S | S |
|-----------|---|-----------|-------------|---|---|---|---|---|---|---|
| | | or No. of | Weekly | | | | | | | |
| | | Items | Standard | | | | | | | |
| 7 | EMPTY ALL WASTE RECEPTICLES | | | | | | | | | |
| a | Lunchroom/coffee room areas | | 5 | X | X | X | X | | | X |
| b | Offices | | 5 | X | X | X | X | | | X |
| c | Hallways | | 5 | X | X | X | X | | | X |
| d | Conference Rooms | | 5 | X | X | X | X | | | X |
| e | Bathrooms | | 5 | X | X | X | X | | | X |
| f | Clean and disinfect inside and outside of all waste receptacles. | | 5 | X | X | X | X | | | X |
| 8 | CLEAN COUNTERTOPS AND TABLETOPS | | | | | | | | | |
| a | Reception, entrance, lobby areas | | 5 | X | X | X | X | | | X |
| b | Lunchroom/coffee room areas | | 5 | X | X | X | X | | | X |
| c | Conference Rooms | | 5 | X | X | X | X | | | X |
| d | Bathrooms | | 5 | X | X | X | X | | | X |
| 9 | SPOT CLEAN GLASS DOORS, GLASS PARTITIONS, DOOR TRIM, LIGHT SWITCHES, HALLWAY WALLS, LUNCHROOM WALLS, WOODWORK, FILE CABINETS, ETC. DUST VENTS,GRILLS,LOUVERS | | 5 | X | X | X | X | | | X |
| 10 | RESTROOM CLEANING | | | | | | | | | |
| a | Clean and disinfect all toilet bowls and urinals | | 5 | X | X | X | X | | | X |
| b | Clean and wash basins and attached fixtures | | 5 | X | X | X | X | | | X |
| c | Clean all mirrors | | 5 | X | X | X | X | | | X |
| d | Sweep, damp mop and disinfect restroom floors | | 5 | X | X | X | X | | | X |
| e | Wash and disinfect toilet partition wall, doors, shower | | 5 | X | X | X | X | | | X |
| f | Fill all toilet paper and twoel recptacles, soap dispensers (Provided by Agency) | | 5 | X | X | X | X | | | X |
| g | Clean and disinfect inside and outside of all waste receptacles. | | 5 | X | X | X | X | | | X |
| 11 | WINDOW BLINDS | | 2 x year | | | | | | | |
| 12 | CARPET CLEANING | | 2 x year | | | | | | | |
| 13 | CARPET SPOT CLEANING | | When needed | | | | | | | |