



**ADDENDUM NO. 2
ANNUAL CONTRACT FOR JANITORIAL SERVICES
FOR THE CITY OF SNELLVILLE
(COS20220511)**

June 2, 2022

This addendum forms a part of the contract documents and modifies the original bid document package dated May 11, 2022, as noted below. Acknowledge receipt of this addendum in the space provided on the bid form. Failure to do so may subject the bidder to disqualification.

This addendum includes clarifications and/or modifications to bid documents and consists of five (5) pages.

1 - Updated Scope of Services to include the Public Works Building

2 – Updated Unit Price Bid Form to include the Public Works Building

***** End of this addendum *****

CITY OF SNELLVILLE

Melisa Arnold
City Clerk



**ANNUAL CONTRACT FOR JANITORIAL SERVICE FOR THE CITY OF SNELLVILLE
BID #COS20220511**

CLEANING REQUIREMENTS FOR CITY OF SNELLVILLE BUILDINGS

CITY HALL - 2342 OAK ROAD

Regular Business Hours: 8:00 a.m. until 5:00 p.m., Monday – Friday

Cleaning schedule will be after 6 p.m. twice a week, once on Sunday and once on Wednesday.

Regular evening activities include meetings on the second and fourth Mondays of the month. There are other meetings that may occur at different times. You will receive notification every week via email of the schedule.

Cleaning must take place after close of business and after the other activities have taken place.

Main Level: Reception area, Municipal Court, Council Chambers, Multi Purpose Room

Sweep and mop, dusting is to include stair rails, pictures and furniture. Vacuum carpets, clean glass doors and glass dividers, clean bathrooms, restock toiletries, and empty trash cans. Clean elevator doors, floors, and panels, and janitorial closets.

Finished office space not occupied is to be cleaned weekly (Vacuum and dust). Multi purpose room is to be cleaned twice a week (sweep and mop). Stairways and landings are to be swept, mopped, and dusted twice a week. Judges panels are to be wiped down once a month to remove all dirt in corners. All light fixtures are to be cleaned from dust and bugs once a week and all blinds are to be dusted every two weeks. All unfinished space and closets including mechanical rooms are not to be cleaned. Maintain all granite as to manufacturer's requirements.

Second Floor: Administrative Offices, Planning and Development, Conference Rooms, Class Rooms

Vacuum, dust, empty trash, and clean all glass. Clean bathrooms and restock toiletries. Remove bugs and dust light fixtures once a week and dust all blinds every two weeks. Finished space not occupied is to be cleaned weekly (vacuum and dust). All unfinished space and closets including mechanical rooms are not to be cleaned. Maintain all granite as to manufacturer's requirements.

General weekly building tasks include clean, sanitize, and polish all drinking fountains.

The following should be performed once a month; wash trash cans, dust the window sills, window coverings (blinds), painted door jams and doors washed, and painted walls cleaned, and clean the HVAC supply and return registers, dust all picture frames, fire extinguishers, moldings, and chair railings. Remove all marks and smudges from light switches, door facings, etc.

All trash must be disposed of in the outside dumpster.

All carpets should be cleaned and tile floors buffed quarterly. This can be coordinated with the facility coordinator.

Closing Instructions:

1. Clean and organize janitor closet.
2. Monitor all supplies, including, but not limited to, soap for the dispensers, paper towels, garbage bags, and toilet paper and let the City know what needs to be reordered.

All of the above should be completed along with any other periodic cleaning requests.

POLICE DEPARTMENT – 2315 WISTERIA DRIVE

Regular Business Hours: 7:00 a.m. until 5:00 p.m., Monday – Friday

Cleaning schedule will be 3 times per week on Tuesday, Thursday, and Sunday.

Cleaning must take place after close of business.

Background Checks & Fingerprinting:

Anyone who will be working at the police department will need to be fingerprinted and will have a background check performed.

Police First & Second Level:

The following should be performed three times a week; Sweep and mop all tiled surfaces, empty all trash cans and shredders, clean bathrooms and restock toiletries, Dust and remove fingerprints from all of the conference tables, office and lobby areas, which are also to be swept or vacuumed and dusted, and all stairways and landings should be swept, mopped, and dusted. The entire lobby area should be cleaned, including all of the glass, the elevator and the elevator door.

The following should be performed once a month; wash trash cans, dust the window sills, window coverings (blinds), painted door jams and doors washed, and painted walls cleaned, and clean the HVAC supply and return registers.

All carpets should be cleaned and tile floors buffed quarterly.

All trash must be disposed of in the outside dumpster.

Closing Instructions:

1. Clean and organize janitor closet.
2. Monitor all supplies, including, but not limited to, soap for the dispensers, paper towels, garbage bags, and toilet paper and let the City know what needs to be reordered.

All of the above should be completed along with any other cleaning requests that may be requested periodically.

PUBLIC WORKS DEPARTMENT – 2491 MARIGOLD ROAD

Regular Business Hours: 7:30 a.m. until 5:30 p.m., Monday – Thursday

Cleaning schedule is once a week and this can be scheduled for Friday, Saturday, or Sunday.

Lobby, Offices/Conference Rooms, Restrooms, and Breakroom must be cleaned once a week.

Lobby must be swept and damp mopped weekly with disinfectant germicide solution. Sweep all debris from outside the front entrance of the building. Vacuum all carpeted areas and mats and clean the floor under the mats. Empty all trash cans and replace liners. Dust all tables and desks. Clean glass doors and directory signage to remove dust and fingerprints, etc.

Offices/Conference Rooms and Breakroom must be swept and damp mopped weekly with disinfectant germicide solution. Vacuum all carpeted areas. Empty and clean all trash cans and replace liners. Dust all tables, desks, and conference room furniture, working around items on each. Remove any cobwebs that develop.

Restrooms – clean and sanitize all toilets, toilet seats, urinals, sinks, partitions, trash and sanitary receptacles, and tile walls with non-scratch disinfectant cleaner. (Remove stains and descale sinks, urinals, and toilets as necessary.) Clean and polish bright metal and supply pipes, clean mirrors, and mop floors with disinfectant germicide solution.

General weekly building tasks include clean, sanitize, and polish all drinking fountains. Dust all picture frames, fire extinguishers, moldings, window sills, chair railings. Remove all marks and smudges from light switches, door facings, etc.

Once a month all venetian blinds need to be dusted and cleaned and clean the HVAC supply and return registers.

All trash must be disposed of in the outside dumpster.

Closing Instructions:

1. Clean and organize janitor closet.
2. Monitor all supplies, including, but not limited to, soap for the dispensers, paper towels, garbage bags, and toilet paper and let the City know what needs to be reordered.
3. Turn off all lights except security.
4. Lock doors and windows and turn on the alarm if applicable.

Notes:

All janitorial cleaning supplies are to be supplied by the Janitorial Company. You will need to give the City a list of the items being used and they should be properly marked and stored at each location.

The City will supply soap for the dispensers, paper towels, garbage bags, and toilet paper.

Bid Form
Bid Number: COS20220511
Bid Date: May 11, 2022

Company Name: _____

Bidder's Signature: _____

BID PRICING SCHEDULE

Bidder submits the following prices for the JANITORIAL SERVICES FOR THE CITY OF SNELLVILLE ON AN ANNUAL PRICE AGREEMENT identified in the Bid Form as part of this Bid. Pricing must be all inclusive to perform the work assignments.

ITEM #	DESCRIPTION		MONTHLY PRICE	YEARLY PRICE
1	City Hall			
2	Police Department			
3	Public Works			
	TOTAL =			
	QUOTE THE FOLLOWING SERVICES			PRICE PER S.F.
4	*Striping and buffing VCT Floors			
5	Carpet Cleaning			

*Please specify the number of coats of wax _____.