



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1611
ADDENDUM NO. 3
INVITATION TO BID

JANITORIAL SERVICES FOR WASHINGTON COUNTY OFFICE BUILDINGS

DATE: Friday, April 14, 2023

BIDS DUE: Wednesday, April 26, 2023
2:00 P.M. (EDT/EST)

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their bid and/or to attend the Pre-Bid Conference. Alternate routes are controlled by a door access system. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition, and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: *Inquiry:* Please clarify that contractor only needs to buff the hard floor once per year. (The recommended frequency for buffing is once per week)

Response: The annual floor care service includes the process of stripping, waxing and buffing; which is listed as a separate line item on the form of proposal. Buffing as part of general floor maintenance is required weekly and the pricing is part of the annual cost per location.

ITEM NO. 2: *Inquiry:* The pricing of the Annual Strip/Wax should be separate from the Buff because these have different frequency. Please confirm that contractor only need to do these tasks once per year.

Response: See Item No. 1 to this addendum.

ITEM NO. 3: Inquiry: Please provide the hard floor SF in each building in order for us to compute the pricing of this task. (Building information on starting on page 33-35), some building list the hard floor SF, but other do not have hard floor SF such as the County Administration Complex, Extension Service Office Bldg., Division Emergency Services, Women Infant & Children, Sheriff Department.

Response: Vinyl Composition Tile square footage per building:
County Administration Building- 4205 ft²
Court House Annex- 1745 ft²
County Court House-580 ft²
County Administrative Annex-620 ft²
County Office Building-13265 ft²
Extension Service Office Building/Rural Heritage Museum Office-1765 ft²

All dimensions are approximate. Each Bidder submitting a proposal for this work shall first examine the sites, verify any dimensions pertinent to the work, and thoroughly satisfy himself/herself to the conditions under which he/she will operate or that will in any manner affect any work under his/her Contract.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing