



CITY OF TACOMA
Citywide

ADDENDUM NO. 4

DATE: December 18, 2020

REVISIONS TO:

Request for Proposals Specification No. CT20-0151F
Multisite Janitorial Services

NOTICE TO ALL BIDDERS:

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

REVISIONS TO THE SUBMITTAL DEADLINE:

The submittal deadline remains Tuesday, December 29, 2020.

REVISIONS TO THE SPECIFICATIONS:

The following pages provide supplemental scope and clarification on the Tacoma Fire Facilities.

The following have been posted to this solicitation on tacomapurchasing.org. Select Contracting Opportunities > Services Solicitations and scroll to this solicitation.

1. Five ZIP folders containing pictures to accompany the additional Fire scope information provided here.
2. Three video walk throughs:
 - a. Green River Headworks
 - b. McMillan Reservoir
 - c. Fire MSOC

NOTE: Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request for Bids Specification No. PW20-0231F Addendum No. 1. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

J. Fire Communications and EOC Scope Clarification

No cleaning will be necessary on the Fire Communications side of the building

All Garage and Recycling removed from the in the building will go to the outdoor receptacles, up on the Tacoma Avenue side of the building.

Service required after normal business hours.

Cleaning Responsibilities

Entryway/Lobby:

- Vacuum bi-weekly
- Clean countertops, chair arms and other touch surfaces bi-weekly
- Dust other non-touch surfaces monthly
- Wash interior and exterior of windows on front door area monthly
- Carpet Extracting annually

Rooms (2)(except managers office):

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Wash interior of windows quarterly
- Carpet Extracting annually

Manager's Office: the garbage and recycling bins will be left outside the locked door to be emptied.

Bathrooms: (2)

- Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly
- Clean all countertops and sinks bi-weekly
- Wipe clean and disinfect all stall walls and doors monthly
- Wet mop floors monthly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Conf Room: (1)

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually

Kitchen: (1)

- Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly
- Clean all countertops and tabletops bi-weekly
- Clean exterior of all appliances and cabinets quarterly
- Wet mop floors monthly
- Wash interior of windows quarterly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Hallways:

- Vacuum bi-weekly
- Carpet Extracting annually
- Dust other non-touch surfaces monthly

K. Fire Garage Scope Clarification

All Garage and Recycling removed from the in the building will go to the outdoor receptacles, along the fence line to the east side of the shop.

Service required between 8 AM – 3 PM

Cleaning Responsibilities

Offices: (2)

- Vacuum/sweep bi-weekly
- Empty garbage and recycling bi-weekly
- Wash windows quarterly (only if unobstructed, no need to remove items from windows to clean)

Bathrooms: (1)

- Vacuum/Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly
- Clean all countertops and sinks bi-weekly
- Wipe clean and disinfect all touch surfaces bi-weekly
- Wet mop floors monthly

Kitchen: (1)

- Vacuum/Sweep floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly
- Wipe clean all countertops and tabletops bi-weekly
- Clean exterior of all appliances and cabinets quarterly
- Mop or wet/scrub floors monthly (to be determined after work starts based on floor type)

Other

- Sweep stairs bi-weekly
- Clean the garage door windows quarterly

L. Fire Prevention Scope Clarification

All Garage and Recycling removed from the in the building will go to the outdoor receptacles, by the main entrance.

Service required after normal business hours.

Cleaning Responsibilities

Entryway/Lobby:

- Vacuum bi-weekly
- Clean countertops, chair arms, plexiglass partitions, and other touch surfaces bi-weekly
- Dust other non-touch surfaces monthly
- Wash interior of windows area monthly
- Carpet Extracting semi-annually

Offices and Cubicles: (1)

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually

Bathrooms: (2)

- Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly
- Clean all countertops and sinks bi-weekly
- Wipe clean and disinfect all stall walls and doors monthly
- Wet mop floors monthly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Conf Room: (2)

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Wipe clean and disinfect high touch surfaces bi-weekly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually

Kitchen: (1)

- Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly

- Empty garbage and recycling bi-weekly
- Clean all countertops and tabletops bi-weekly
- Wipe clean and disinfect high touch surfaces bi-weekly
- Clean exterior of all appliances and cabinets quarterly
- Wet mop floors monthly
- Wash interior of windows quarterly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Hallways:

- Vacuum and/or Sweep/ light spray mopping floors bi-weekly (as determined by floor type)
- Wipe clean and disinfect high touch surfaces bi-weekly
- Dust other non-touch surfaces monthly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually
 - Or (as determined by floor type)
 - Spray Buff hard floors annually
 - Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

M. Training Center Scope Clarification

All Garage and Recycling removed from the in the building will go to the outdoor receptacles, to the far side of the entry gate.

Service required after normal business hours.

Cleaning Responsibilities

Entryway/Lobby:

- Vacuum bi-weekly
- Clean countertops, chair arms and other touch surfaces bi-weekly
- Dust other non-touch surfaces monthly
- Wash interior of windows on front door area monthly, including all windows surrounding between outside door and interior door
- Carpet Extracting semi-annually

Offices: (7)

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually

Bathrooms: (3)

- Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly
- Clean all countertops and sinks bi-weekly
- Wipe clean and disinfect all stall walls and doors weekly
- Wet mop floors weekly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Conf Room: (1)

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually

Training Room(s): (3) – this is one room but may at any time be partitioned off into 3 rooms

- Vacuum bi-weekly
- Clean countertops, chair arms and other touch surfaces bi-weekly
- Empty garbage and recycling bi-weekly

- Wash interior of windows quarterly
- Carpet Extracting semi-annually

Kitchen: (1)

- Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly
- Clean all countertops and tabletops bi-weekly
- Clean exterior of all appliances and cabinets quarterly
- Wet mop floors monthly
- Wash interior of windows quarterly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Cubicle Farm:

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Carpet Extracting semi-annually

Hallways:

- Vacuum bi-weekly
- Clean and disinfect drinking fountains bi-weekly
- Carpet Extracting semi-annually
- Dust other non-touch surfaces monthly

N. Tacoma Fire MSOC Scope Clarification

Where does Garbage and Recycling go?

Service required after normal business hours.

Cleaning Responsibilities (Fire managed areas of the facility)

Entryway/Lobby:

- Vacuum weekly
- Clean countertops, chair arms and other touch surfaces weekly
- Dust other non-touch surfaces monthly
- Wash interior and exterior of windows on front door area monthly
- Carpet Extracting semi-annually

Bathrooms: (2)

- Sweep or light spray mopping floors weekly
- Spot Clean weekly
- Empty garbage and recycling weekly
- Clean all countertops and sinks weekly
- Wipe clean and disinfect all stall walls and doors monthly
- Wipe clean and disinfect all shower surfaces monthly
- Wet mop floors monthly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Manager's Office/Conf Room: (1)

- Vacuum weekly
- Empty garbage and recycling weekly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually

Kitchen: (1)

- Sweep or light spray mopping floors weekly
- Spot Clean weekly
- Empty garbage and recycling weekly
- Clean all countertops and tabletops weekly
- Clean exterior of all appliances and cabinets quarterly
- Wet mop floors monthly
- Wash interior of windows quarterly
- Spray Buff hard floors annually

- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Cubicle Farm:

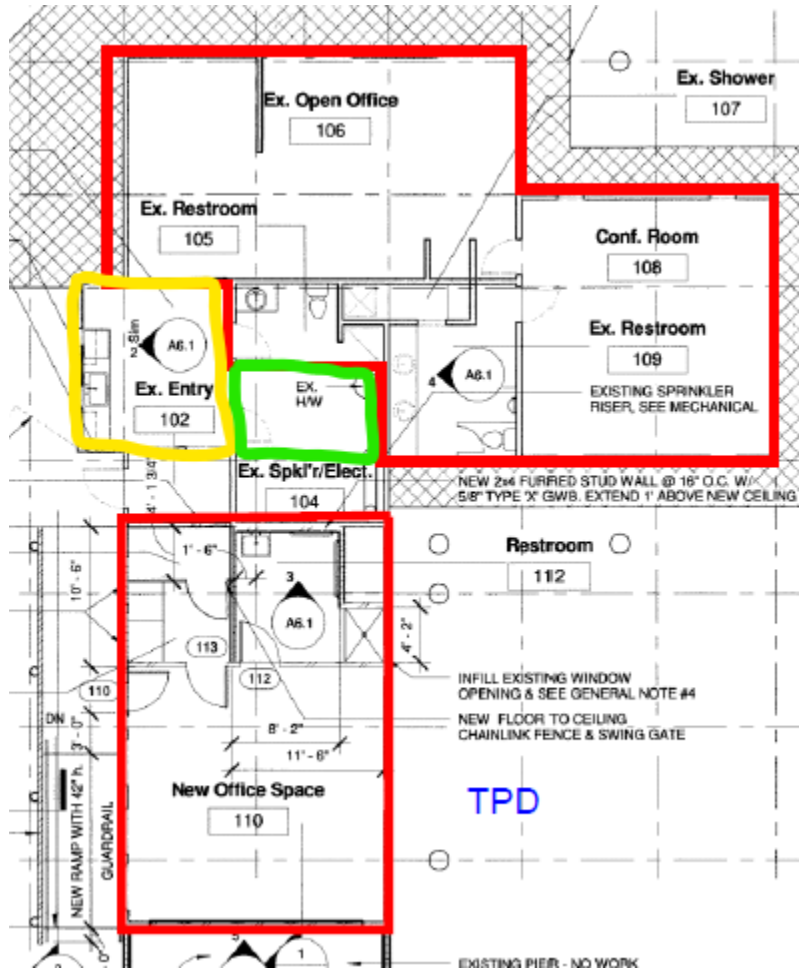
- Vacuum weekly
- Empty garbage and recycling weekly
- Carpet Extracting semi-annually

Hallways:

- Vacuum weekly
- Clean and disinfect drinking fountains monthly
- Carpet Extracting semi-annually
- Dust other non-touch surfaces monthly

N. MSOC Clarifying Floor Plan

The MSOC is a facility shared by Tacoma Fire and Tacoma Police. This will describe the services requested in the Tacoma Fire section of the building only. I have made one correction to the map below, the yellow box should be added to Tacoma Fire's section as it is their kitchen area and as I understand it, the green box should be added to Tacoma Police's section as it is their additional bathroom.



The video file is attached to show the space for TFD, which includes 1 kitchen, 2 bathrooms, a cubicle space, a conference room/managers office.

O. Fire Headquarters Scope Clarification

All Garage and Recycling removed from the in the building will go to the outdoor receptacles, behind the building at the basement level.

Service required after normal business hours.

Cleaning Responsibilities 2nd Floor

Entryway/Lobby:

- Vacuum bi-weekly
- Clean countertops, chair arms, Plexiglas partitions, and other touch surfaces bi-weekly
- Dust other non-touch surfaces monthly
- Wash interior and exterior of windows on front door area monthly
- Carpet Extracting semi-annually

Offices: (10)

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually

Bathrooms: (2)

- Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly
- Clean all countertops and sinks bi-weekly
- Wipe clean and disinfect all stall walls and doors monthly
- Wet mop floors monthly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Conf Room: (1)

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually

Kitchen: (1)

- Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly

- Clean all countertops and tabletops bi-weekly
- Wipe clean and disinfect all high touch surfaces bi-weekly
- Clean exterior of all appliances and cabinets quarterly
- Wet mop floors monthly
- Wash interior of windows quarterly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Cubicle Farm:

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Carpet Extracting semi-annually

Hallways:

- Vacuum bi-weekly
- Wipe clean and disinfect all high-touch surfaces bi-weekly
- Clean and disinfect drinking fountains monthly
- Carpet Extracting semi-annually
- Dust other non-touch surfaces monthly

Cleaning Responsibilities Mezzanine

Bathrooms: (1)

- Sweep or light spray mopping floors bi-weekly
- Spot Clean bi-weekly
- Empty garbage and recycling bi-weekly
- Clean all countertops and sinks bi-weekly
- Wipe clean and disinfect all stall walls and doors monthly
- Wipe clean and disinfect all shower surfaces monthly
- Wet mop floors quarterly
- Spray Buff hard floors annually
- Strip and refinish floor annually (this will be on a 6 month schedule opposite spray buff hard floors annually)

Offices: (2)

- Vacuum bi-weekly
- Empty garbage and recycling bi-weekly
- Wash interior of windows quarterly
- Carpet Extracting semi-annually