

Missouri
Department
of Transportation



Pete K. Rahn, Director

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**ADDENDUM 001
REQUEST FOR BIDS
JANITORIAL SERVICES
RFB NUMBER: 6-060803**

Bidders shall acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original bid. The due date for receipt of bids remains unchanged by this Addendum. Accordingly, the following clarifications, questions and answers are believed to be of general interest to all potential Bidders. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Erin Moritz General Services Specialist
Bidder Signature	Department of Transportation <i>Erin Moritz</i>
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed: 7/20/06

Buildings Tour – July 17, 2006 @ 9:00 a.m.

Cason Building Maintenance, Inc. – Mary Cason
BG Service Solutions – Larry Cook
ABBCO – Scott Graf
Grimebusters Janitorial Service – Blaine Clark
PDQ Cleaning Services, Inc. – Kimberly Houston
MoDOT – Judy Franke & Betty Dwiggins – District 2
MoDOT – Erin Moritz – Central Office

Pre-Bid Conference – July 17, 2006 @ 10:30 a.m.

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GENERAL QUESTIONS/CLARAFICATIONS

- Question:** What is the percentage of hard surface flooring to carpet flooring throughout both buildings?
- Response:** In the District 2 Headquarters Building the ratio is 90% carpet to 10% hard surface flooring. In the General Services Building, the ratio is 80% hard surface flooring to 20% carpet.
- Question:** Will the file rooms and computer rooms be cleaned under this contract?
- Response:** No, if there is a locked door, it will not be cleaned except for the semi-annual and annual requirements of the buffing, stripping and waxing of the hard surface floors.
- Question:** Will the lab be cleaned under this contract?
- Response:** The floors will be swept on a daily basis and it will be cleaned for the semi-annual and annual requirements of the buffing, stripping and waxing of the hard surface floors.
- Question:** Will the bathroom floors in the District 2 Headquarters Building be stripped and waxed like the other hard surface flooring?
- Response:** No, the bathroom floors in the District 2 Headquarters Building will only be swept and wet moped.

- Question:** In the District 2 Headquarters Building at the front door, does the transom above the door need to be cleaned since it has the tinted film on it? Will there be any tolerance for the cleaning of the entrance doors if the temperature is extremely cold?
- Response:** Yes, the transom above the door will need to be cleaned daily along with the door and side transoms. Yes, if the temperature is extremely cold, a tolerance will be allowed for it to not be cleaned with approval from MoDOT's designee.
- Question:** Will the smoking room need to be kept cleaned in the District 2 Headquarters Building?
- Response:** This room is no longer a smoking room and may become a carpeted office in the near future. This space is part of the total square foot in the District 2 Headquarters Building, therefore, it must be cleaned and maintained per all the requirements within the bid document.
- Question:** Do the skylights in the District 2 Headquarters Building need to be maintained and cleaned?
- Response:** Yes, the skylights, inside and outside, will be cleaned and maintained under the semi-annual requirements of cleaning both sides of the interior and exterior windows.
- Question:** Does the Credit Union need to be cleaned and maintained?
- Response:** Only the foyer area of the credit union needs to be maintained, but not in the office area itself. The Credit Union foyer falls under the regulations of the entire bid and requires daily maintenance and cleaning, along with all the other requirements stated in the bid document.
- Question:** How many cubicles, employees, ceiling fans, coat racks are there in each building?
- Response:** This count is undetermined and should have been noted by the bidders during the walk-through process. No additional tours or site visits are allowed.
- Question:** Who is responsible for the air fresheners?
- Response:** MoDOT is responsible for supplying the product and changing the air fresheners.
- Question:** Does the Elevator have carpet as the flooring?
- Response:** Yes, the Elevator does have carpet for the flooring.
- Question:** Please define the building envelope.
- Response:** The building envelope is defined as the entire building, all windows and doors, interior and exterior, along with 20' surrounding both buildings and the area in between both buildings which are common areas to each.

Question: Who is the current Contractor?

Response: BCS – Boles Cleaning Service
Lonnie J. Boles
Macon, MO. 63552

Question: What is the current price for Janitorial Services?

Response: .0061 cents per Sq. Ft.

Question: Are the specifications the same in this bid as they were previously?

Response: Yes, there are several specifications that are the same as the last bid, however, there have also been several updates.

ADDITIONS

Page 14 – Section 2 – Scope of Work, XIII – Low Bid Determination

Low Bid Determination will be based upon all costs and fees directly associated with the original contract period.

DELETIONS

Page 7 – Section 2 – Scope of Work, III – Weekly Requirements, #10

Please delete "Dust and polish all wood paneled walls."

Page 7 – Section 2 – Scope of Work, III – Weekly Requirements, #11

Please delete "Pour two (2) gallons of water down each floor drain."