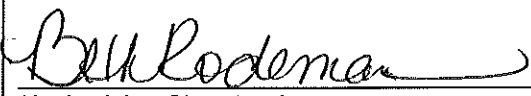


Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

**ADDENDUM 001
Janitorial Services
Request for Bid No. 9-131219BR**

Bidders should acknowledge receipt of Addendum 001 (ONE) by **signing** and **including it** with the original bid. The due date for receipt of bids is **changed** by this Addendum to Thursday, **January 02, 2014, at 2:00 P.M.** The following changes shall be included as mandatory requirements for this solicitation. EXHIBITS A, B and C have changed and shall be included as mandatory requirements for this solicitation. Section 4. Pricing Pages, has changed and shall be included as mandatory requirements for this solicitation and shall be used by Bidders to submit all pricing for this RFB. EXHIBITS H and I, CO fixture count and CD fixture count, respectively, have been included for clarification and 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 Beth Rodeman General Services Specialist
Contractor/Bidder Signature	Department of Transportation 
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed: December 16, 2013

Bid forms and addendum(s) may be obtained by contacting Beth Rodeman at 573-526-2744, elizabeth.rodeman@modot.mo.gov, or by electronically downloading them at no charge from http://www.modot.org/business/contractor_resources/gs_bidding/CO/COcommodities.htm.



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

Section 2.2.1 b. VII. Restroom Requirements, is hereby changed as follows:

- A. The Bidder shall clean and disinfect all of the restrooms located within the buildings. For purposes of restroom requirements, "clean" shall be defined as disinfecting, polishing, and removing all water spots. Disinfect must be "hospital" grade quaternary disinfectant that kills fungus, viruses, and bacteria and must have organic soil tolerance".
- B. Daily Requirements: The Bidder shall perform the following tasks on a daily basis, five nights each week, Monday through Friday, excluding state holidays, between the hours of 3:00 p.m. and 11:00 p.m. Refer to Exhibit C for cleaning times for secured areas of affected buildings.
- 1) Clean all surfaces for all restrooms located in the building.
 - 2) Clean toilet bowls and seats, urinals, hand basins, faucets, and counter tops.
 - 3) Clean all mirrors.
 - 4) Wet mop all restroom floors using a disinfectant.
 - i. A dual sided mop bucket required.
 - ii. Water must be changed for each restroom.
 - 5) Clean stall doors, push plates and pull handles.
 - 6) Dust or wipe all horizontal surfaces.
 - 7) Empty and clean (inside and out) all trash containers and feminine hygiene receptacles, change all liners daily.
 - 8) Restock dispensers to normal limits (soap, toilet tissue, paper towels).
 - 9) Remove spots, stains, scuff marks, finger, and handprints.
 - 10) Remove cobwebs from all ceilings, doors, ceiling fans, and corners within each building.
 - 11) Report all damage.
- C. Weekly Requirements: The Bidder shall perform the following tasks at least one time every week. The Bidder shall perform the listed tasks between the hours of 3:00 p.m. and 11:00 p.m., on any day, Monday through Friday, excluding state holidays, unless MoDOT otherwise approves other day(s) or times.
- 1) The Bidder shall clean the air diffusers in all restrooms and spot clean all exposed pipes one (1) time per week between the hours of 3:00 p.m. and 11:00 p.m. on any day, Monday through Friday, excluding state holidays, unless MoDOT otherwise approves other day(s) or times.
 - 2) Clean partition walls around bathroom fixtures.
 - 3) Clean chrome pipes, and fittings.
- D. Monthly Requirements: One (1) time per month, within the first ten (10) consecutive workdays of each month, the Bidder must perform the monthly tasks listed below. The Bidder must perform these tasks between the hours of 3:00 p.m. and 11:00 p.m. any day, Monday through Friday, excluding state holidays, unless otherwise approved by MoDOT. Seventy-two (72) hours prior to performance of the monthly requirements, the Bidder must notify MoDOT of the beginning date and completion date pursuant to the reporting requirements stated elsewhere herein.
- 1) The Bidder shall clean and disinfect all walls and machine scrub all restroom floors.

ADDENDUM 001
Janitorial Services
Request for Bid No. 9-131219BR

This page contains questions and answers, and clarifications from the pre-bid conference held on December 12, 2013, which are believed to be of general interest to all potential Bidders. Changes shall be included as mandatory requirements for this solicitation

Question: Section 2.2.1 a.IV, regarding **Exhibit B**, MoDOT Janitorial Services Log: can the janitorial services log be emailed monthly instead of being submitted with the monthly invoice?

Answer: Yes, the janitorial services log may be emailed monthly instead of being submitted with the monthly invoice provided that it is emailed to the designated MoDOT representative whose name and email address will be provided upon award of contract and provided that timing of receipt of the log by the MoDOT representative coincides with the time of invoice submission.

Question 1: Section 2.2.1 b.I.F., Equipment and Supplies: will MoDOT also provide trash liners?

Answer: Yes, MoDOT will provide **trash liners as well as Hibiclens hand sanitizer for refill of dispensers will be provided through the Facility Operations Supervisor who will deliver it to the location where needed** in addition to the paper products and hand soap for refill of dispensers. Additionally, MoDOT will **not provide floor mats.**

Question: Section 2.2.1 b.VIII, Supplemental Service Requirements: are costs for supplemental services to be included in the regular janitorial services which are billed monthly?

Answer: No, supplemental services shall be provided on an as needed, if needed basis shall be **in addition** to the regular janitorial services included at section 2.2.1 b.I through section 2.2.1 b.VII, which shall be billed monthly in accordance with the requirements of the RFB. Supplemental services shall be invoiced separately as the services are provided and in accordance with invoicing and payment requirements.

Question: Section 2.2.1 b.X.E., Personnel and Security Requirements: is a fingerprint checks required as part of the security clearances to be obtained from the State Highway Patrol for each employee?

Answer: No, fingerprint checking is not a requirement.

Question: Section 2.4.7: does MoDOT intend to use the state purchasing card to make payments for this contract?

Answer: No, MoDOT does will not use the state purchasing card to make payments for this contact and as such, section 2.4.7 of the invoicing and payment requirements is hereby deleted (~~2.4.7 The MHTC reserves the right to purchase goods and services using the state purchasing card.~~).

Question: Section 4.1, Janitorial Services Pricing Pages: Does MoDOT intend the use of an average of 30 days per month for purposes of calculating monthly pricing?

Answer: No, for purposes of calculation monthly pricing, an average of 22 days per month shall be assumed, as reflected on the revised pricing pages attached hereto and made part of this Addendum.

Question: Section 4.2, Supplemental Services Pricing Pages: Under total estimated occurrences per month, what is the unit for items 4.2001 through 4.2004?

Answer: Units for total estimated occurrences per month for items 4.2001 through 4.2004 shall be "square feet" as reflected on the revised pricing pages attached hereto and made part of this Addendum.

Question: EXHIBIT A: is all cleaning at 105 W Capitol Avenue, Central Office, to be accomplished during daytime hours?

Answer: No, MoDOT will review and revise daytime cleaning and evening cleaning requirements.

Question: EXHIBIT A: what hours are considered daytime cleaning hours?

Answer: Daytime cleaning hours can occur any time between 8:00 a.m. and 4:00 p.m. unless otherwise specified.

Question: Will MBE and WBE participation be considered in the evaluation of the bids?

Answer: No, MBE and WBE participation is not considered when evaluating bids.

Question: How many employees are currently servicing the account?

Answer: For daily cleaning only, not including supplemental services such as waxing, it is estimated that approximately 13 staff service the Central Office buildings and approximately 6 staff service the Central District Office.

Question: Is there a living wage that must be paid the employees?

Answer: Wages must be in compliance with all local, state, and federal laws and regulations as required in the Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions, Applicable Laws and Regulations section. There are no other "living wage" requirements.

4. PRICING PAGES

4.1 Janitorial Services

The Bidder shall provide a firm, fixed prices as specified in the table below, for the original contract period for providing all janitorial services in accordance with the provisions and requirements specified herein, except for the Supplemental Services at section VIII, Supplemental Service Requirements, which are priced on the pricing page which follows. All costs associated with providing the required services shall be included in the stated prices.

For purposes of calculating Monthly pricing, an average of 22 days per month shall be assumed.

Item #	Description	Firm-Fixed Price Per Square Foot	Total Estimated Square Footage	Extended Firm Fixed Price Per Month (average of 22 days per month)
4.1001	Janitorial Services for Location # 1 (see Exhibit A)	\$ _____	5,163	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
4.1002	Janitorial Services for Locations # 2 & 3 (see Exhibit A)	\$ _____	10,995	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
4.1003	Janitorial Services for Location # 4, 8 & 10 (see Exhibit A)	\$ _____	5,000	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
4.1004	Janitorial Services for Location # 5 (see Exhibit A)	\$ _____	1,475	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
4.1005	Janitorial Services for Location # 6 & 7 (see Exhibit A)	\$ _____	2,728	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
4.1006	Janitorial Services for Locations # 9 (see Exhibit A)	\$ _____	1,344	\$ _____ firm-fixed price per square foot X total estimated square footage X 22)
4.1007	Janitorial Services for Location # 11 (see Exhibit A)	\$ _____	82,755	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
4.1008	Janitorial Services for Location # 12 (see Exhibit A)	\$ _____	21,830	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
4.1009	Janitorial Services for Location # 13 (see Exhibit A)	\$ _____	12,018	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
4.1010	Janitorial Services for Location # 14 (see Exhibit A)	\$ _____	16,469	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
4.1011	Janitorial Services for Location # 15, 16 & 17 (see Exhibit A)	\$ _____	116,107	\$ _____ (firm-fixed price per square foot X total estimated square footage X 22)
Total Firm-Fixed Price Per Month				\$ _____

4.2 Supplemental Services

The Bidder shall provide firm-fixed pricing in the table below for each of the supplemental services in accordance with the provisions and requirements specified herein. All costs associated with providing the required services shall be included in the stated firm-fixed prices. The State of Missouri does not warrant that the estimated occurrences per month stated herein in any way reflect actual nor anticipated usage amounts, but shall be for cost evaluation purposes only.

The Bidder may indicate "\$0.00" if they wish to provide the service(s) in this section at no charge.

Item #	Description	Firm-Fixed Price	Total Estimated Occurrences Per Month	Extended Estimated Price Per Month
4.2001	Deep clean carpet/water extraction	\$ _____ Per Square Foot	15,561 sq. ft.	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2002	Clean and seal concrete flooring	\$ _____ Per Square Foot	1,478 sq.ft.	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2003	Strip and refinish hard flooring	\$ _____ Per Square Foot	5,952 sq. ft	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2004	Spray and buff hard surface floors	\$ _____ Per Square Foot	5,952 sq. ft.	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2005	For each chair cleaned	\$ _____ Per manager's chair	3 each	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2006	One time construction clean-up	\$ _____ Per Hour, Per Person	7 hours	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2007	Ongoing construction clean-up	\$ _____ Per Hour, Per Person	4 hours	\$ _____ (firm-fixed price X total estimated occurrences per month)
4.2008	Additional janitorial personnel	\$ _____ Per Hour, Per Person	2 hours	\$ _____ (firm-fixed price X total estimated occurrences per month)
Total Estimated Price Per Month				\$ _____

4.3 BID LIMITATION

The Bidder shall provide, in the table below, their maximum are number of square feet that they have the capacity to provide the services described herein, beginning January 3, 2014. The MHTC will award by building(s) or building grouping(s) in a manner that is most advantageous to MoDOT, based on cost.

The Bidder may indicate “ALL” or “NO LIMITATIONS” if there are no limitations to the number of square feet they have the capacity to provide.

DAILY DAY TIME CLEANING	DAILY NIGHT TIME CLEANING
MAXIMUM NUMBER OF SQUARE FEET	MAXIMUM NUMBER OF SQUARE FEET

Name of the Bidder's Firm Signature of Authorized Representative Date Signed

4.4 Renewal Periods: The bidder shall provide below the maximum percentage of increase or decrease for the renewal periods. The percentage shall be computed against the **original contract period prices** for each renewal period. If a renewal percentage is not provided, the prices for the renewal periods shall be the same as the original contract period.

- 1st Renewal Period** _____% of maximum increase and/or _____% of maximum decrease.
- 2nd Renewal Period** _____% of maximum increase and/or _____% of maximum decrease.
- 3rd Renewal Period** _____% of maximum increase and/or _____% of maximum decrease.

Name of the Bidder's Firm Signature of Authorized Representative Date Signed

EXHIBIT A
Locations and Approximate Square Footage
Daytime Cleaning

Central Office (CO) contact person: Dale Brandt 573-751-4793

Central District (CD) contact person: Sheldon Redel 573-751-7708

Location #	Daytime Cleaning - LOCATIONS	Estimated Square Footage - Day-time Cleaning	Composition of Floor Covering
1	105 W. Capitol Avenue, Central Office (CO)*	5,163	carpet
2	601 West Main Garage Annex Archives(CO)*** To be cleaned once per week on Friday	1,443	carpet
3	601 West Main Garage Annex Archives(CO)**** To be cleaned once pre month on Friday	9,552	bare concrete
4	5616 Red Eagle Dr., Jefferson City Project Office (CD) *** <u>Does not include: Garage area</u>	4,000	3500 sq. ft. carpet & 500 sq. ft. hard surfaces
5	1507 Missouri Blvd., Survey Building – (CD) *** <u>Does not include: Garage area</u>	1,475	900 sq. ft. carpet & 575 sq. ft. hard surfaces
6	910 MoDOT Drive, Bridge Maintenance (CO)**	1,784	1,184 sq. ft. carpet & 600 vct tile
7	930 MoDOT Drive (CO)**	944	344 sq. ft. carpet & 600 sq. ft. hard surfaces
8	754 MoDOT Drive, Sign Shop (CO) ***	400	vct tile
9	830 MoDOT Drive (CO), Warehouse	1,344	1,264 sq. ft. carpet & 80 sq. ft. concrete
10	Memorial Airport – Hanger (CO) ***	600	carpet
	Total Daytime Square Footage	26,705	

* See Exhibit C for cleaning time requirements

** Indicates 'Twice Per Week' cleaning (TBD)

*** Indicates 'Once Per Week' cleaning (TBD)

**** Indicates Once Per Month cleaning (TBD)

***** Leased Space – Lease expiring November 30, 2014, with option for early vacancy and/or reduced services any time prior to that date.

EXHIBIT A
Locations and Approximate Square Footage
Evening Cleaning

Central Office (CO) contact person: Dale Brandt 573-751-4793

Central District (CD) contact person: Sheldon Redel 573-751-7708

Location #	Evening Cleaning – LOCATIONS <i>(All below locations require evening cleaning)</i>	Estimated Square Footage - Evening Cleaning	Composition of Floor Covering
11	105 W. Capitol Avenue, Central Office (CO)*	82,755	69,659 sq. ft. carpet & 17,096 sq. ft. hard surfaces
12	601 West Main Garage Annex (CO)	21,830	19,030 sq. ft. carpet & 2,800 sq. ft. vct tile
13	601 West Main Training Center (CO)	12,018	8,830 sq. ft. carpet & 3,188 sq. ft. vct tile or linoleum
14	1320 Creek Trail Drive (CO)*****	16,469	14,309 sq. ft. carpet & 2,160 sq. ft. vct tile
15	1617 Missouri Blvd., Lab (CO)	51,928	11,411 sq. ft. carpet, 32,414 sq. ft. vct tile & 8,103 sq. ft. bare concrete
16	830 MoDOT Drive (CO), Main building, <u>including</u> garage offices	32,676	25,760 sq. ft. carpet & 6,916 sq. ft. hard surfaces
17	1511 Mo. Blvd., Central District Offices (CD)	31,503	27,331 sq. ft. carpet & 4,172 sq. ft. hard surfaces
Total Evening Square Footage		249,179	

* See Exhibit C for cleaning time requirements

** Indicates 'Twice Per Week' cleaning (TBD)

*** Indicates 'Once Per Week' cleaning (TBD)

**** Indicates Once Per Month cleaning (TBD)

***** Leased Space – Lease expiring November 30, 2014, with option for early vacancy and/or reduced services any time prior to that date.

EXHIBIT C

Cleaning Time Requirements for Secured Areas In Applicable Buildings

105 West Capitol:

Ground Floor:

- The Benefits Area must be cleaned by 4:00 p.m. daily

The entire 1st floor is a secured area; all office doors automatically lock at 4:30 p.m.:

- The Audits and Investigation Office must be cleaned between the hours of 3:00 p.m. to 5:00 p.m. daily. Only the Contractor's Supervisor and one (1) other employee will be given access during this time to clean the area.
- The Chief Counsel's Office and the Office of Public Information and Outreach can only be accessed after 4:30 p.m. daily for cleaning. Only the Contractor's Supervisor and one (1) other employee will be given access in order time to clean this area.
- All other management offices on the 1st floor can only be accessed after 4:30 p.m. daily for cleaning. Only the Contractor's Supervisor and one (1) other employee will be given access in order time to clean this area. Cleaning of these offices is to take place after all employees have exited the area.

2nd Floor:

- The Financial Services Director's office and Financial Services supply closet must be cleaned before 4:00 p.m. daily.

*

601 West Main (Annex)

The following areas are secured:

- The Information Systems Center (as stipulated by IS Management). ONLY the Contractor's Supervisor will be allowed access to clean this area.

*3rd Floor cleaning of 105 West Capitol has been deleted by Addendum 001

EXHIBIT H
Central Office, Jefferson City, MO
Fixture Count

Central Office- 105 W. Capitol

Sinks - 49
Stools - 42
Urinals - 14

Training Center- 601 West Main

sinks - 11
stools - 10
urinals - 4

Garage Annex - 601 W. Main

sinks - 14
stools - 16
urinals -5

Central Lab - 1617 Missouri Blvd

sinks - 19
stools - 21
urinals - 6
showers - 2

One Stop - 1320 Creek Trail Dr.

sinks - 3
stools - 3
urinals - 1

GS Main Bldg - 830 MoDOT Dr.

sinks - 17
stools - 13
urinals - 7
showers -1

Sign Shop - 754 MoDOT Dr

sinks - 4
stools - 4
urinals - 2

Old Archives - 930 MoDOT Dr.

sinks -2
stools -2

Bridge Maintenance - 910 MoDOT Dr.

sinks - 3
stools - 3
urinals - 2

Airport Hanger

sinks - 1
stools - 1

GS Complex Dist. Center - 830 MoDOT Dr.

sinks - 1
stools - 1

EXHIBIT I
Central District, Jefferson City, MO
Fixture Count

CD Offices - 1511 MO Blvd.

Sinks - 9
Stools - 16
Urinals - 4

Jefferson City Project Office - 5616 Red Eagle Dr.

Sinks -4
Stools -2

Survey Building - 1507 MO Blvd.

Sinks - 2
Stools - 1
Urinals - 1
Shower - 1