



Fulton County, GA

# Department of Purchasing & Contract Compliance

November 6, 2015

**Re:** 15ITB99898A-CJC, Medical Clinical Cleaning Services

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced ITB.

Except as provided herein, all terms and conditions in the ITB referenced above remain unchanged and in full force and effect.

Sincerely,

*Charlie Crockett*  
*Assistant Purchasing Agent*

Winner 2000 - 2009 Achievement of Excellence in  
Procurement Award • National Purchasing Institute



**15ITB99898A-CJC, Medical Clinical Cleaning Services  
Addendum No. 1  
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

- See Attachment#1- Revised Exhibit A-Required Cleaning Duties
- See Attachment#2- Revised Exhibit B-Pricing Schedule

**ACKNOWLEDGEMENT OF ADDENDUM NO.1**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the ITB due date and time **Thursday, November 19, 2015 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**Attachment#1**

**Exhibits-A**  
**Required Cleaning Duties**

<b>Table A - General Cleaning Services to be Performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Empty wastebaskets and other trash receptacles, taking contents to designated area.	Daily
<b>2</b>	Clean waste receptacles and replace liners.	Daily
<b>3</b>	Dust office furniture and damp wipe or polish all desktops where papers are cleared.	Daily
<b>4</b>	Dust window sills and all other surfaces up to 70" high	Daily
<b>5</b>	Damp wipe all telephones and related equipment using antiseptic treated cloths.	Daily
<b>6</b>	Clean all janitorial closets.	Daily
<b>7</b>	Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions, and light switches) up to 70" high.	Daily
<b>8</b>	Dust all surfaces between 70" and 84" high.	Weekly
<b>9</b>	Remove dirt and streaks from all surfaces between 70" and 84" high.	Weekly
<b>10</b>	Dust Venetian blinds.	Weekly
<b>11</b>	Remove debris & dust top of vending machines	Weekly
<b>12</b>	Moves recycle paper in wheeled containers to designated area (and return empty containers to normal locations).	As Necessary
<b>13</b>	Vacuum upholstered furniture	Monthly
<b>14</b>	Clean Venetian blinds.	Yearly

<b>Table B - Lavatory, Locker Room and Bath Room Cleaning Services to be Performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Empty wastebaskets and all other trash receptacles, including sanitary napkin dispensers.	Daily
<b>2</b>	Clean waste receptacles/replace wastebasket liners.	Daily
<b>3</b>	Completely clean areas immediately around toilets and urinals. Clean, disinfect & deodorize all fixtures using high phenol coefficient germicidal cleaner (including showers).	Daily
<b>4</b>	Damp clean or polish and refill all dispensers.	Daily
<b>5</b>	Sweep and mop all floors using high phenol coefficient germicidal cleaner (including showers).	Daily
<b>6</b>	Clean & polish mirrors, bright work and enamel surfaces.	Daily
<b>7</b>	Spot clean walls and stall partitions (including showers).	Daily
<b>8</b>	Completely wash walls and stall partitions (including showers).	Weekly
<b>9</b>	Lift all mats and waffle mats inside and outside showers. Clean bottom of mats and floor under mats using high phenol coefficient germicidal cleaner	Weekly
<b>10</b>	Clean all baseboard and floor drain plates.	2 x per Month
<b>11</b>	Machine scrub all floors (including showers).	2 x per Month
<b>12</b>	Vacuum all vents.	Quarterly
<b>13</b>	Clean and dust P-traps.	2 x per Year

<b>Table C - Stairwell Cleaning Services to be Performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Sweep stairwells.	Daily
<b>2</b>	Mop stairwells.	Daily

<b>Table D - Floor Care Services to be Performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Vacuum all carpeted areas including edges, corners, rugs and all floor matting.	Daily
<b>2</b>	Sweep and/or dust mop all non-carpeted areas.	Daily
<b>3</b>	Mop spillages in non-carpeted areas.	Daily
<b>4</b>	Spot clean all carpeted areas (after they have been cleaned).	Daily
<b>5</b>	Maintain all hard floor surfaces by means of burnishing, using an approved, non-injurious cleaning solution as well as an Underwriters Laboratory approved floor finish that provides a high degree of slip resistance.	2 x Weekly
<b>6</b>	Strip and refinish all floors.	2 x Yearly
<b>7</b>	Scrub and re-coat all floors.	2 x Monthly

<b>Table E - Window Cleaning Services to Be Performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Clean all interior windowsills and surfaces up to 70".	Daily
<b>2</b>	Clean all entrance glass doors and windows, interior and exterior surfaces	Daily
<b>3</b>	Clean all other interior and exterior glass doors and windows.	Quarterly

<b>Table F - Exterior Cleaning To Be Performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Empty all trash receptacles	Daily
<b>2</b>	Clean interior and exterior of trash receptacles and change liners	Daily
<b>3</b>	Remove all debris and trash from entrances, exterior grounds around the building area, parking lots and landscape areas.	Daily

<b>Table G - Medical/Dental Office Cleaning Services to be Performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Empty wastebaskets and other trash receptacles, taking contents to designated area.	Daily
<b>2</b>	Clean all waste receptacles and replace liners.	Daily
<b>3</b>	Dust office furniture and damp wipe or polish all desk tops where papers are cleared.	Daily
<b>4</b>	Dust windowsills and other surfaces up to 70".	Daily
<b>5</b>	Damp wipe all telephones and related equipment using antiseptic treated cloth.	Daily
<b>6</b>	Remove dirt and streaks from doors, doorframes, walls, threshold plates, windows, partitions, brass and light switches.	Daily
<b>7</b>	Dust Venetian blinds.	Daily
<b>8</b>	Vacuum all carpets including edges, corners, rugs and all floor coverings.	Daily
<b>9</b>	Vacuum upholstered furniture.	Monthly
<b>10</b>	Clean all light fixtures and vents.	Monthly
<b>11</b>	Clean Venetian blinds.	Yearly

<b>Table H - Kitchen Cleaning Services to be Performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Empty and clean all trash containers, taking contents to designated area. Replace all liners.	Daily
<b>2</b>	Clean exterior of aluminum recycle bins.	Daily
<b>3</b>	Sweep and scrub all floors, grout, and baseboards using degreaser/germicidal disinfectant.	Daily
<b>4</b>	Clean all windowsills, walls, doors, and telephones.	Daily
<b>5</b>	Refill all soap and paper towel dispensers.	Daily
<b>6</b>	Clean all floor mats with degreaser/germicidal disinfectant.	Daily
<b>7</b>	Clean all sinks, counter tops, dispensing machines, water fountains, & exterior of appliances.	Daily
<b>8</b>	Clean all drain pipes.	2x Weekly

<b>Table I – Break-Room Cleaning Services to be Performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Clean exterior of recycle bins, interior and exterior of waste baskets and other trash receptacles. Replace all waste basket liners.	Daily
<b>2</b>	Clean sinks, countertops, dispensing machines, plumbing fixtures, and pipe fittings with suitable chemicals.	Daily
<b>3</b>	Clean doors with suitable chemicals.	Daily
<b>4</b>	Sweep / Dustmop all non-carpeted areas	Daily
<b>5</b>	Vacuum and spot clean all carpeted areas (after they have been cleaned).	Daily
<b>6</b>	Refill all soap and paper towel dispensers	Daily
<b>7</b>	Clean brass and chrome surfaces with suitable chemical	2 x Weekly
<b>8</b>	Clean exterior of microwave oven, refrigerator & cupboards	2 x Weekly
<b>9</b>	Clean all light fixtures and vents	Monthly

<b>Table J – Emergency Clean-up Services to be performed</b>		<b>Frequency Of Service</b>
<b>1</b>	Medical Waste Removal	On Demand
<b>2</b>	Bodily Fluid Clean-up	On Demand
<b>3</b>	Exposed Feces on Surfaces	On Demand
<b>4</b>	Uncontained Needles and/or Syringes	On Demand

**Attachment#2**

**Exhibits-B  
Pricing Schedule  
Medical/Clinical Cleaning Services**

**COLLEGE PARK HEALTH CENTER**

Item No.	Description	Unit of Issue	Cost
1.	Day Porter (1)	Per Hour	\$
2.	Custodian	Per Hour	\$
3.	Supervisor	Per Hour	\$

Item No.	Description	Estimated Quantity	Unit of Issue	Cost
4.	Cleaning Services per square feet – Health Center	42,000	SQ FT	\$

**ADAMSVILLE HEALTH CENTER**

Item No.	Description	Unit of Issue	Cost
1.	Day Porter (1)	Per Hour	\$
2.	Custodian	Per Hour	\$
3.	Supervisor	Per Hour	\$

Item No.	Description	Estimated Quantity	Unit of Issue	Cost
4.	Cleaning Services per square feet	30,000	SQ FT	\$

**OAK HILL CHILD AND ADOLESCENT FAMILY CENTER**

Item No.	Description	Unit of Issue	Cost
1.	Day Porter (1)	Per Hour	\$
2.	Custodian	Per Hour	\$
3.	Supervisor	Per Hour	\$

Item No.	Description	Estimated Quantity	Unit of Issue	Cost
4.	Cleaning Services per square feet	36,400	SQ FT	\$