

**GREENVILLE UTILITIES COMMISSION**  
**GREENVILLE, NORTH CAROLINA**  
**FOR CUSTODIAL MAINTENANCE SERVICES**

To: All Prospective Proposers and Others Concerned

Subject: Addendum No.1

The intent of this addendum is to notify all prospective proposers and others concerned that the Specifications and Documents are hereby modified as follows:

1. Replace pages 7, 11, 13 and 14 with the enclosed pages.

The foregoing changes shall be incorporated in the Specifications and Documents.

Please acknowledge receipt of this addendum by e-mailing Cleve Haddock, Buyer II, Purchasing Department at (252) 551-1533, [haddocgc@guc.com](mailto:haddocgc@guc.com).

5. Dust all window blinds.
6. Dust light fixtures and ceiling vents.
7. All baseboards will be damp cleaned.
8. Clean refrigerators at Engineering, Administrative and Red Banks break rooms.

**II. RESILIENT TILE MAINTENANCE**

**A. Vinyl Composition Tile (VCT)**

1. All VCT will be damp mopped nightly.
2. VCT in Administrative Headquarters will be "buffed" every Monday and Thursday.
3. Hallways, Training Room, Station 1 and Break room in Building "A" will be buffed every Monday and Thursday.
4. All other VCT in Building "A" will be buffed every two (2) weeks.
5. VCT in all locations will be completely stripped of wax and three (3) fresh coats applied and burnished in every four (4) months.

**B. Vinyl Composition Tile (VCT) at WTP Building**

1. All VCT to be dust mopped nightly. VCT in break room to be damp mopped nightly.
2. VCT in administration area and control room to be damp mopped weekly or sooner if spills/spots are detected.
3. VCT in filter gallery to be damp mopped on an as needed basis.
4. All VCT to be stripped and waxed every 6 months.
5. Annual carpet cleaning in carpeted areas.

**III. CONSUMABLE PRODUCTS SUPPLIED BY VENDOR**

**A. Products supplied by Vendor (Billed to GUC at Cost)**

1. Toilet tissue
2. Roll and fold hand towels for restrooms
3. Paper towels for break rooms
4. Foam soap for restrooms
5. Neat-seat covers for restrooms
6. Can liners
7. Napkins
8. Deodorizers units for urinals and bathrooms
9. Sticky paper (for floor outside Ozone Depletion Room at WTP)

**B. All remaining products will be supplied by contractor: cleaning solutions, disinfectants, floor stripper and wax.**

**NOTE(S):** GUC will need to pre-approve the wax being used.  
Absolutely no propane powered buffers in buildings.

**GREENVILLE UTILITIES COMMISSION**

**PROPOSAL FORM**

**JUNE 18, 2014**

The undersigned bidder hereby declares that it has carefully examined the enclosed detailed specifications for furnishing GUC with the services listed below. The undersigned bidder further agrees, if this quote is accepted within sixty (60) days from the date of the opening, to furnish any or all of the services upon the quoted prices.

<b><u>DESCRIPTION</u></b>	<b><u>PRICE EACH</u></b>
Provide all cleaning equipment, chemicals, solutions, disinfectants and labor necessary to clean and maintain buildings:	
<b>(Five (5) times per week.)</b>	
(1) Administrative Headquarters – 37,200 sf.	\$ _____
(2) Express Office – 3,000 sf.	\$ _____
(3) Engineering Building – 22,845 sf.	\$ _____
(4) Building (A) – 11,300 sf.	\$ _____
(5) Meter Building – 8,820 sf.	\$ _____
(6) Stores (Bldg. E) – 3,849 sf.	\$ _____
(7) Garage (Bldg. D) – 900sf.	\$ _____
(8) Load Mgt. (Bldg. C) – 600 sf.	\$ _____
(9) Water Resources (Bldg. C) – 36 sf.	\$ _____
(10) Transformer (Bldg. B) – 1,200 sf.	\$ _____
(11) Electric, Water, Sewer (Bldg.) – 856 sf.	\$ _____
(12) Water Treatment Plants (Bldg. 1721 Water Way Road) – 12,540 sf.	\$ _____
(13) Wastewater Treatment Plant ( Bldg. 240, 230, 200) – 5,992 sf	\$ _____
(14) Red Banks Road (617 Red Banks Road) – 7,000 sf	\$ _____
<b>(One (1) Time Per Week)</b>	
(15) LNG Plant – 665 sf.	\$ _____
(16) Gardner Training Center – 2,120 sf.	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**WWTP Cleaning Schedule And Map**

Administration Bldg # 240	Daily	Weekly	Monthly	Quarterly	Bi-Annual	Annual
<b>OFFICES</b>						
Empty Trash	X					
Vacuum Floor	X					
Spot Clean Carpet	X					
Clean Carpet					X	
Interior Windows			X			
Interior Window Sills		X				
Exterior Windows					X	
Furniture	X					
Clean Telephones		X				
Dust Blinds			X			
Clean interior doors			X			
High Dust			X			
Low Dust		X				
Hallways Sweep	X					
Hallways Wet Mop	X					
Buff Hallways		X				
Strip&Refinish tile					X	
Dust Baseboards		X				
Dust door frames		X				
Wall Mounts(pictures ect) dust		X				
Water Fountains clean	X					
Housekeeping storage Clean	X					

Greenville WasteWater Treatment Plant						
AREA	Daily	Weekly	Monthly	Quarterly	Bi-Annual	Annually
<b>ENTRANCES</b>						
Clean doors and frames	X					
Vacuum mats	X					
Sweep outside 15' from the door	X					
High Dust		X				
Low Dust	X					
Clean Glass	X					

Greenville WasteWater Treatment						
AREAS	Daily	Weekly	Monthly	Quarterly	Bi-Annual	Annually
<i>Bldg 200 Dewatering</i>						
<i>Wet mop Floor</i>	X					
<i>Sweep Floor</i>	X					
<i>Clean glass</i>		X				
<i>Clean Restroom</i>	X					
<i>Disinfect</i>	X					

Labs (Admin Bldg) # 240	Daily	Weekly	Monthly	Quarterly	Bi-Annual	Annual
Sweep Floors	X					
Wet Mop Floors	X					
Empty Trash	X					
Clean waste container		X				
Dust Blinds			X			
Interior Glass			X			
Exterior Glass					X	
Cabinet doors	X					
Strip & Refinish Floor					X	
<b>OFFICES</b>						
(Same a page one)						
<b>Conference Room</b>						
Dust and clean Table	X					
Dust Blinds	X					
Clean furniture	X					
High-Dust				X		
Low-Dust	X					
<b>Vents ALL Areas</b>			X			
Greenville WasteWater Treatment						
<b>AREA'S</b>						
	Daily	Weekly	Monthly	Quarterly	Bi-Annual	Annual
Housekeeping Storage Room						
Clean	X					
Shower Room <i>Restroom</i>						
Sweep	X					
Mop	X					
Disinfect	X					
BreakRoom						
Microwave Clean	X					
Sink	X					
Wipe Table	X					
Wipe chairs	X					
Dust mop Floor	X					
Wet Mop floor	X					
Vending Machine		X				
Stove	X					
Remove Trash	X					
Maintenance Office <i>Bldg 230</i>						
Same as page ONE	X					
Utility Sink	X					
Sweep concrete <i>/ Crew Room</i>	X					
Dust mop/Wet mop tile	X					
Remove trash	X					
Clean <i>rest room</i>	X					

## **Pre-Bid Meeting of 6/5/14 Minutes**

The following were in attendance at the Custodial Maintenance Services Pre-Bid Meeting held 6/5/14 at 3:00 pm.

**A&B Cleaning:** Christine Willis, Connie Carmon

**Budd Group:** Stephan Miller, Salena Leary

**Facilico:** Brandon Gooding

**Jani King:** Tom Newman

**GUC:** John Daughton, Bryan Bland, Toby Cory, Julius Patrick, Greg Roberson, Cleve Haddock

Potential bidders signed an attendance roster and included their company's name and e-mail address.

References were collected.

Please note that all potential bidders must supply references.

A tour of each location was then provided and directed by Greg Roberson.

Q&A's

There were no questions.

**Greg Roberson reminded all potential bidders that they should turn in their reference as soon as possible.**

One potential bidder did not complete the entire tour.

**Note:** An e-mail question was received asking if the References may be e-mailed to GUC.

Please refer to page 5 of 30 in the bid package (Submittal of references, note: it does not define a single method) and the above reminder from Greg Roberson.