



**JANITORIAL SERVICES (MULTIPLE LOCATIONS)**

**INVITATION TO BID # 09-0224**

**Date: 10/16/2009 Addendum: #01 Due Date: 11/05/2009**

The purpose of this addendum is to incorporate the following changes into the purchase specification.

**1.0 Bid due date:**

The bid due date has been extended one week, to Thursday, November 5, 2009. Bids are still due no later than 1:30 p.m., Local Time on that day.

**2.0 Bid Solicitation Sheet, Page 3 of 64:**

Omit line Item three (3) in its entirety.

**3.0 Section 21.0, Supervision and Quality Control, Starting on Page 33 of 64:**

**3.1. Delete sub-section 21.2 in its entirety.**

**3.2. Sub-section 21.3**

Reads as:

The Municipal Complex (City Hall, Annex, South Annex (Zipper Bldg), West 13th Street Annex and Public Safety Building) and the Police Administration Building shall have supervision of crews on site at all times while scheduled work is being performed, at no additional cost to the City.

Shall read as:

The Municipal Complex (City Hall, Annex, South Annex (Zipper Bldg), West 13th Street Annex and Public Safety Building), the Police Administration Building and Police and Fire Training Building shall have a team leader on site at all times while scheduled work is being performed, at no additional cost to the City. The team leaders' time cards will be submitted with invoices but their hours will not be reflected on invoices.

Team leaders shall know all rules, regulations and requirements as outlined in the Contract. They shall have to authority to make operational and assignment decisions and have at least two-years of team leader experience providing supervision of crews.

**3.3 Sub-section 21.4, Page 33 of 64**

Reads as:

All other facilities shall have a floating supervisor, who can respond to City staff inquiries within 30 minutes and be on site when requested, within one hour.

Shall read as:

The Contractor shall provide a floating supervisor, who can respond to City staff and his/her own staff inquiries within 30 minutes and be on site when requested, within one hour.

The floating supervisor shall make random visits to various facilities while service is being performed. Each facility shall be visited at least two times per week.

**3.4 Sub-section 21.5, Page 34 of 64**

Reads as:

The Contractor's manager shall provide a level of supervision that will ensure employees:

Shall read as:

The floating supervisor shall provide a level of supervision that will ensure employees:

**3.3 Sub-section 21.6, page 34 of 64**

Reads as:

The Contractor's management personnel shall inspect the facilities being serviced no less than one (1) time weekly.

Shall read as:

The Contractor's management personnel shall inspect the facilities being serviced no less than twice a month.

**4.0 Section 34.0, Cleaning Quality Requirements, Page 44 of 64:**

**Sub-section 34.4, Office Space, Public Areas, Lobbies, Corridors, etc, Page 45 of 64**

Delete "Bonnet Clean Carpets" (fourth bullet point down)

**5.0 Attachment E, Bid Submittal Check List, Page 54 of 64:**

**Section Four**

Delete "Proposed Daily Report Form"

6.0 **Attachment C, Facility List and Cleaning Schedules, Pages 49 – 52 of 64:**

- 6.1 Attached as part of this addendum is an updated document - Changes to note:
  - 6.1.1 Municipal Complex, Equipment Services on Daggett, Fire and Police Training – adjusted number of workers and/or hours.
  - 6.1.2 Fire Department, IT Solutions, FW Cable – corrected contact and/or address information.
  - 6.1.3 Environmental Management – deleted from bid
  - 6.1.4 Meacham International Airport – added to bid
  - 6.1.5 Fire Investigation – division is moving within the next few weeks to 715 Texas and hours adjusted.

7.0 **Clarifications:**

- 7.1 Supervision of janitorial staff is a requirement of this Contract, whether that level of personnel is titled Lead or Supervisor. As part of doing business, the Contractor assumes supervision costs associated with this Contract – the City will not pay additional or a separate wage for Lead or Supervisor personnel.
- 7.2 Financial stability can further be substantiated by submitting Dunn and Bradstreet information printed from its website and/or letters of credit worthiness from bidder’s creditors such as suppliers. Please know letters of credit from bidder’s banking establishment is preferred.
- 7.3 Number of hours listed on the Bid Solicitation Sheet and Attachment C are estimated. The City reserves the right to adjust man hours and delete or add locations as needed.

8.0 All other terms and conditions remain unchanged.

**ACKNOWLEDGMENT**

\*\*\*\*\*

By the signatures affixed below, Addendum No. 01 is hereby incorporated into and made part of the above referenced Invitation to Bid.

Receipt Acknowledged By:

Company Name	Authorized Signature	Date

NOTE: Company name and signature must be the same as on the original bid. Return original to the Purchasing Division, City of Fort Worth, Texas prior to submittal or with your sealed bid. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.



Note: the hours listed are estimated. The City reserves the right to add/reduce hours and/or locations

ATTACHMENT C  
FACILITY LIST AND CLEANING SCHEDULES

\* The Fire & Police Training Center shall be billed 50% to the Fire Department. and 50% to the Police Department.

\*\* The Fire & Police Communications building shall be billed 44% to the Fire Department and 56% to the Police Department.

\* Includes a non-paid half hour lunch break.

\*\* Includes a non-paid one hour lunch break. (hours per day are not to exceed eight (8) per worker)

Municipal Complex includes City Hall, Public Safety Building, City Hall Annex, South Annex (Zipper Building - 275 W. 13th), and 13th Street Annex

Facilities not affected by the Furlough days - Janitorial staff is required to provide services if scheduled.

Team leaders/supervisors are required at the Municipal Complex, Police Administration and Police and Fire Training. These positions are not reflected in the employee or hour totals

Note: the City observes eight (8) holidays annually (See Attachment D). If service is required at any location on any of these days, the regular labor rate will be paid for the hours worked. The City will recognize eight furlough days during Fiscal Year '09 - '10; the Contractor will not be required to work on those days unless the facility is not affected.

CONTACT PERSON INVOICE ADDRESS	BUILDING	LOCATION	EST. SQ. FT.	WORK SCHEDULE					BUFFING SCHEDULE			
				# OF WORKERS	# OF HOURS PER DAY	DAYS	TIMES	EST. ANNUAL HOURS	DAYS PER WEEK	HOURS PER DAY	DAYS	ANNUAL HOURS
Equipment Services Lewis Martin 5021 James Avenue 817-392-6676 Fort Worth, TX 76115	James Ave. Service Center	5021 James Ave.	10,800	1	6	M-F	8A - 2P	1,458				
Equipment Services Kelly Hogan 817-392-6786 2500 Brennan Street Fort Worth, Tx 76106	Brennan Service Center	2500 Brennan St.	1,000	1	3	M-F	1P - 4P	756				
Equipment Services Bill Sterner 817-392-8302 2201 West Daggett St. Fort Worth, TX 76102	Water Service Center	2201 West Daggett St.	1,600	1	3	M/W/F	9A - 12P	468				
Fort Worth Police Department Clint Spruill 817-392-4218 350 W. Belknap Fort Worth, TX 76102	Fire & Police Training	1000 Calvert	106000*	1	4	M - F	6A - 10A	1,040	Buffing shall be included in the daily requirements			
	AND			2	8	M - F	6A - 2:30P*	4,160				
	Fire & Police Communications	3000 Bolt	15845**	1	8	M - F	8A - 5P**	2,080	1	3	W	156
	AND			1	4	S & S	8A - 12P	416				
	Police School Sec.	6333 Camp Bowie #163	2,225	1	2	T & TH	9A - 11A	104	1	1	TH	52

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	Police Traffic & NPD 6	1100 Nashville	20,000	1	4	M - F	7A - 11A	1,040	2	2	W & F	208
	Police Administration & Jail	350 W. Belknap	70,480	3	8	M - F	8A - 5P**	6,240				
				1	8	M - F	11P - 7A**	2,080				
				1	4	S & S	8A - 12P	416				
	Police Auto Pound	2500 Brennan St	2,500	1	4	M - F	8A - 12P	1092				
	Police Heliport	1400 Nixon	2,300	1	1	T & TH	1:30P - 2:30P	104				
	Police Equipment Services	2012 15th Avenue	400	1	4	M - F	8A - 12P	1040				
	Police S.O.D.	3100 Blue Mound	11,000	1	4.5	M - F	8A - 12:30P	1170	1	2	F	104
	Police North Division	2500 N Houston	7,500	1	4	M - F	9A - 1P	1040	2	2	W & F	208
	Police South Division/NPD 7	3128 W Bolt Street	8,231	1	3	M/W/F	8A - 11A	468	1	2	W	104
	Police East Division/NPD 5	5650 E Lancaster	7,884	1	4	M - F	7A - 11A	1,040	2	2	M & F	208
	Police West Division/NPD 9	3525 Marquita	9,421	1	2	M - F	11A - 1P	520	1	2	TH	104
	Central/NPD 1	500 E 1st Street	20,000	1	4	M & TH	2P - 6P	416				
	Police NPD 2	1000 Magnolia	3,000	1	4	M/W/F	10A - 2P	624				
	Police NPD 3	3457 Decatur	3,000	1	1	W	2P - 3P	52				
	Police NPD Lake Country Store Front	8510 Spring Street										
	Police NPD 4	7451 N. Beach St. #180	1,040	1	5	M - F	7:30A - 12:30	1300				
	Police NPD 6 - Temporary	4573 Village Creek	2,500	1	4	M - F	1P - 5P	1,040				
	Police NPD 8	7650 McCart Ave	8,000	1	4	M - F	7:30A - 11:30A	1,040				
	Police NPD 10	5320 Trail Lake Dr.	2,000	1	3	M/W/F	9A - 12P	468				
	Traffic - Temporary	5000 Martin Luther King	3983	1	3	M - F	8A - 12P	1040				

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Fire Department Tonja Truvillian 817-392-6872 Public Safety Bldg. 3rd Floor 1000 Throckmorton Fort Worth, TX 76102	Fire & Police Training	1000 Calvert		See Note*								
	Fire & Police Communications	3000 Bolt		See Note **								
Fort Worth IT Solutions Nori Sanchez 817-392-8457 1515 11th Avenue Fort Worth, TX 76102	Electronics, Telecom	1515-1517 11th Avenue	6,000	1	5	M - F	7:30A - 12:30P	1,260	1	2	TU	104
Code Compliance Guy Natale 817-392-6237 818 Missouri Ave Fort Worth, TX 76102	Code Enforcement	818 Missouri Ave.	36,600	2	8	M - F	8A - 5P**	3,904				
		2129 W. Broadway	9,600	1	2	M - F	1P - 3P	462				
		7451 N. Beach	1,890	1	2	T & F	3P - 5P	202				



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Spinks Airport Kent Penney 817-392-5400 13451 Wing Way Fort Worth, TX 76028	Airport Offices	13451 Wing Way, Suite 109	508	1	0.5	TUES/FRI	4P - 4:30P	52				
	Air Traffic Control Tower	13301 Wing Way	2,216	1	1	M/W/F	3P - 4P	156				
Fort Worth Marshal's Office Kimberly O'Neil 817-392-6737 Public Safety Building 1000 Throckmorton St. Fort Worth, TX 76102	Casino Beach Patrol	7500 Surfside Drive	1,456	1	4	W	8A - 12P	208				
Southside Solid Waste Judy Summerall 817-392-5155 4100 Columbus Trail Fort Worth, TX 76133	Solid Waste	4100 Columbus Trail	5,250	1	4	M - F	11A - 3P	1,008				
	Drop Off Station #1	2400 Brennnan Ave	350	1	1	M - F	10A - 11A	252				
	Drop Off Station #2	5150 Martin Luther King	350	1	1	M - F	9A-10A	252				
HECD - Business Assistance Center Cathey Karnes	Business Assitance Center	1150 South Freeway	25,839				M - F 5P -					

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6 & 7 M - S SAT 11P 3A - 3P	3,120	3	W & S										
	Tech Fort Worth	1120 South Freeway		20,000									
Fire investigation Dorothy Milton 817-392-6851 715 Texas St. Worth, TX 76102	Fort	Fire Investigation	715 Texas St.	6,000	1	4	M/W/ F	8A - 12P	624				

2