



PURCHASING SECTION
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ADDENDUM No. 1

REQUEST FOR QUOTATIONS (RFQ) 1220-040-2015-014
NO.:
TITLE: **JANITORIAL AND CUSTODIAL MAINTENANCE SERVICES**
CITY CENTRE LIBRARY
ADDENDUM ISSUE DATE: **JUNE 25, 2015**
REVISED CLOSING: **PREFER TO RECEIVE QUOTATIONS ON OR BEFORE**
JULY 6, 2015

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide answers to questions raised by potential Contractors for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Contractor not being familiar with this addendum. This Addendum No. 1 contains five (5) pages in total.

1. REFER TO ITEM 3. DATE

DELETE in its entirety and SUBSTITUTE with the following:

The City would prefer to receive Quotations on or before, **July 6, 2015**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

2. REFER TO SCHEDULES:

A-1, Regular Cleaning Task Services Schedule
A-2, Project Cleaning Task Services Schedule
A-3, Site Specific Cleaning Task Services Schedule

DELETE in its entirety Schedules A-1, A-2, A-3 and SUBSTITUTE with the following attached Revised Schedules:

END OF ADDENDUM

All Addenda will become part of the RFQ Documents.

Standard #		TASK (Refer to Standards)	Frequency	Standard #	TASK (Refer to Standards)	Frequency
201		STAFF AND PUBLIC AREAS: Foyers, Waiting Areas and Rooms, Offices (open Area and Enclosed) Corridors, Kitchens etc.		301	Stairways	
201.1	Receptacle Bins	Empty, Clean all waste receptacle containers including empty/clean all recyclable & organic containers	D		Clean handrails, ledges, etc.	D
		Change liners as required	D		Clean stairs, risers and landings.	D
		Transport recyclables/designated location	D		Vacuum carpeted stairs	N/A
		Empty, clean ashtray/urns	D	302	All Resilient and Non-Resilient Floors	
201.2	Furniture (chairs, tables & desks)	Spot clean/damp dust furniture, table tops, frames, file cabinets, book cases, credenzas, TV's, etc., vacuum, spot clean fabric, etc.	D		Scrub clean, burnish as required	M
		Clean telephones using germicide detergent	N/A		Scrub clean, apply finish to wear areas, burnish as required	M
201.3	Walls & ledges	Clean all horizontal ledges below 2 metres including radiators, baseboards, sills, partitions, etc. High dusting of info desk, children's desk and circulation desk. High dusting of staff circulation area - on the very top; All bookshelf tops to be cleaned.	B	305	Venetian Blinds/Vertical Blinds/Curtains.	
		Dust and clean countertops of all public service desks	N/A		Dust, damp clean and vacuum.	A/R
201.4	Non-carpeted stairwell & flooring	Clean all non-carpet floor surfaces oSweep and wet mop public stairwells oSweep and wet mop all non-carpet flooring in staff areas (kitchen and ramp in basement)	D	306	Vertical Surfaces, High Cleaning to Window Sills.	
201.5	Carpets	Vacuum/spot clean all carpets, mats, etc., including corners and edges.	D		Clean all pictures, frames, etc.	M
		Dust/damp mop all T-mats. Rotate bookshelf cleaning. Note: Vestibule will have a pedigrd mat.	D		Clean all exposed pipes, wall louvres, clocks, fire bells, fire extinguishers, cabinets, door names, etc.	M
201.6	Doors	Spot clean walls, doors, woodwork, partitions, study tables & remove any graffiti, etc.	D	308	Light Fixtures and Vents	
		Spot clean glass surfaces in walls and doors frames.	D		Dust Light lenses	M
					Remove insects	A/R
201.7		Clean water fountains with germicide detergent	D		Dust all wall and ceiling vents, air diffusers	M + A/R
201.8	Elevators	Clean all surfaces of escalators and elevators. This includes elevator/escalator walls and tracks in elevator.	D		Dust top of 7 ft hanging light fixtures	A/R
					Report all flickering, burnt out lights.	D
201.9	Kitchen Cabinetry	Clean counter tops, sinks and surrounding walls.	D			
		Clean all cupboard fronts/plumbing; restock dispensers	A/R	309	Windows and Plexiglas	
201.10	Kitchen Cabinetry	Clean all metal and painted surfaces including door hardware, handrails, grilles, vents, exterior of refrigerators, microwaves and stove.	W		Spot clean all	D
201.11	Furniture	Vacuum and turn cushions (furniture).	A/R			
202		All public and private washrooms, ensuites and other areas where sinks and / or dispensers are installed.	D		Clean entrance(s) glass	D
202.1	Washrooms	Clean and sanitize all surfaces of sinks, showers, tubs, toilet seats, urinals, plumbing and fixtures with germicide detergent.	D + A/R	310	Storage Areas and Basements	
202.2	Washrooms	Remove liners, clean all sanitary and waste receptacles with germicidal detergent, replace with new liners and clean exterior.	D + A/R		Clean floors	D
202.3	Washrooms	Clean all receptacles, sanitize dispensers and tissue, cup, etc., holders with germicidal detergent and restock (soap abd toilet paper)	D		High dust to overhead beams, ledges, pipes, etc.	M
202.4	Washrooms	Spot clean all partitions, any markings or stains on walls, dividers or doors, enamel, tiles, etc. including on the very top.	D		Dust Light fixtures	M
		Wash all partitions, walls, etc.	A/R	311	Janitor Rooms and Contractors' Spaces	
		Clean all mirrors, brightwork, etc.	D		Maintain tidy space including equipment, supplies,	D
202.5	Washrooms	Clean, wet mop all floor surfaces with germicidal detergent.	D		Clean floors sinks, walls, shelves, equipment, etc.	W
		Free minor plumbing if plugged;leave note if problem persists.	D		Clean supply of cloths, mops, etc.	REQ
		Maintain water level in floor drains weekly where required.	W		All chemicals and containers labeled in accordance with WHIMIS regulations, irrespective of place purchased.	REQ
		Scrub floors, apply seal and / or finish	W		M.S.D.S. binder - on site/all products approved.	REQ
					Controlled dispensing system implemented for quaternary germicidal and all purpose free rinsing detergent.	REQ
				312	Building Exterior	
					Litter pick up / waste removal / ashtrays cleaned.	D

					Clean entrances, stairs, alcoves, etc.	D
					Clean walkways, parking lots, loading bays.	D + A/R
Frequency Standards Key			Bold Weekly Service Required			
D	Daily on cleaning days	Monday	1			
B	2X week	Tuesday	2			
T	3X week	Wednesday	3			
S	Check and maintain to current	Thursday	4			
W	Weekly	Friday	5			
M	Monthly	Saturday	6			
A/R	As Required	Sunday	7			
N/A	Not Applicable	Hours of Work Instructions				
Yes	Work Statutory Holidays	Cleaning Staff to arrive on-site at 9:30 on weekdays, 12:30pm on Saturdays and 1:00pm on Sundays. Cleaning staff evening shifts run to 11:00pm weekdays, 9:00pm Saturdays and Sundays				
No	Work Statutory Holidays	FACTS: 65,000sq.ft. carpet, 12,000sq.ft tile and concrete, 54 regular staff, 1200				

GROUND FLOOR	Frequency
Dust Book Shelf tops	every 2 weeks
Dust Book Shelves	monthly
Maintain barrier fluid levels in public and staff washroom drains	monthly
SECOND FLOOR	Frequency
Dust Book Shelf tops	every 2 weeks
Dust Book Shelves	monthly
Maintain barrier fluid levels in public and staff washroom drains	monthly
THIRD FLOOR	Frequency
Dust Book Shelf tops	every 2 weeks
Dust Book Shelves	monthly
Maintain barrier fluid levels in public and staff washroom drains	monthly
FOURTH FLOOR	Frequency
Dust Book Shelf tops	every 2 weeks
Dust Book Shelves	monthly
Maintain barrier fluid levels in public and staff washroom drains	monthly
P1 - PARKADE LEVEL	Frequency
Wet mop coffee and other liquid spills	monthly or as needed
Inspect area for discarded cigarette butts, trash	daily

This task schedule does not negate any tasks itemized in the regular task schedule and serves only to identify and target specific areas for cleaning. Any discrepancies should be directed to the On-site Coordinator for clarification.