



## ADDENDUM NO. 2

**Date:** November 5, 2014

**Bid Date:** November 20, 2014  
3:00 P.M. (Local Time)

**Bid Name:** Janitorial Services for Regional Transit System Facilities

**Bid No.:** RTSX-150025-DS

**NOTE:** This Addendum has been issued to the holders of record of the specifications and attendees of the non-mandatory pre-bid meeting held on November 4, 2014.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any remaining questions are to be submitted in writing to the City of Gainesville Purchasing Division by November 11, 2014. Questions are to be submitted as follows:

Faxed (352) 334-3163  
Attention: Daphne Sesco  
or  
Email: [sescoda@cityofgainesville.org](mailto:sescoda@cityofgainesville.org)

2. Find attached:

- Copy of the lobbying and blackout period definitions (Purchasing Procedure 41-424) distributed during non-mandatory pre-bid meeting
- Copy of the pre-bid meeting sign-in sheet
- Copy of floor plans for new Admin, Maintenance and Fuel Station buildings and current Admin building
- Copy of bio-based tile maintenance requirements

3. Daphne Sesco, Purchasing Division, discussed bid requirements, then led tour of both facilities:

- Since this is a non-mandatory meeting you do not have to be present to submit a bid.
- The blackout period began once the bid was released and continues until contract award. No lobbying or discussions can occur between bidder and any representative of the City or GRU, except the designated purchasing staff contact; otherwise your bid will be disqualified.
- Verbal instruction does not change the terms of the solicitation – changes can only be made via a written addenda. Questions/Answers and topics of discussion addressed at this meeting will be available in an addendum for download through DemandStar.

- All communication, contact and/or correspondence must be with the buyer, Daphyne SESCO. Bidders who have contact with anyone other than the buyer (A/E, department, City elected officials, etc.) will be disqualified
- Send questions in writing to Daphyne via fax or email. Any contact with staff other than the Purchasing representative may be basis for disqualification of your bid. Question submittal deadline is November 11, 2014.
- Responses are to be received in the Purchasing office no later than 3:00 p.m. (local time) on November 20, 2014. Any bids after 3:00 p.m. on that date will not be accepted. Bids must be physically received in the City's Purchasing Department. Only hand-delivered responses are acceptable (i.e., in person or through a delivery service such as FedEx, UPS).
- As Addenda are issued, the signature page should be included in the response acknowledging receipt of the addendum.
- Bid Bond is not required.
- Local Preference and Living Wage do not apply because federal funds are being used.
- The cleaning of the facilities has been set up in two lots. Each may be awarded as separate contracts or as one contract, whichever is in the best interest of the City.
- Spec Changes/Additions:
  - The two outside restrooms at the Transfer Station are required to be cleaned and supplies replenished at a minimum of twice per day (at approximately 9:00 a.m. and 6:00 p.m.), seven days per week. This is in addition to the regular cleaning of the inside of the Transfer Station.
  - Bins for collection of recyclables (i.e., glass, plastic, aluminum), in addition to trash and cardboard are located in all break rooms and in the training room in the Admin Bldg. All those materials will need to be collected at least twice per week from the bins and deposited in the appropriate bins outside near the dumpsters.
  - The City has reconsidered and decided that we will continue to provide all consumables (i.e. can liners, toilet paper, paper towels, hand soap, floor cleaner, wax, etc.).
  - Floor plans for the new Admin, Maintenance and Fuel Station buildings were distributed at the pre-bid meeting and are included in this addendum. We are unable to provide floor plan copies for the other buildings at the current facility.

4. Question &Answers:

Question1: Who is currently cleaning your buildings? Are there multiple cleaning businesses? If so, would you please provide the yearly cleaning cost per vendor? How much are you currently paying per year for the cleaning services?

Answer1: **The City has a contract with SuperGlo Cleaning Services only for the current facility located at 100 SE 10<sup>th</sup> Avenue, at the rates listed below. The newly constructed facility, located at 34 SE 13<sup>th</sup> Road, will be ready for occupancy mid-November. Both facilities will be covered by the new bid.**

**Pricing from Contract Award through December 31, 2014**

ITEM	FACILITY	EST. SQ. FT.	MONTHLY RATE
1	Administration Building 100 S.E. 10 <sup>th</sup> Avenue	5,600	\$ 761.00
2	Operations Building 100 S.E. 10 <sup>th</sup> Avenue	3,450	\$ 580.00
3	Maintenance Facility 100 S.E. 10 <sup>th</sup> Avenue	2,292	\$ 343.00
4	Training Room 100 S.E. 10 <sup>th</sup> Avenue	336	\$ 111.00
5	Transfer Station 700 SE 3 <sup>rd</sup> Street	464	\$ 260.00
<b>EMERGENCY CALL-OUT</b>			\$ 25.00 /hour 2 Hr. minimum

Question2: It is my understanding that the City of Gainesville has provided paper products, soap, trash liners and similar such items under previous janitorial services contracts. While I know that all prospective bidders prefer this for a multitude of reasons, I believe that the City of Gainesville wants the cost of these items included in the bid. Please confirm this.

If so, please provide previous spending by the City for paper products, soap, trash liners at RTS.

Can you provide any type of architectural plans or diagrams of the various facilities? The bid package provided the amount of square feet for each building, but it is necessary to know the approximate amount of carpet, ceramic tile, VCT (vinyl composition tile), or other flooring to prepare a proposal with good numbers. It is difficult to measure and accurately calculate when touring during a Pre-Bid Meeting.

Answer2: **The City has reconsidered and decided that we will continue to provide all consumables (i.e. can liners, toilet paper, paper towels, hand soap, floor cleaner, wax, etc.). Copies of the floor plans for the new Admin, Maintenance and Fuel Station buildings and current Admin building were distributed at the pre-bid meeting and are included in this addendum. We are unable to provide floor plan copies for the other buildings at the current facility.**

Question3: What is the floor composition in Driver's Area of first floor of new Admin bldg? Is it a "no-wax" floor?

Answer3: **The floor is a bio-based tile (Armstrong Striations), the floor does require polishing. See attached maintenance requirements from the manufacturer.**

Question4: What is the cleaning frequency for the unoccupied buildings?

Answer4: **Dusting once per week.**

Question5: Is cleaning of interior glass required?

Answer5: **Yes, refer to 2.1.5 on page 12 which states "Entrance glass doors, interior glass doors and mirrors will be cleaned each visit. Any inside glass, such as transom windows, or window walls will be cleaned weekly. All other interior glass and exterior first floor glass area entrance will be cleaned once every three months and should be performed simultaneously with the cleaning of blinds and/or drapes associated with each individual window."**

Question6: Do we clean the new Maintenance building hallway?

**Answer6: Yes, but only the “Center” section of the building (refer to the 2<sup>nd</sup> Floor Maintenance Building – Center floor plan attached).**

Question7: Do we clean the machine room in the new Maintenance building center section?

**Answer7: No, only empty trash.**

Question8: Are we supposed to wax the vinyl floor in the new Maintenance building? If yes, are you having it waxed before you move in? If not, then everything would have to be moved to wax the floor.

**Answer8: Yes, but the installer will apply the required initial application of floor polish. See attached maintenance requirements from the manufacturer.**

Question9: Is someone going to clean the windows in the new buildings before you move in?

**Answer9: Yes, the construction company will handle.**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and shall attach a copy of this Addendum to its proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

41-424      Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.


CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
MANDATORY PRE-BID CONFERENCE  
SIGN-IN SHEET

DATE: November 20, 2014 at 1:30 PM LOCAL TIME  
BID #PWDA-150025-DS – Janitorial Services for Regional Transit System Facilities  
PRE-BID LOCATION: Regional Transit System, 100 SE 10<sup>th</sup> Avenue, Admin Conf Room,  
Gainesville, Florida, 32601  
DUE DATE: November 20, 2014 at 3:00PM

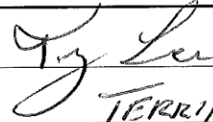
YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

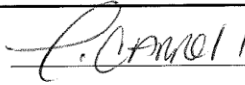
6) Tribond LLC  
1629 clay rd  
mableton GA 30126  
  
PHONE # (631) 317-9441 678-677-0022

Itesvich@tribond.net   
SIGNATURE  
Lupe Tesvich  
PRINTED NAME  
E-MAIL: Itesvich@tribond.net  
FAX # (678) 550-2991

7) Superglo Cleaning  
5111 NW 13<sup>th</sup> St  
Gainesville FL 32609  
  
PHONE # (352) 316-2274/373-3389

  
SIGNATURE  
TERRY LEE  
PRINTED NAME  
E-MAIL: Superglo@cox.net  
FAX # (386) 518-6369

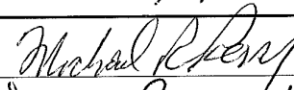
8) Ms. Scrubbing Bubbles  
1101 N.E 74th Pl  
Gainesville, FL 32609  
  
PHONE # ( )

  
SIGNATURE  
TRACY CARROLL  
PRINTED NAME  
E-MAIL: tracyrcarroll26@yahoo.com  
FAX # ( )

9) Sunrise Cleaning by Tequila  
216 SE 24<sup>th</sup> St  
Gainesville FL 32641  
  
PHONE # (352) 792-7511

Tequila Copeland  
SIGNATURE  
Tequila Copeland  
PRINTED NAME  
E-MAIL: TequilaCopeland646@yahoo.com  
FAX # ( ) N/A

10) Coverall Cleaning  
2228 NW 40th Terr. Suite A+B  
Gainesville FL 32605  
  
PHONE # (352) 374-9669

  
SIGNATURE  
Druna Padgett  
PRINTED NAME  
E-MAIL: Gator3@coverallwargon.com  
FAX # (352) 374-9271

No signatures on 11) through 25)

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
MANDATORY PRE-BID CONFERENCE  
SIGN-IN SHEET

DATE: November 20, 2014 at 1:30 PM LOCAL TIME

BID #PWDA-150025-DS – Janitorial Services for Regional Transit System Facilities

PRE-BID LOCATION: Regional Transit System, 100 SE 10<sup>th</sup> Avenue, Admin Conf Room,  
Gainesville, Florida, 32601

DUE DATE: November 20, 2014 at 3:00PM

YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

26) *Carpet Systems Plus*  
*1406 NW 61st*  
*Circle # 32609*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

E-MAIL: \_\_\_\_\_

FAX # ( ) \_\_\_\_\_

PHONE # *352* ~~258~~ *258-1357*

27) *Sylvia Platen*  
*City of Gainesville*

\_\_\_\_\_  
SIGNATURE

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PRINTED NAME

E-MAIL: \_\_\_\_\_

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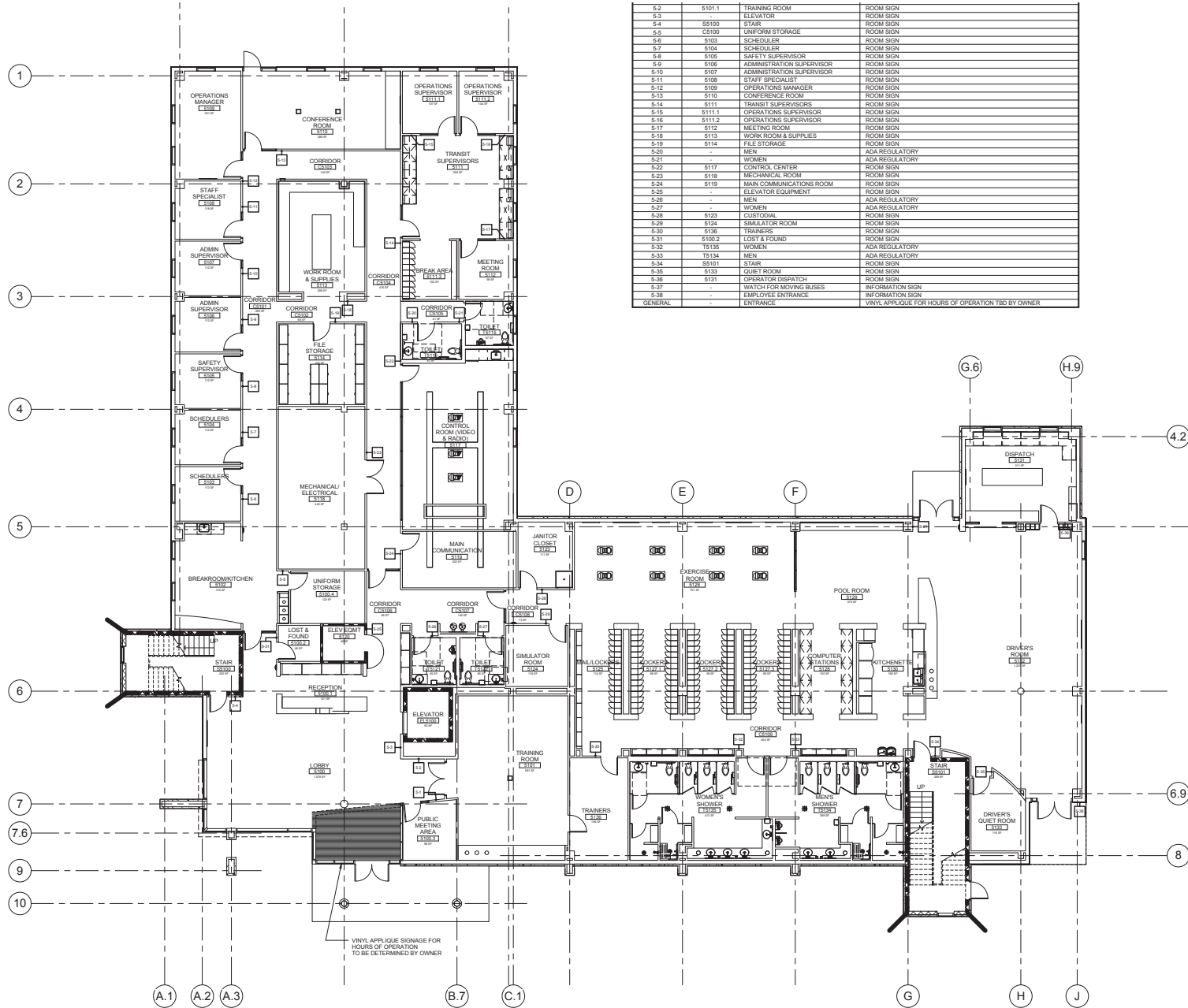
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PHONE # ( ) \_\_\_\_\_

# 1st Floor Admin Building

Legislative ID# 140586C



5-2	5101.1	TRAINING ROOM	ROOM SIGN
5-3	5102	ELEVATOR	ROOM SIGN
5-4	55100	STAIR	ROOM SIGN
5-5	CS100	UNIFORM STORAGE	ROOM SIGN
5-6	5103	SCHEDULER	ROOM SIGN
5-7	5104	SCHEDULER	ROOM SIGN
5-8	5105	SAFETY SUPERVISOR	ROOM SIGN
5-9	5106	ADMINISTRATION SUPERVISOR	ROOM SIGN
5-10	5107	ADMINISTRATION SUPERVISOR	ROOM SIGN
5-11	5108	STAFF SPECIALIST	ROOM SIGN
5-12	5109	OPERATIONS MANAGER	ROOM SIGN
5-13	5110	CONFERENCE ROOM	ROOM SIGN
5-14	5111	TRANSIT SUPERVISORS	ROOM SIGN
5-15	5111.1	OPERATIONS SUPERVISOR	ROOM SIGN
5-16	5111.2	OPERATIONS SUPERVISOR	ROOM SIGN
5-17	5112	MEETING ROOM	ROOM SIGN
5-18	5113	WORK ROOM & SUPPLIES	ROOM SIGN
5-19	5114	FILE STORAGE	ROOM SIGN
5-20	-	MEN	ADA REGULATORY
5-21	-	WOMEN	ADA REGULATORY
5-22	5117	CONTROL CENTER	ROOM SIGN
5-23	5118	MECHANICAL ROOM	ROOM SIGN
5-24	5119	MAIN COMMUNICATIONS ROOM	ROOM SIGN
5-25	-	ELEVATOR EQUIPMENT	ROOM SIGN
5-26	-	MEN	ADA REGULATORY
5-27	-	WOMEN	ADA REGULATORY
5-28	5123	CUSTODIAL	ROOM SIGN
5-29	5124	SIMULATOR ROOM	ROOM SIGN
5-30	5136	TRAINERS	ROOM SIGN
5-31	5130.2	LOST & FOUND	ROOM SIGN
5-32	15135	WOMEN	ADA REGULATORY
5-33	15134	MEN	ADA REGULATORY
5-34	55101	STAIR	ROOM SIGN
5-35	5133	QUIET ROOM	ROOM SIGN
5-36	5131	OPERATOR DISPATCH	ROOM SIGN
5-37	-	VISITOR FOR MOVING BUSES	INFORMATION SIGN
5-38	-	EMPLOYEE ENTRANCE	INFORMATION SIGN
GENERAL	-	ENTRANCE	VINYL APPLIQUE FOR HOURS OF OPERATION TBD BY OWNER

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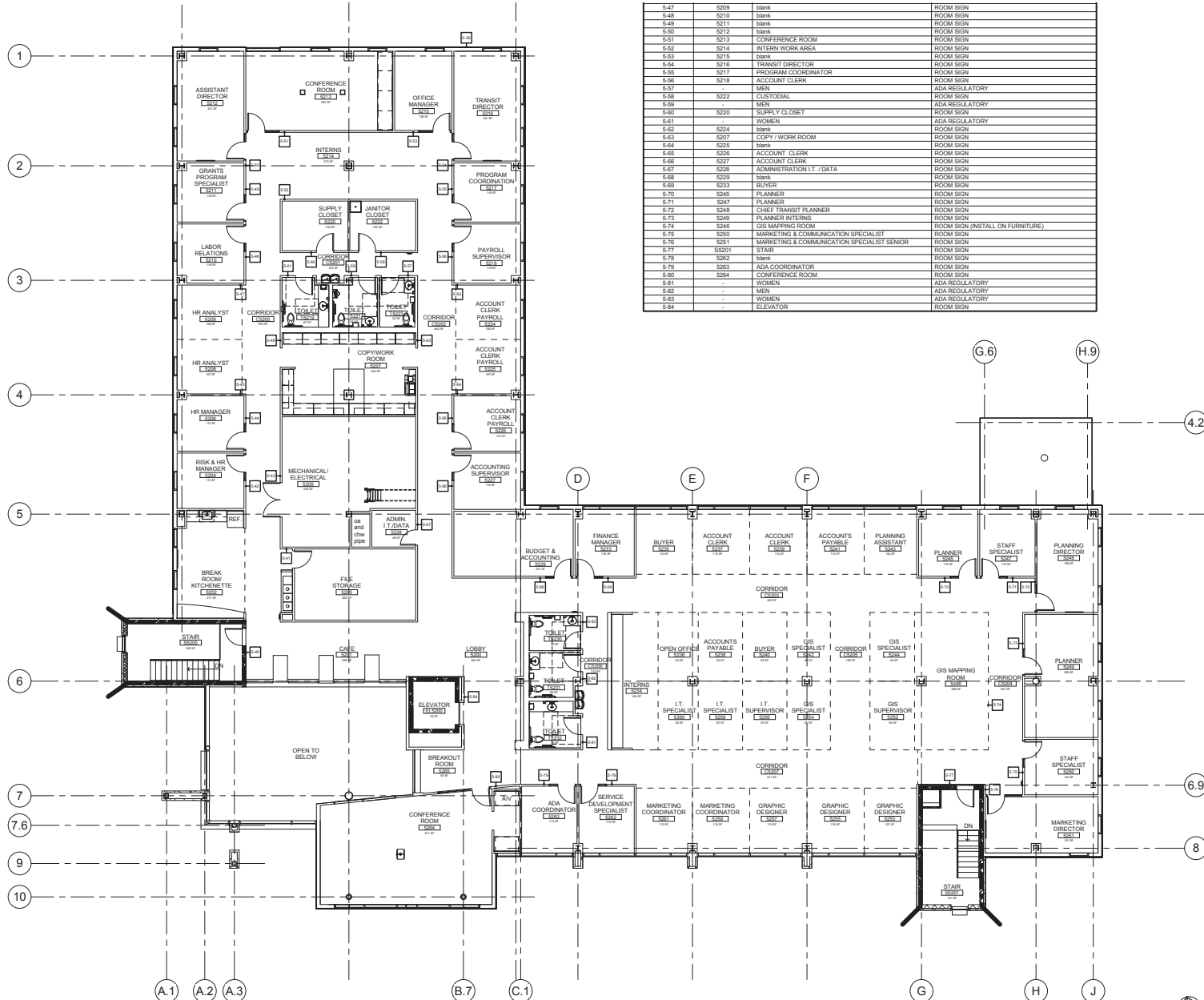
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SIGNAGE PLAN



# 2nd Floor Admin Building

Legislative ID# 140586C



5-47	5209	blank	ROOM SIGN
5-48	5210	blank	ROOM SIGN
5-49	5211	blank	ROOM SIGN
5-50	5212	blank	ROOM SIGN
5-51	5213	CONFERENCE ROOM	ROOM SIGN
5-52	5214	INTERNS WORK AREA	ROOM SIGN
5-53	5215	blank	ROOM SIGN
5-54	5216	TRANSIT DIRECTOR	ROOM SIGN
5-55	5217	PROGRAM COORDINATOR	ROOM SIGN
5-56	5218	ACCOUNT CLERK	ROOM SIGN
5-57	-	MEN	ADA REGULATORY
5-58	5222	CUSTODIAL	ROOM SIGN
5-59	-	MEN	ADA REGULATORY
5-60	5220	SUPPLY CLOSET	ROOM SIGN
5-61	-	WOMEN	ADA REGULATORY
5-62	5224	blank	ROOM SIGN
5-63	5207	COPY / WORK ROOM	ROOM SIGN
5-64	5225	blank	ROOM SIGN
5-65	5226	ACCOUNT CLERK	ROOM SIGN
5-66	5227	ACCOUNT CLERK	ROOM SIGN
5-67	5228	ADMINISTRATION I.T./DATA	ROOM SIGN
5-68	5229	blank	ROOM SIGN
5-69	5233	BUYER	ROOM SIGN
5-70	5245	PLANNER	ROOM SIGN
5-71	5247	PLANNER	ROOM SIGN
5-72	5248	CHIEF TRANSIT PLANNER	ROOM SIGN
5-73	5249	PLANNER INTERNS	ROOM SIGN
5-74	5246	GIS MAPPING ROOM	ROOM SIGN (INSTALL ON FURNITURE)
5-75	5250	MARKETING & COMMUNICATION SPECIALIST	ROOM SIGN
5-76	5251	MARKETING & COMMUNICATION SPECIALIST SENIOR	ROOM SIGN
5-77	5201	STAIR	ROOM SIGN
5-78	5262	blank	ROOM SIGN
5-79	5263	ADA COORDINATOR	ROOM SIGN
5-80	5264	CONFERENCE ROOM	ROOM SIGN
5-81	-	WOMEN	ADA REGULATORY
5-82	-	MEN	ADA REGULATORY
5-83	-	WOMEN	ADA REGULATORY
5-84	-	ELEVATOR	ROOM SIGN

1 SIGNAGE PLAN - SECOND FLOOR  
1/8" = 1'-0"

FLEET  
MAINTENANCE  
& OPERATIONS  
FACILITY

Gainesville,  
Florida

for  
City of  
Gainesville

CONFORMED  
DOCUMENTS

APRIL W. POKNIK  
AR02407

DRAFTED BY:  
ARCHITECT'S PROJECT NO.:

DATE:  
REVISION DATES:

No.	Description

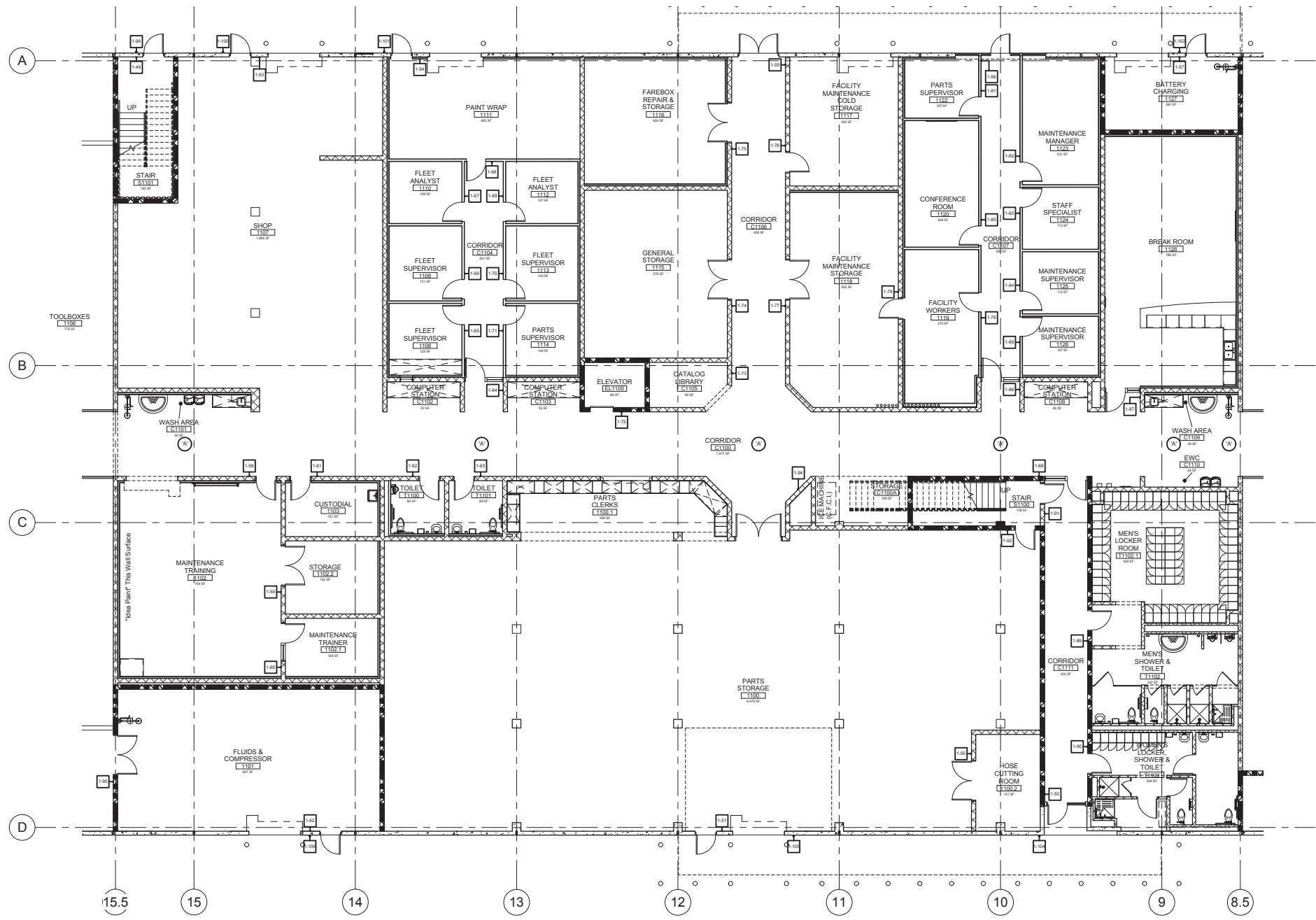
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DATE CHECKED:

ARCHITECTURAL:  
SIGNAGE PLAN - SECOND FLOOR

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# 1st Floor Maintenance Building - Center

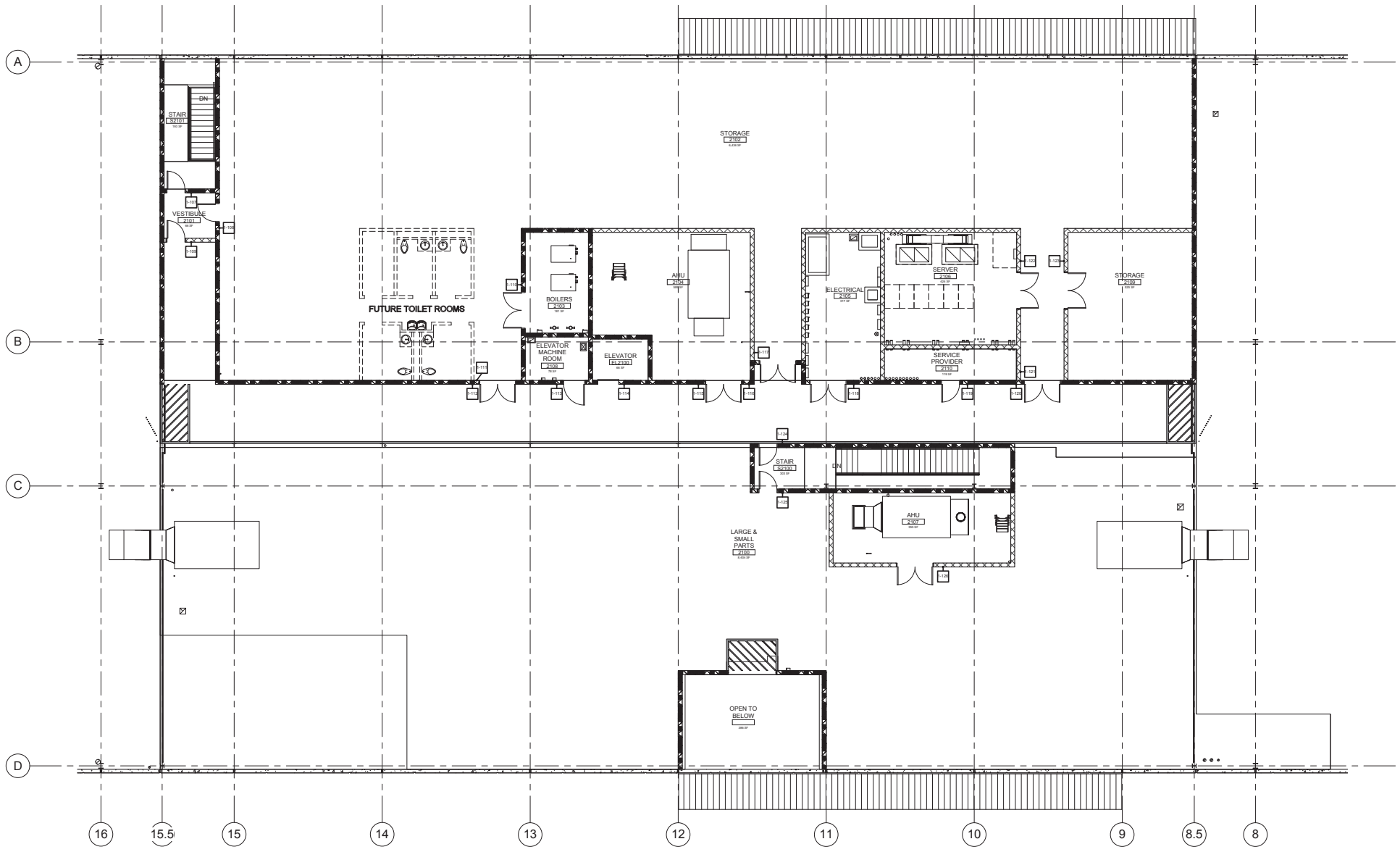
Legislative ID# 140586C



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# 2nd Floor Maintenance Building - Center

Legislative ID# 140586C



**NOTE:**  
SEE SHEET 1A1.80 FOR SIGNAGE SCHEDULE.

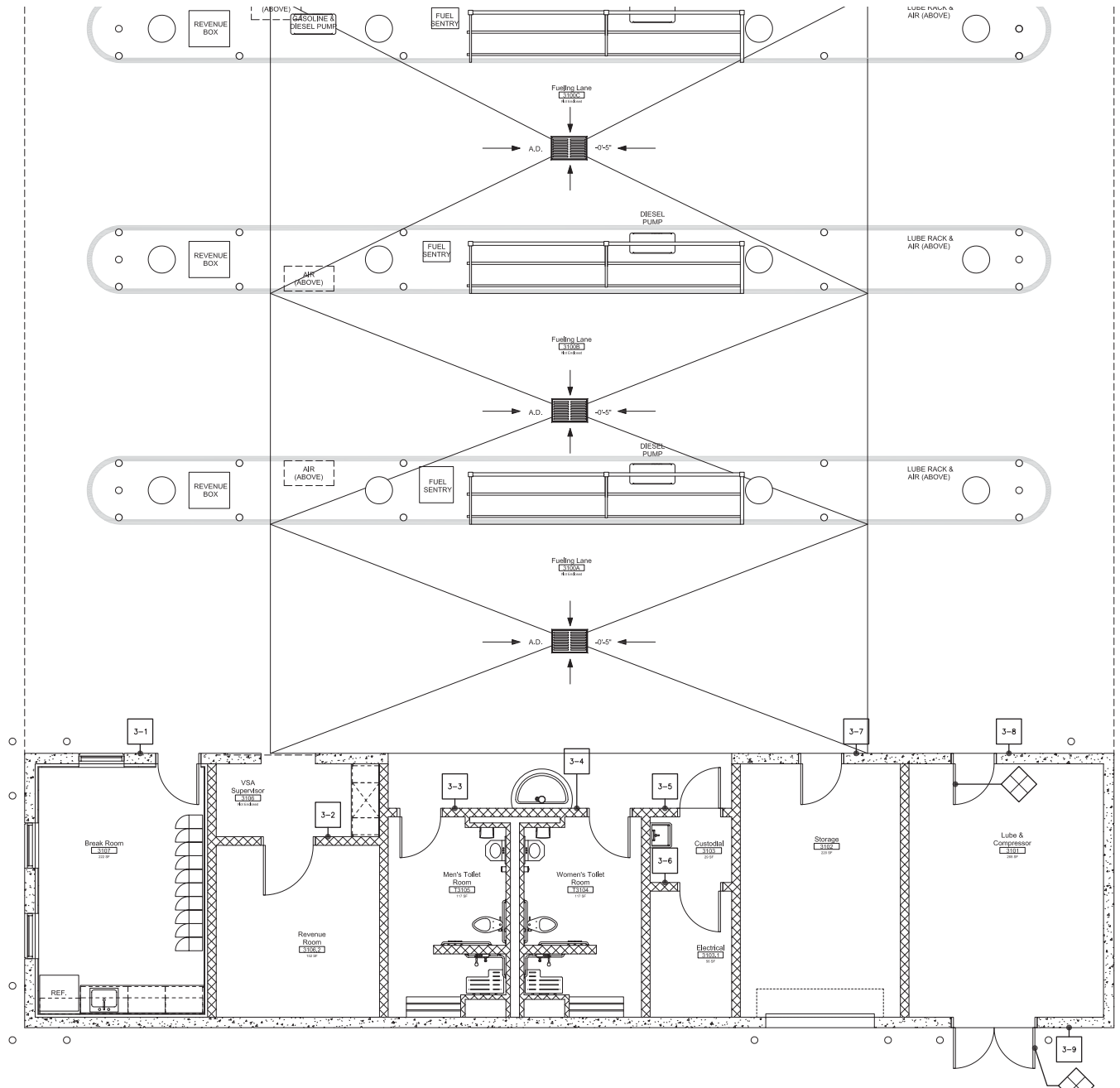
① SIGNAGE PLAN - SECOND FLOOR (CORE)  
1/8" = 1'-0"



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# Fueling Building

Legislative ID# 140586C



## MAINTENANCE & OPERATIONS FACILITY

Gainesville, Florida

for  
City of Gainesville

CONFORMED DOCUMENTS

APRYL W. PONKOVAR  
ARS2407  
DRAFTED BY: JMF  
ARCHITECT'S PROJECT NO.: 11046

DATE: 29 March 2013

REVISION DATES:

No.	Description	Date

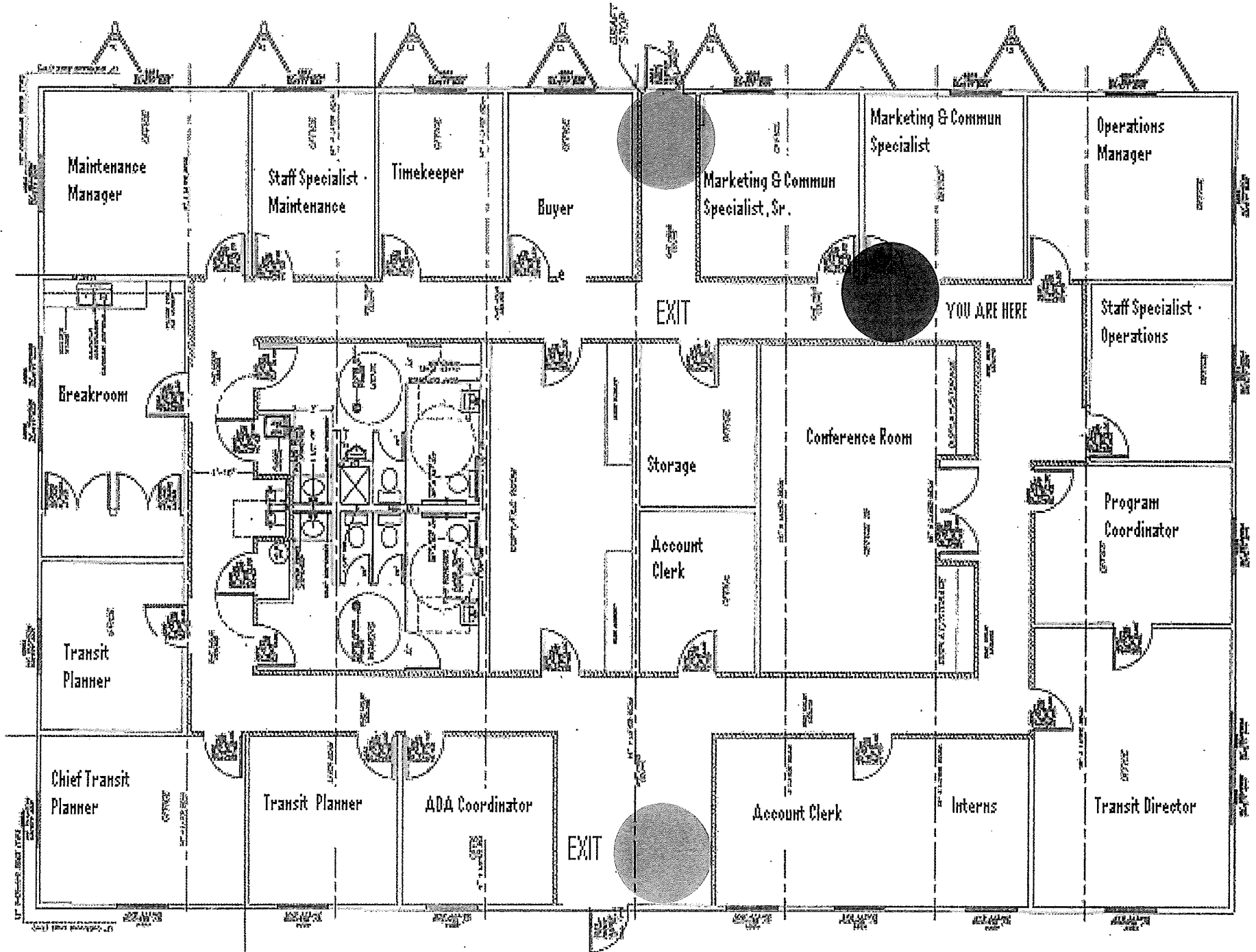
PLANS CHECKED BY:

DATE CHECKED:

ARCHITECTURAL:  
FUELING BUILDING  
SIGNAGE PLAN & SCHEDULE

# Current Administration Building

Legislative ID# 140586C



## BioBased Tile®

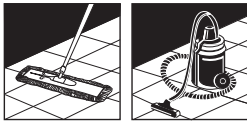
### STRIATIONS™ | MIGRATIONS®

Armstrong® commercial BioBased Tile is coated with the Fast Start Factory Finish. Fortunately, the Fast Start Factory Finish makes initial maintenance quick and easy and does not require removal after installation. It is compatible with commercial floor polishes (such as Armstrong® S-480 Commercial Floor Polish) and reduces the need to strip the tile. BioBased Tile requires polishing for protection, ease of maintenance and an attractive overall appearance.

#### For Best Results:

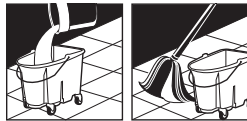
- When performing wet maintenance, always use proper signage and prohibit traffic until the floor is completely dry.
- Do not wet wash, machine scrub or strip the floor for at least 4 days after installation. This is to prevent excess moisture from interfering with the adhesive bond.
- The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than 2 years old because these strippers may affect the adhesive bond.
- Do not use excessive amounts of liquid during maintenance.
- Do not use brown or black pads, equivalent brushes or stiff-bristled, highly abrasive brushes on Armstrong® resilient flooring.
- If it becomes necessary to move any heavy fixtures or appliances over the flooring on casters or dollies, the flooring should be protected with 1/4" or thicker plywood, hardboard or other underlayment panels. If other on-site work is continuing, consider using a protective covering such as plain, undyed Kraft paper to guard against damage to the new floor.

#### A. Initial Maintenance – Immediately After Installation



1. Sweep, dust mop or vacuum the floor thoroughly to remove all loose dust, dirt, grit and debris.

2. Remove any dried adhesive residue with a clean, white cloth dampened with mineral spirits, carefully following the warnings on the container.

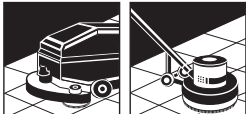


3. Damp mop the floor with a properly diluted neutral (pH 6 to 8) detergent solution such as Armstrong® S-485 Commercial Floor Cleaner.



4. Apply a minimum of 2 coats of a high-quality commercial floor polish (such as Armstrong® S-480 Commercial Floor Polish) to temporarily protect the floor until regular maintenance procedures can begin. The use of a high-quality stain-resistant sealer such as Armstrong® S-495 Commercial Floor Sealer beneath the polish should be considered in areas of high traffic, areas of high soil load and areas where staining potential is high.

## B. Initial Maintenance – Preparation for Commercial Traffic



1. Machine scrub the floor with a properly diluted neutral detergent solution such as Armstrong S-485 Commercial Floor Cleaner and a scrubbing pad (3M blue or equal) or equivalent brush. If the floor is badly soiled and/or scratched, strip it using the same procedure but substituting a properly diluted stripping solution. **NOTE: The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than 2 years old because these strippers may affect the adhesive bond.**

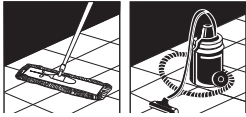


2. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.



3. Apply 3 to 5 coats of high-quality commercial floor polish, such as Armstrong S-480 Commercial Floor Polish. If the floor has been stripped, the application of a stain resistant sealer (such as Armstrong S-495 Commercial Floor Sealer) prior to the application of polish is recommended in areas that will be exposed to heavy traffic and/or staining agents.

## C. Daily/Regular Maintenance



1. Sweep, dust mop or vacuum the floor daily to remove dust, dirt, grit and debris that can damage the floor and become ground into the surface.



2. Spot mop as needed. Any spills should be cleaned up immediately.

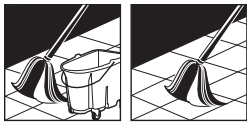


3. Damp mopping of the floor should be performed on a regular or daily basis depending upon traffic and soil levels in the area. Use a properly diluted neutral detergent solution such as Armstrong S-485 Commercial Floor Cleaner.

D. Periodic Maintenance



1. When needed, machine scrub the floor with a properly diluted neutral detergent solution such as Armstrong® S-485 Commercial Floor Cleaner and the appropriate scrubbing pad (3M red or equal for light scrub, 3M blue or equal for a deep scrub) or equivalent brushes.



2. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow it to dry completely.



3. If there is sufficient polish (3 to 5 coats) remaining on the floor, buff, spray buff or burnish to restore gloss.



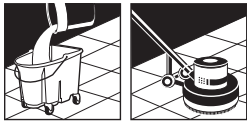
4. If needed, additional coats of floor polish should be applied at this time.

E. Restorative Maintenance - Stripping

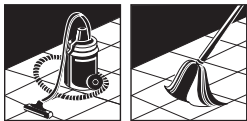
**NOTE: The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than 2 years old because they may affect the adhesive bond.**



1. Mix stripping solution to the appropriate dilution, depending on floor finish build-up. Blockade areas to be stripped. Apply liberal amounts of solution uniformly to the floor with a mop. Let stripping solution soak for the appropriate amount of time recommended by the stripper manufacturer. Keep areas to be stripped wet. Rewet if necessary.



2. Machine scrub the floor (300 rpm or less) with a scrubbing pad (3M blue or equal) or equivalent scrub brush to break up the polish film. **Do not allow stripping solution to dry on the floor.**



3. Remove dirty stripping solution with a wet vacuum or mop. **TIP: Drizzling fresh, clean rinse water onto the dirty stripping solution will assist with a more thorough removal.**



4. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.



5. Apply 3 to 5 coats of high-quality commercial floor polish such as Armstrong S-480 Commercial Floor Polish. The use of a high-quality stain-resistant sealer such as S-495 Commercial Floor Sealer beneath the polish should be considered in areas of high traffic, high soil load and areas where staining potential is high.