



**JEFFERSON COUNTY, TEXAS  
PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor  
Beaumont, Texas 77701  
409-835-8593

**ADDENDUM TO IFB**

IFB Number: 10-001/KJS  
IFB Title: Term Contract for Janitorial Services for Jefferson County  
IFB Due: **11:00 AM, May 25, 2010**  
Addendum No.: 1  
Issued (Date): May 5, 2010

**TO BIDDER:** This Addendum is an integral part of the IFB package under consideration by you as a Bidder in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire IFB package – **including all addenda.** For purposes of clarification, **receipt of this present Addendum by a Bidder should be evidenced by returning it (signed) as part of the Bidder’s sealed bid.** If the bid has already been received by the Jefferson County Purchasing Department, Bidder should return this addendum in a separate sealed envelope, clearly marked with the IFB Title, IFB Number, and Opening Date and Time, as stated above.

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Reasons for Issuance of this addendum:

- Correct square footage of Hamshire Building.
- Request for questions.
- List of bidders who attended pre-bids.
- Additional instructions on particular locations.

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**The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.**

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Receipt of this Addendum is hereby acknowledged by the undersigned Bidder:

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature (Bidder)

\_\_\_\_\_  
Title of Person Signing Above

\_\_\_\_\_  
Typed Name of Business or Individual

\_\_\_\_\_  
Address

## **CORRECT SQUARE FOOTAGE OF HAMSHIRE BUILDING.**

The specifications (Item 11, page 30) show an incorrect square footage of the Hamshire Building. **The correct square footage of this building is 5,462 square feet.**

## **REQUEST FOR QUESTIONS**

Bidders may submit further questions regarding this bid to Jefferson County Purchasing by fax to 409-835-8456 or e-mail to [awilliams@co.jefferson.tx.us](mailto:awilliams@co.jefferson.tx.us). Questions must be received before 5:00 PM, May 14, 2010.

## **PRE-BID MEETING ATTENDEES**

The following vendors attended pre-bid meetings:

Abloom Property Solutions  
ADVACS, Inc.  
All Texas Facility Services  
AME Services, Inc.  
Aztec  
Cruz Contractors  
GCA Services  
Hallmark Group  
Opportunities for Deserving Individuals  
Professional Maid Service  
Satellite Janitorial Co. Inc.  
Southeast Texas Building Services  
Texas Industrial Contractors  
Y&M Cleaning Services

## **ADDITIONAL INSTRUCTIONS**

List of additional instructions for particular locations were handed out at some of the pre-bid meetings. The following pages contain additional instructions for all buildings. The specifications and the additional instructions will be part of the Vendor(s)'s contracts, and do not preclude modification after the contract begins. If you have any questions regarding these instructions, **be sure to submit them by 5:00 PM, May 14, 2010.**

**IFB 10-001 – TERM CONTRACT FOR JANITORIAL SERVICES FOR JEFFERSON COUNTY**

**SOUTHEAST TEXAS REGIONAL AIRPORT  
ADDITIONAL INFORMATION AND REQUIREMENTS**

The following provides additional information and requirements for Janitorial Services for the Southeast Texas Regional Airport. These requirements relate to issues of particular relevance to the Airport. They are in addition to the requirements listed in the specifications. The Vendor awarded janitorial services at the Airport shall meet with the point of contact, Duke Youmans, within two (2) weeks of contract award to discuss these requirements.

Vendor's assigned employee(s) shall have good communication skills, shall have transportation between the main terminal and the administration building, and shall be subject to a background check before beginning work at the Southeast Texas Regional Airport, both at the Main Terminal and at the Administration Building. This background check will be conducted by the Jefferson County Sheriff's Department and Jefferson County will bear the cost of the search.

Vendor shall supply all equipment and supplies used to clean the Airport and Administration Building.

The main terminal requires one person to be present from 8:00 AM to 8:00 PM, Sunday through Friday, and from 8:00 AM to 3:00 PM on Saturday. This person shall:

- Clean all bathrooms following each flight.
- Replenish paper products.
- Dry mop floors twice a day.
- Vacuum all carpeted areas once a day.
- Take out trash twice a day.

The administration building shall be cleaned on Tuesdays and Thursdays, as follows:

- Clean all bathrooms.
- Replenish paper products.
- Dust and clean windows.
- Take out trash.

Vendor shall maintain contact with Mr. Youmans and with Purchasing throughout the life of this contract.

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**ADDITIONAL INFORMATION AND REQUIREMENTS**

**BEAUMONT LOCATIONS:**

**HISTORIC COURTHOUSE, NEW COURTHOUSE, SHERIFF’S DEPARTMENT,  
ANNEX I, ANNEX II, AND ANNEX IV**

The following provides additional information and requirements for Janitorial Services for the historic courthouse, new courthouse, Sheriff’s Department, Annex I, Annex II, and Annex IV (all located in Beaumont). The following requirements relate to issues of particular relevance to these locations, and are in addition to the requirements listed in the specifications. The Vendor awarded janitorial services at these locations shall meet with the point of contact, Roy Dean Willman, within two (2) weeks of contract award to discuss these requirements.

Jefferson County shall provide paper products and trash liners for the Beaumont locations. Vendor shall be responsible for other supplies and equipment.

Vendor will perform services Monday through Friday, as follows:

Historic Courthouse, New Courthouse, Annex I, Annex II, and Annex IV	9:30 am – 2:00 pm 5:30 pm – 11:00 pm
Sheriff’s Department	8:00 am – 12:00 noon

Vendor personnel working in the Sheriff’s Department shall be subject to a background check.

Vendor shall furnish cleaning carts for each of the Beaumont locations. The total number of carts shall be determined after award.

All Vendor personnel shall have their company logo visible on their shirts at all times, and have a company identification card with their name and picture. Cleaning personnel not wearing the proper attire will not be allowed in the building.

The Vendor shall have a supervisor on duty at all times. This supervisor will be the only person authorized to pick up keys each night.

Vendor shall maintain contact with Mr. Willman and with Purchasing throughout the life of this contract.

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### **SUB-COURTHOUSE, ANNEX I AND II (PORT ARTHUR) ADDITIONAL INFORMATION AND REQUIREMENTS**

The following provides additional information and requirements for Janitorial Services for the Sub-Courthouse, Annex I and Annex II (Port Arthur). These requirements relate to issues of particular relevance to these locations. They are in addition to the requirements listed in the specifications. The Vendor awarded janitorial services at these locations shall meet with the point of contact, Mark Bernard, within two (2) weeks of contract award to discuss these requirements.

Jefferson County shall provide paper products and trash liners for the Port Arthur locations. Vendor shall be responsible for other supplies and equipment.

Vendor shall supply all other supplies and equipment needed to properly clean the buildings.

#### Subcourthouse

- The Janitor's closet shall be stocked on Fridays.
- Sweep or vacuum all floors (hallways and offices) daily.
- Sweep stairwells daily.
- Wipe handrails daily.
- Clean all restrooms daily.
- Clean all windows and doors daily.
- Dust all offices and all blinds twice per week.
- Clean walls once per week.
- Clean light fixtures once per week.
- Buff floors once a week; strip floors once every other week.

Annex II – Port Arthur – in addition to above requirements:

- Protective gloves shall be worn when cleaning restrooms.
- Floors shall be mopped (not waxed).

Vendor shall maintain contact with Mr. Bernard and with Purchasing throughout the life of this contract.

## **IFB 10-001 – TERM CONTRACT FOR JANITORIAL SERVICES FOR JEFFERSON COUNTY**

### **JEFFERSON COUNTY CRIME LAB ADDITIONAL INFORMATION AND REQUIREMENTS**

The following provides additional information and requirements for Janitorial Services for the Jefferson County Crime Lab. These requirements relate to issues of particular relevance to the Crime Lab. They are in addition to the requirements listed in the specifications. The Vendor awarded janitorial services at the Crime Lab shall meet with the point of contact, Linda Johnson, within two (2) weeks of contract award to discuss these requirements.

The Crime Lab facility consists of the following:

- Four (4) labs, 1 processing bay (which is empty when cleaned), needs mopping only.
- Five (5) small offices, two (2) larger office areas.
- One-and-one-half (1½) bathrooms, one (1) sink/table area.
- Total of fifteen (15) rooms, not counting vault areas and chemical storerooms.

Specific requirements for janitorial services at the Crime Lab are as follows:

- All visitors to the Crime Lab, including janitorial personnel, must be escorted at all times.
- Vendor shall arrange with the Crime Lab Director for a suitable time to perform janitorial services once every two weeks. In the event that Vendor is unable to arrive at the agreed-upon time, Vendor shall call beforehand to reschedule.
- Floors shall be mopped during each visit, buffed twice a year, and stripped once a year.
- All sinks shall be thoroughly cleaned during each visit. Some sinks may be slightly contaminated with chemicals and/or biohazards, so personnel shall wear gloves.
- All rooms and bathrooms (except vault areas) shall be cleaned, counters wiped down, and trash collected. Dry dusting is not allowed.
- All cleaning materials used in lab areas and office areas shall be kept separate.

Vendor shall maintain contact with Ms. Johnson and with Purchasing throughout the life of this contract.

**IFB 10-001 – TERM CONTRACT FOR JANITORIAL SERVICES FOR JEFFERSON COUNTY**

**HAMSHIRE BUILDING  
ADDITIONAL INFORMATION AND REQUIREMENTS**

The following provides additional information and requirements for Janitorial Services for the Hamshire Building. These requirements relate to issues of particular relevance to this building. They are in addition to the requirements listed in the specifications. The Vendor awarded janitorial services at the Hamshire Building shall meet with the point of contact, Frank Adams, within two (2) weeks of contract award to discuss these requirements.

Vacuum office, Judge's office, and Court Room (including under all desks) daily.

Empty trash cans daily.

Clean front window glass daily.

Wipe outside counter at front window with antibacterial cleaner daily.

Dust Clerk's office once per week.

Clean Judge's desk with Windex daily.

Dust table in Judge's office daily. If Judge is in the office, please ask before cleaning.

Vacuum Court Room daily.

Dust entire Court Room with Pledge every Friday.

Empty shredder once per week.

Special requests as needed.

Vendor shall maintain contact with Mr. Adams and with Purchasing throughout the life of this contract.

**IFB 10-001 – TERM CONTRACT FOR JANITORIAL SERVICES FOR JEFFERSON COUNTY**

**MINNIE ROGERS JUVENILE JUSTICE CENTER  
ADDITIONAL INFORMATION AND REQUIREMENTS**

The following provides additional information and requirements for the Minnie Rogers Juvenile Justice Center. These requirements relate to issues of particular relevance to these locations. They are in addition to and do not replace the requirements listed in the specifications. The Vendor awarded janitorial services at these locations shall meet with the point of contact, Chief Martin, within two (2) weeks of contract award to discuss these requirements.

The Minnie Rogers Juvenile Justice Center is a secure facility. Vendor shall gain admission by ringing the entrance bell and identifying themselves.

The Vendor will be given a key by the Control Room staff for servicing the building; Vendor shall return the key at the end of each work shift.

The Vendor shall transport all trash out the entrance doors and shall request admission to the dumpster area, which is in the secure parking lot. Once entrance is gained, the gate will close and the Vendor shall request it to be opened again in order to leave the area and gain admission back into the facility.

All Juvenile records are confidential, and the Vendor shall not disturb records in any manner. If a name of a juvenile happens to be seen accidentally, the Vendor shall not reveal that information to anyone.

During a normal week, the conference rooms may be in use for various meetings or rehabilitation programs after 5:00. The vendor shall work in the rest of the building and clean the conference rooms last on those occasions.

Vendor shall maintain contact with Chief Martin and with Purchasing throughout the life of this contract.



## **IFB 10-001 – TERM CONTRACT FOR JANITORIAL SERVICES FOR JEFFERSON COUNTY**

### **MID-COUNTY OFFICE BUILDING ADDITIONAL INFORMATION AND REQUIREMENTS**

The following provides additional information and requirements for Janitorial Services for the Mid-County Office Building. These requirements relate to issues of particular relevance to this building. They are in addition to the requirements listed in the specifications. The Vendor awarded janitorial services at the Mid-County Office Building shall meet with the point of contact, Frank Adams, within two (2) weeks of contract award to discuss these requirements.

#### **Environmental Control Department**

- Vacuum front counter area daily.
- Vacuum remaining floors three days per week.
- Empty trash daily.
- Dust all offices once per week.

#### **Library**

- Vacuum three days per week – public area, behind circulation desk, around public computer desk and monitors.
- Vacuum other areas as needed.
- Dust once per week – public area, behind circulation desk, around public computer desk and monitors.
- Dust other areas as needed.
- Empty trash daily.
- Clean work room sink basin once per week.

#### **Constable's Office**

- Dust Constable's desk and shelves every other day.
- Dust all other desks every other day, including CPU on the floor and computer on the desk.
- Vacuum entire office once per week
- Dust printers, fax machine and phones once per week.

Vendor shall maintain contact with Mr. Adams and with Purchasing throughout the life of this contract.

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**MID-COUNTY TAX OFFICE  
ADDITIONAL INFORMATION AND REQUIREMENTS**

The following provides additional information and requirements for Janitorial Services for the Mid-County Tax Office. These requirements relate to issues of particular relevance to these locations. They are in addition to the requirements listed in the specifications. The Vendor awarded janitorial services at this location shall meet with the point of contact, Frank Adams, within two (2) weeks of contract award to discuss these requirements.

The following tasks shall be performed daily:

- Mop all non-carpeted areas.
- Vacuum all carpeted areas.
- Clean bathroom fixtures.
- Empty all trash cans.
- Clean or wipe fingerprints from front doors.

The following tasks shall be performed once or twice per week as needed:

- Dust counters/desks.
- Wipe down wooden surfaces

Vendor shall maintain contact with Mr. Adams and with Purchasing throughout the life of this contract.