



**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.: 2
Issued (Date): May 18, 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.

Reasons for Issuance of this addendum:

Questions and Answers – see following pages.

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.

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

QUESTIONS AND ANSWERS

- Q1. When are the forms included in the specifications to be submitted? Must all forms be submitted?
- A1. All information requested in the specifications must be submitted with your bid.**
- Q2. Will bidders receive additional information sheets for the Pct. 2 Service Center and for Judge Burnett's office?
- A2. Yes, both are included in this addendum.**
- Q3. Is the meeting hall (room) next to the Mid-County Office Building part of the janitorial contract?
- A3. Yes.**
- Q4. Is there a particular format in which the bid needs to be submitted (font, font size, spacing, order of forms included, etc.)?
- A4. No particular format is required. It is suggested that bidders arrange their bid according to the order in which the elements are requested in the solicitation.**
- Q5. Does the bidder need to supply a bid surety when the bid is submitted?
- A5. No.**
- Q6. Does the bidder need the full insurance required at the time the bid is submitted, or can the bidder upgrade to the appropriate amount after the contract is awarded?
- A6. At time of contract award, the successful bidder(s) have ten (10) days to provide proof of the full insurance required in the specifications.**
- Q7. After the contract is awarded, do timesheets need to be submitted along with the invoices?
- A7. No.**
- Q8. Does the bidder need a Performance Bond?
- A8. No.**
- Q9. Are building schematics or blueprints available?
- A9. Schematics/blueprints will not be provided as a source of reference in connection with this bid.**



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, County Purchasing Agent

1149 Pearl Street, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

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.

Judge's Office

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

- Clean front window glass once per day.
- Wipe outside counter at front window with antibacterial cleaner once per day.
- Dust Clerk's office once per week.
- Windex Judge's desk once per day.
- Dust table in Judge's office once per day. If Judge is in office, please ask before cleaning.
- Vacuum Court Room once per day.
- Dust entire Court Room with Pledge on Fridays. Additionally, on Tuesdays dust the Judge's entire bench only.
- 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.



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

ROAD & BRIDGE PRECINCT 2
ADDITIONAL INFORMATION AND REQUIREMENTS

The following provides additional information and requirements for Janitorial Services for the Road & Bridge Precinct 2 Office. 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 this location shall meet with the point of contact, Frank Adams, within two (2) weeks of contract award to discuss these requirements.

Jefferson County will supply toilet paper, paper towels, and hand soap at this location. Vendor is responsible for supplying other supplies and equipment needed.

Vacuuming

- Vacuum front office twice per week.
- Vacuum remainder of the building once per week.

Dusting

- Dust front office twice per week.
- Dust remainder of the building once per week.

Restrooms – clean twice per week.

Floors

- Mop once per week.
- Sweep twice per week.

Trash – empty twice per week.

Kitchen – clean twice per week (no dishes).

Glass – clean as needed.

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