



**JEFFERSON COUNTY, TEXAS  
PURCHASING DEPARTMENT**

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

**ADDENDUM TO IFB**

IFB Number: IFB 13-013/JW  
IFB Title: Term Contract for Janitorial Services for Jefferson County  
IFB Due: **August 6, 2013 at 11:00 am (Original Due Date and Time)**  
Addendum No.: 2  
Issued (Date): August 5, 2013

**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 proposal.** If the Proposal 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:

- **Extension of Bid Due Date to Tuesday, August 20, 2013 at 11:00 am**
- **Questions and Answers from Mandatory Pre-Bid Conferences**
- **Revisions to Additional Information and Requirements for the Mid-County Office Building and Mid-County Tax Office.**

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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

**Questions and Answers**  
**Received from Mandatory Pre-Bid Conferences/Site Visits**  
**Held July 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 2013**

**A Note to Bidders:** As of this date, the Jefferson County Purchasing Department will no longer answer questions regarding this IFB verbally. Written questions will be accepted via email to Jamey West at [jwest@co.jefferson.tx.us](mailto:jwest@co.jefferson.tx.us) until 5:00 pm on Tuesday, August 13, 2013.

Q: May bidders submit bids to clean only certain locations included on the bid form?

A: **Yes. Bidders may choose to bid on the locations included on the bid form in their entirety, or choose to bid on the location(s) of their preference.**

Q: Does the bidder need to supply a bid surety when the bid is submitted?

A: **No.**

Q: Does the bidder need a Performance Bond?

A: **No.**

Q: Does the square footage for each location that is provided on the bid form represent space that is to be cleaned or the entire perimeter of the location?

A: **The square footage for each location that is provided on the bid form represents the approximate square footage that is to be cleaned.**

Q: Are building schematics or blueprints available?

A: **Schematics/blueprints will not be provided as a source of reference in connection with this bid.**

Q: In reference to Line Item 7 on the bid form, is there to be only one (1) employee onsite to service the Courthouse (Historic & New) and the Beaumont Annexes I, II, IV (Monday – Friday, 9:30 am – 2:00 pm)?

A: **Yes.**

Q: How many employees work within the Historic and New Courthouses?

A: **Approximately 350 full-time employees and 30 part-time employees work within the Historic and New Courthouses. These numbers are approximate and subject to change depending upon fluctuations in staffing needs and hiring freezes.**

## **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.~~

**Note: The space previously known as The Library is now being utilized as an Immunization Clinic/Voting Tabulation area. This area is currently, and shall continue to be cleaned by Jefferson County staff. Please do not consider it as an area to be cleaned under contract.**

### 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.

**MID-COUNTY OFFICE BUILDING  
ADDITIONAL INFORMATION AND REQUIREMENTS (CONTINUED)**

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.

Mid-County Community Room (Next to Mid-County Office Building)

- Sweep floors
- Mop floors
- Empty trash.
- Clean restrooms.
- Clean kitchen.

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

## **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.
- **Dust calculators, phones, printers, etc.**
- Wipe down wooden surfaces.

The following tasks shall be performed once monthly as needed:

- Dust blinds
- Clean window sills
- **Empty shredders by copier in work room.**

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