



Shelby County Tennessee

Lee Harris, Mayor

Addendum No. 1

Issued: April 9, 2019

RFP 19-002-29

Janitorial Services @ Criminal Justice Center Towers @ 201 Poplar Shelby County Government Support Services

TO ALL PROSPECTIVE BIDDERS:

Please provide a detailed plan on how your company will provide services in the areas accessible for proposed contracted janitorial cleaning. The weekly cleaning schedule is (Sunday through Saturday).

Sincerely,

Signed Original on File

Carla J. Hayes, Buyer
Purchasing Department
Shelby County Government

Criminal Justice Center - 201 Poplar Avenue

Areas Accessible for Proposed Contracted Janitorial Cleaning

Weekly Cleaning Schedule (Sunday through Saturday)

SCOPE OF WORK: *Vacuum carpet and rugs; Dust ledges and window seals; cleans interior and exterior glass doors and windows; Dust/wet mop floors; remove all hard/stuck on matter on floors; Dust all furniture, flagpoles, cubicle tops, countertops; Clean and shine escalators (Up and Down); Mop Service Elevator.*

RESTROOMS:

Floors – Sweep and mop; wet scrub public restroom weekly; empty trash/replace liners; empty, disinfect sanitary receptacles and replace liners; clean all mirrors/shelves and chrome; clean and wipe all wash basins; clean commodes (interior and exterior); clean and disinfect urinals and fixtures; polish and clean all stainless steel; clean and polish pipes under basin.

FLOOR CARE SERVICES: *Wet-scrubbing weekly of all public restrooms floors.*

Stripping/Waxing/Buffering/Wet Scrubbing services are to be performed twice per contract period (i.e. at the initial start of the contract and six (6) months after the initial cleaning.

Lower Level

- LL-80 City Court Clerk
- LL-81 General Sessions
- LL-82 Attorney's Room/Breakroom across the hall
- LL-101 General Sessions
- LL-103 General Sessions
- LL-118
- LL-09 City/MPD
- LL-51 General Sessions
- LL-53 General Sessions
- LL-64
- LL-69
- LL-70
- LL-116
- LL-117
- Courtrooms: General Sessions (G/S) - Divisions 7, 8, 9, 10, 11, 12, 13, and 15
- City Courts: Div. 1, Div. 2 and Div. 3
- 10 Restrooms: (2) Public/ (6) Private/ (2) Unisex RR
- Post #27 (Washington Entrance/Stairs)
- Lobby areas
- 4 Elevators (floors/sides/ceilings) 2 Public, 1 Private and 1 Service)
- Escalators (Up/Down)
- Elevator Foyers (Main, Private and Service)
- Hallway in General Sessions (near LL-56, LL-04 and LL-02)
- Hallway from Tower to Annex (dock area to Main Lobby).
- Dock Elevator Foyer

Criminal Justice Center - 201 Poplar Avenue

1st Floor

- 1-01 (Court Coordinator)
- 1-11A (Debt Recovery)
- 1-11B (Pretrial Services)
- Auditorium and Priv Restroom in rear of Auditorium
- 1-35 (Veterans' Court)
- Hallway Near 1-36 (entrance to Subway Restaurant)
- 2 Public Restrooms
- Glass doors and Glass Door Entrances
- Window ledges, glass windows (both sides of handicap ramp near Auditorium).
- 12 Elevators (10 Public/1 Private/1 Service)/Elevator Foyers (Main, Service and Private)
- Lobby areas
- Hallway from Tower to Annex (dock area to Main Lobby).

2nd Floor

- Public Defender: Receptionist Areas/All Open Cubicles
- Public Defender: 2-07, 2-09, 2-10, 2-14 (Library),
- Pub Defender: Three (3) Private Restrooms/Open File Area
- Public Defender: 2-16, 2-18, 2-20, 2-21, 2-24, 2-25
- Public Defender: 2-27, 2-29, 2-30, 2-34 through 2-39
- Public Defender: 2-42, 2-43, 2-45 through 2-48
- Courtrooms: Division 14 (Traffic); Division 25
- Break Room and Conference Room
- Restrooms: Public (2) and Private (3)
- Public Defender Interior Hallway
- Elevator Foyers (Main, Service, Private)
- Lobby Seating Area (in lobby area)
- Waiting Room (Rear Service Lobby)

5th Floor

- 4 Courtrooms – Divisions 1 through 4
- Jury Rooms – Division 1 through 4 (*each division has small private restroom*)
- 2 Public Restrooms
- Waiting Room
- 4 Witness Rooms
- Lobby area
- Elevator Foyers (Main, Service, Private)

Criminal Justice Center - 201 Poplar Avenue

6th Floor

- 4 Courtrooms – Divisions 5 through 8
- Jury Rooms – Division 5 through 8 (*each division has small private restroom*)
- 2 Public Restrooms
- Waiting Room
- 4 Witness Rooms
- Lobby area
- Elevator Foyers (Main, Service, Private)

7th Floor

- 2 Courtrooms – Divisions 9 and Division 10
- 2 Jury Rooms – Division 9 & Division 10 (*both contain small private restroom*)
- 2 Public Restrooms
- Waiting Room
- 2 Witness Rooms
- Lobby area
- Elevator Foyers (Main, Service, Private)

8th Floor

- 8-01 Pre-Trial Services
- 8-31 General Sessions Collections
- 4 Restrooms: Two (2) Public/Two (2) Private
- Elevator Foyers (Main, Service)
- Lobby and Hallway Areas

Miscellaneous/Special Notations:

- ♦ Sweep/mop all public elevators daily; clean and shine interiors of all public elevators
- ♦ Mop Service Elevator at the end of nightly shift
- ♦ Transport all trash from facility to compactor; compact trash and return tilt turns to Lower Level bin area and cover with lids. Trash cannot be left unattended in the service elevator.
- ♦ Facility's grounds/entrances - (sweep entryway; change liners in trash receptacles); pick up all cigarette butts and other debris.
- ♦ Clean all glass entrance doors (Poplar Avenue and Washington Street entrances)
- ♦ Sweep Grounds/Sally Port Area – clear ground of all debris; change liners in trash receptacles
- ♦ Lower Level – wooden doors (near ATM) must remain locked at all times after locked by Homeland Security Staff at close of business
- ♦ Set up WET FLOOR signs as needed for spills and inclement weather
- ♦ Contracted services do not include the cleaning of carpet/carpeted areas with the exception of vacuuming carpet/carpeted areas.

NOTE: *This contract covers: Lower Level, 1st Floor, 2nd Floor, 5th Floor, 6th Floor, 7th Floor and 8th Floor;*

PRICING SCHEDULE

Janitorial Services – Criminal Justice Center Tower

At 201 Poplar Avenue

RFP #19-002-29

All areas are to be cleaned daily, (7) seven days a week, including legal holidays as proclaimed by Shelby County Government. Services to be performed at: 201 Poplar Avenue/Tower, in the below listed areas:

<u>Location</u>	<u>Approximate Square Footage.</u>
• Lower Level Areas	34,360 sq. ft.
• 1 st Floor Areas	10,138 sq. ft.
• 2 nd Floor	24,264 sq. ft.
• 5 th Floor	24,264 sq. ft.
• 6 th Floor	24,264 sq. ft.
• 7 th Floor	24,264 sq. ft.
• 8 th Floor	24,264 sq. ft.

Total: 165,818 sq.ft.

Bid/Monthly

\$ _____

Bid/Annual

\$ _____

Cost for cleaning of additional floor space, if needed:

Price Per Square Foot: \$ _____