

ADDENDUM No. 1

ITB No. 4495

Janitorial Services at Various City Facilities

Bid Due Date and Time: April 28, 2017 at 2:00 P.M. (local time)

The following changes, additions, and/or deletions shall be made to the Invitation to Bid for Janitorial Services at Various City Facilities, ITB No. 4495, on which proposals will be received on/or before April 28, 2017 at 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes four (4) pages.**

Bidder is to acknowledge receipt of this Addendum No. 1, including all attachments in its Bid by so indicating on page ITB-1 of the Invitation to Bid Form. Bids submitted without acknowledgement of receipt of this addendum will be considered nonconforming.

The following forms provided within the ITB Document must be included in submitted bids at bid opening.

- **City of Ann Arbor Living Wage Ordinance Declaration of Compliance**
- **Vendor Conflict of Interest Disclosure Form**
- **City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance**

Bids that fail to provide these completed forms listed above upon bid opening will be rejected as non-responsive and will not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the ITB. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Will the City accept an annual performance bond?

Answer 1: Yes, the City will accept an annual Performance Bond in the anticipated annual amount of the payments to the vendor based on the City's fiscal year (July 1 – June 30).

Question 2: Is it possible to get the square footage of each building by floor and flooring type?

Answer 2: The attached sheet provides an estimate of the square footage to be cleaned in each building. The bidder is responsible for verifying these numbers through their own measurements. Square footage of flooring type is not available.

Question 3: Is it possible to get floor plans for each of the buildings?

Answer 3: Floor plans are not available for each facility and are not issued due to security issues for those that we have.

Question 4: Can the City provide a count on the number of can liners used monthly at each facility?

Answer 4: As the City does not currently provide can liners, we cannot provide a number on their usage.

Question 5: What is the current annual amount of the existing janitorial contract?

Answer 5: The current janitorial services contract amount is \$249,444. Please understand that the scope of services listed under this ITB is different from that being provided under the current janitorial services contract.

Question 6: Can I get a copy of the Pre-Bid Meeting Sign-In Sheet?

Answer 6: See attached hereto.

Respondents are responsible for any conclusions that they may draw from the information contained in the Addendum.

Estimate Square Footage to be Cleaned

Municipal Center

Guy C Larcom Bldg. (includes 3 Elevators, 14 Bathrooms, and 7 Kitchens/Break rooms)

Basement	12,670 sq. ft.
First Floor	16,000
Second Floor	9,540
Third Floor	8,540
Fourth Floor	8,990
Fifth Floor	9,300
Sixth Floor	9,630

Justice Center. (Includes 6 Elevators, 29 bathrooms, 11 holding cells and 7 Kitchen/Break rooms)

First Floor (IT Area)	5,880 sq. ft.
First Floor (Lobby)	3,550
Second Floor	17,200
Third Floor	19,780
Fourth Floor	21,156
Fifth Floor	21,156

111 N Fifth Ave. (Includes 1 Elevator, 3 bathrooms, and 1 Kitchen/Break room)

NOTE: This area is cleaned 7 days a week including Holidays

E.O.C. Room	2,000 sq. ft.
911 Dispatch	850

Water Treatment Plant

First Floor	3,542 sq. ft.	(Includes 1 Bathroom)
Second Floor	11,760	(includes 3 Bathrooms)
Third Floor	1,400	(Includes 1 Locker Room)
Fourth Floor	1,635	(Includes 1 Break Room & 1 Locker Room)
Stairs, Hallways, Storage Room, Entrance & 2 Elevators makeup and approximately additional	2000 sq ft	

Wheeler Service Center

Fleet Building	4,340 sq.ft.	(Includes 4 bathrooms, 2 locker rooms, 1 Kitchen/Break room)
Field Operations Bldg.	15,040	(Includes 4 bathrooms, 2 locker rooms, 1 Kitchen/Break room)
Vehicle Storage Bldg	1,950	(Includes 2 bathrooms and 1 "mud" room)

Senior Center

First Floor	2,260 sq.ft.	(Includes 2 bathrooms, 1 Kitchen)
Second Floor	425	(Includes Stairs)

Farmer's Market

	240 sq. ft.	(Includes 2 bathrooms)
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