



May 6, 2015

TO: All Proposers

ADDENDUM NO. 1

**Janitorial Services for Durham County
RFP No. 15-016**

This **ADDENDUM No. 1** forms part of Durham County's Request for Proposals, RFP 15-016 – Janitorial Services for Durham County. All other requirements of the original Specifications remain in effect in their respective order. Receipt of this Addendum must be acknowledged on the Addendum Acknowledgement Form included in the RFP.

1. The Proposals are due by 2:00 P.M., on May 28, 2015.
2. The last day for questions regarding this project is May 14, 2015, by 3:00 P.M.
3. **Site Visit Correction:** The Site-Visits which are scheduled for Thursday, May 7, 2015, will not include the Durham County Courthouse as stated as # 9 of the Janitorial Services Site Visit Schedule. The Proposal Form for the Durham County Courthouse will be deleted. These services are no longer be a part of this Proposal.
4. **Site Visit Correction:** The Site Visit time for # 12, Durham Center Access, 309 Crutchfield Street has changed and will be from 9:45 A.M. – 9:55 A.M. on Friday, May 8, 2015.
5. Janitorial Services will be added for The Durham County Memorial Stadium. The new Proposal Form will be issued in Addendum # 2.
6. **Site Visit Addition:** The Site Visit Schedule for Friday, May 8, 2015 will add # 12.5, Durham County Memorial Stadium, 750 Stadium Drive. This site visit will be from 10:00 A.M. – 10:10 A.M.
7. Attached is the Scope of Services for the Durham County Memorial Stadium. Attachment 1.

Should you have any questions regarding this Addendum, please give us a call.

Sincerely,

Anita Satterfield Torian

Anita Satterfield Torian, Buyer
919-560-0741

Attachment 1

Durham County Memorial Stadium Scope of Services

County's Designated Representative: The Durham County Stadium Manager shall be identified as the County's Designated Representative.

Reco A. Chavis
Department of General Services
Durham County Memorial Stadium Manager
310 S. Dillard Street
Durham, NC 27701
rchavis@dconc.gov
Tel: (919) 560-0430 Cell: (919)201-0393

1. Purpose: To provide janitorial services, equipment and products for specified areas of the: Durham County Stadium-750 Stadium Drive, Durham, NC 27704

Home-South Side

Locker Rooms (2)
Restrooms-includes Upper Level & Official's (9)
Exterior Concourse Areas
Elevator interior & floor
Manager's Office

Grandstands

Visitor-North Side

Restrooms (3)
Exterior Concourse Areas
Grandstands

Upper Level

Home & Visitors Team, VIP, Media, Scoring and Video Deck (open) Boxes

2. Schedule of Services: Unless otherwise noted, janitorial service is to be performed after the close of each event, and completed before midnight of the same date.

No work is to be performed which may in any way interfere with the general public or the business operations and functions.

Only events scheduled inside the Stadium fence will require janitorial services. See current

2014/2015 schedule of events-Attachment B.

3. **Specifics:** It is the intent of the County that premises be maintained at a high standard of cleanliness. The Janitorial Service Specifications are intended to indicate the minimum level of services. All items not specifically included but found to be necessary to properly clean and disinfect these areas, shall be included. It is understood that complete and satisfactory service will be provided as required, and would extend beyond the specifications listed. The term "Clean" means the disinfecting and removal from the premises of trash, dirt, dust, lint, marks, stains, gum, spots, odors, film, grease, etc.

Janitorial Areas

Upper Level Boxes Home & Visitor Box VIP Box Media Box Scoring Box Video Deck (open) Box Hallways Manager's Office	}	Remove trash, arrange furniture, vacuum, dust, clean interior glass, clean & disinfect all surfaces, spot clean upholstery and carpet spots, clean elevator.
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Locker Rooms-Full stocking, cleaning and disinfecting of all surfaces. All

Restrooms-Full stocking, cleaning and disinfecting of all surfaces.

Concourse Areas	}	Remove trash, clean & disinfect all surfaces, keep elevator tracks free of debris, clean cab (in/out), remove cob webs and dirt from light fixtures, clean and sanitize drinking fountains, clean smudges and handprints from all surfaces.
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Grandstands	}	Remove trash, gum and any sticky substances. Power wash bleachers and concrete. (Water and bib connection to be provided by the County. Contractor to supply own hoses, sprayer and pressure wash equipment)
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Other Notes

- A water-tight disposable plastic liner will be used in each trash container.
- Keep extra trash liners in the bottom of each receptacle.
- Women's sanitary containers require paper liners.
- Keep extra paper and soap products on site in Janitorial closet for Stadium Representatives to access.
- Clean all trash containers (in/out).
- Restroom floors are a combination of sealed concrete, rubber (in locker rooms) and tile (in shower areas). Each requires cleaning after every event. (Additional Strip/Buf and Wax/Seal to be priced separately).
- Empty trash and shredded paper in Manager's Office.

4. Green Cleaning Program: Durham County is committed to its Green Cleaning program for Janitorial Services. Green cleaning is defined as cleaning to protect health without harming the environment. Green cleaning is a widely accepted movement that uses procedures and products to make cleaning for the health of building occupants, janitorial staff and the environment a primary concern. Durham County's goal is to eliminate harmful cleaning toxins and minimize resource consumption through product specifications and janitorial procedures.

A. Green Products: Green Cleaning products, equipment and procedures are required by the Janitorial Contractor, except where noted.

Examples of acceptable Green Certified products shall include, but are not limited to the following:

- Glass Cleaners-3M Twist 'n Fill #3 Neutral Cleaner, Focus MP 11 Multi-Purpose Cleaner, Betco Green Earth Glass Cleaner.

- Multi-Purpose Cleaners-Brighton ECO Multi-Purpose Cleaner, Canberra All Purpose Cleaner.
- Bathroom Tissue-Must contain a minimum of 30% post-consumer content. American Paper Eco Green Bathroom Tissue, AmSan Renown Select Universal Bath Tissue, Hillyard Green Select Tissue.
- Paper Towels (Unbleached or non-chlorine beached)-Must contain 40-100% post-consumer content. American Paper Eco Green Multifold Towels, AmSan Renown Green Seal Certified Roll Towels, Kimberly Clark SCOTTMulti-fold Towels.
- Sanitary Liners-Non-waxed paper liners made with unbleached and/or non-chlorine paper.
- Trash Bags and Can Liners-Which contain 10-100% post-consumer content.
- Disinfectants-See EXCEPTIONS-Non-Green Products
- Antimicrobial/Antibacterial Hand Soaps-See EXCEPTIONS- Non-Green Products
- Hand Sanitizers-See EXCEPTIONS-Non-Green Products

B. EXCEPTIONS-Non-Green Products: It is understood that certified Green products are not available for all cleaning purposes at this time. Currently the Governmental Environmental Protection Agency (EPA) does not permit green certification of disinfectants. Until this change, and due to the public use of County Buildings, we identify the need to continue using disinfecting products in the cleaning of all publicly touched surfaces and antibacterial products in all hand dispensers. The Janitorial Contractor is to supply and utilize disinfecting and antibacterial products which meet the following needs:

- Disinfecting Cleaners-Disinfectant which has a broad spectrum kill of micro-organisms including HIV, H1N1, MRSA, Rotavirus and more. It must carry a registration number from the EPA on its label.

Examples of acceptable disinfecting products-Johnson Wax-Virex TB or Virex 11256.

- Antimicrobial/ Antibacterial Hand Soaps-Kills bacteria and microbes.

Examples of acceptable antibacterial hand products-GoJo, Pure & Natural Liquid Soap, Sani- Fresh, Kim Care.

C. Other Green Product Considerations:

- Product comes in concentrated form
- Packaged in recyclable/ reusable container (minimal waste)
- Has a low volatile organic compound level (VOC)
- Fragrance & color free
- All products are to be in original containers, or clearly marked.
- No chlorine, acetone, ammonia, aerosol, corrosive, or other hazardous chemicals allowed.

D. Green Equipment:

- Vacuum cleaners-HEPA filtration & low noise rated
- Low noise rated carpet extractors and floor machines
- Microfiber mops, wipes, duster cloths etc.

- Dual mop bucket systems
- Dilution and portion control systems

E. General Green Benefits: Typically, Green cleaning products have positive environmental attributes (e.g., biodegradability, low toxicity, low volatile organic compound (VOC) content, reduced packaging, low life cycle energy use) and taking steps to reduce exposure can minimize harmful impacts to custodial workers and building occupants, improve indoor air quality, and reduce water and ambient air pollution while also ensuring the effectiveness of cleaning in removing biological and other contaminants from the building's interior. Buying cleaners in concentrates with appropriate handling safeguards, and reusable, reduced, or recyclable packaging, reduces packaging waste and transportation energy.

F. County Policies and Guidelines: The County has adopted several policies and guidelines for its employees and contracted vendors that provide services to the County to follow:

- Greenhouse Gas Emissions Reduction Plan (9/2007)
- Water Conservation Policy (12/2007)
- Environmental Responsibility Expectation Policy for Employees (9/2009)
- Environmentally Preferable Purchasing-EPP (9/2009).

The County will continue to adopt policies and initiatives which will positively affect our environment.

G. Products to be provided by the Contractor: All dispensers attached to the building are expected to be filled by the janitorial contractor. This includes soap, hand sanitizer, air freshener, toilet paper, paper towels, etc. It is the Contractor's responsibility to make themselves familiar with all dispenser locations, types and counts. If dispensers are replaced due to

damage or for cost savings, all efforts will be made to replace with the same type/mfg. so consistency is maintained. All necessary cleaning products and equipment are provided by the janitorial contractor. No product is to be "thinned out" unless it comes in concentrated form.

H. Quality Control Program: The Contractor will comply with all applicable laws, ordinances, and rules and regulations for the safety of persons and property.

Contractor must clarify that all employees and representatives are trained to recognize and understand the Universal Safety Symbols. The Contractor's supervisor shall be fluent in the English language, and any other language spoken by its janitorial staff. If fluency is in a language other than English, then the Contractor shall:

- Provide all Data Safety Sheets (SDS) in both languages.
- All containers must be labeled in both languages.
- Custodial instructions and schedules shall be posted in both languages.

Contractor shall be responsible for all employees training and instruction in safety measures considered appropriate. Contractor's employees will not place or use mops, brooms, or any equipment in traffic areas or other locations in such a manner as to create safety hazards.

Contractor's employees shall provide, place, and remove warning signs for wet or slippery areas.

- All liquid materials stored in County facilities must be held in original containers and/or clearly labeled. No unmarked containers permitted.
- No unauthorized items, food or personal objects can be stored in janitorial closets.

- Contractor's performance will be evaluated during the contract *year*. Information will be shared with the Purchasing Division.
- Hazardous Chemicals. No hazardous materials will be maintained on site by the Janitorial Contractor.
- Safety Data Sheet. Any solution used in the performance of the contract work shall have the appropriate Safety Data Sheets (SDS) in a labeled safety binder in each area/closet in which they are stored.
- Copies of all SDS's and/or Product Information for all products will be supplied to the County's Designated Representative within 30 days of the contract. Failure to comply will result in immediate removal of said product(s).
- Blood Borne Pathogen and Bodily Fluid Guidelines. The Contractor shall be trained and comply with the Blood Borne Pathogens and Bodily Fluid Guidelines as they pertain to the cleaning, training, safety, and equipment needed for all employees engaged in janitorial services.

5. Proposal Form/Costs: The County requests a flat rate price for requested services. Costs should be a lump sum price, and include all supervision, labor, supplies, equipment and overhead costs (bonding and insurance) for servicing this contract. The contract for the 2014-2015 Fiscal Year was \$28,750.00

The County reserves the right to determine which combination of service(s) will be accepted. See Proposal Form for requested service breakdowns-Attachment A.

6. Invoicing: Monthly original invoices shall be provided via mail or hand delivery to the Designated Representative for review and payment approval. Include each month with your invoice, the completed MWBE, Appendix E Form (if applicable). Authorization of payments will be forwarded to finance department the 3rd week of each month, or later depending on receipt of all forms.

Monthly invoicing shall indicate the following: Funds

- Reservation #
- Dates of Service
- Cleaning Location
- Service Completed
- Bill Rate(s)

7. Alteration of Work: The County reserves the right to add, delete, or change specifications as may be necessary or desirable during the contract term. Such change shall not invalidate the contract and the Contractor agrees to perform the work as altered. Additions and deletions may result in added or deleted cost to the service fees which are in keeping with the original proposal prices.

There are special circumstances and late bookings which may require services by the Contractor. The Contractor will make every effort to accommodate the County's requests.

8. Subcontracting: No activities or services included as part of this proposal may be subcontracted to another firm, individual or group without the prior written approval of the County's designated representative. Such intent to subcontract should be clearly acknowledged on your proposal form. It is understood that the Contractor will remain fully liable and responsible for the satisfactory accomplishment of the service or activities provided by any subcontractor.

9. Insurance Requirements:

- a. Janitorial Service Bond with protection up to \$5,000 per occurrence.
- b. Maintain, at Vendors expense, the following minimum insurance coverage:
 \$1,000,000 per occurrence/\$2,000,000 aggregate-Bodily Injury Liability, and
 \$100,000 Property Damage Liability, or
 \$1,000,000 per occurrence/\$2,000,000 aggregate-Combined Single Limit Bodily Injury and
 Property Damage

10. Labor to Meet Contract Specifications: Contractor is required to provide the necessary Labor to maintain this contract.

The Contractor is responsible for assuring the security clearance of its employees. NOTE: All of the Contractor's employees (and sub-contractors) will be required to carry proper visible identification on their

persons at all times (Company ID and/or uniform). Upon request, the Contractor shall provide names of all employees cleaning the Stadium.

Contractor's employees shall not be accompanied in their work area by acquaintances, family members or any other person unless said person is an authorized employee of the Contractor providing services under this contract.

- 11. Drug and Tobacco Free Workplace:** The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on County property is prohibited.
- The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs, and;
 - Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
 - The Durham County Memorial Stadium is a Tobacco Free facility and workplace. The use of tobacco products anywhere on the Stadium property, including the parking lot, by the Contractor or employees is not allowed.

The Contractor(s) further acknowledges and certifies that he/she understands that a violation of these prohibitions constitutes a breach of contract and may result in the termination of the Contract in addition to any criminal penalties that may result from such conduct.

12. Special Requirements:

The Janitorial Contractor is responsible for collection and removal of all trash, including recycling materials to on-site dumpster.

The Contractor shall be responsible for the protection of all existing equipment and facilities and shall, at his/her own expense, repair or restore any damages caused by the actions or negligence of his employees. If he/she fails or refuses to make such repairs or restorations, the County, may have the work accomplished or repaired under separate contract and deduct the cost from its next payment to Contractor.

The County will assign a limited amount of space available for the storage of the Contractor's supplies and equipment (Janitorial Rooms-S100 and N 105). The Contractor shall keep this space in a neat and orderly condition. The County will not be responsible in any way for damage or loss of the Contractor's stored supplies or equipment or the Contractor's employees' personal belongings brought into the building or stored in unauthorized locations.

The Contractor and their employees *are* required to park in designated parking areas approved by the County Representative or Stadium Manager. All contractor vehicles must be parked outside the stadium gates, No Exceptions.

Keys, *card* access and *alarm* information required by the Contractor will be furnished by the County to a designated Contractor employee on a custody receipt and shall be returned to the County on demand.

Any loss of key(s) or access cards must be reported to the County's designated Representative immediately. Keys *are* to be made only by the County, no duplication is permitted. Should a lost or stolen key jeopardize the security, the Contractor shall be wholly responsible for all costs incurred by the County in re-keying the lock system. Contractor acknowledges that this process could be quite costly.

Security systems shall be properly disarmed and armed each time after-hours access is made. Where applicable, the Contractor shall be charged for *alarm* response including the actual cost for staff time, in responding to *alarms* set off by the Contractor. It is the responsibility of the Contractor to receive security codes and to be trained by the County's Representative on the security system.

All exiting doors and gates *are* to remain locked while the Contractor is in the building. Do not block open exterior doors for any reason. Do not assist entry of anyone except Contractor, employees, Police, Sheriff, or Fire personnel.

Contractor will be given instruction to turning off stadium lighting after the cleaning of grandstands.

Contractor shall instruct all employees performing work within the facility to utilize methods which will maximize energy conservation. This shall include turning off of light fixtures and reporting all water leaks to the County's Representative.

For emergencies with water, power, securing exit doors etc., the Stadium Manager, Reco Chavis should be contacted at (919) 201-0393 AND/OR General Services On- Call Engineer should be contacted at (919) 730-9553. Leave a message with a return phone number. When your call is returned, explain the emergency in detail. The On-Call Engineer will determine the necessary response.

**Sample
Calendar of Events
FY 2014/2015
July 1, 2014-June 30, 2015**

JULY		
4, 5	Eno River Festival (parking lot)	8:00 am
10, 11, 12, 13	USA Track & Field Region	8:00 am
18, 19, 20	Blunt Track Meet	8:00 am
26	Liberia's Soccer Celebration Festival	9 am – 7 pm
AUGUST		
4	Stadium Authority Meeting	12 noon
9	Bison FB. Game	7:00 pm
16, 17	Ultimate Frisbee Tournament	9 am
22	Northern High Varsity F.B vs. S. E. Guilford	7:00 pm
23	Southern High School F. B. Classic	7:00 pm
29	Northern High Varsity F.B. vs. Orange	7:00 pm
SEPTEMBER		
5	Northern High Varsity FB vs. Wakefield	7:00 pm
11	Northern High J.V. F.B. vs. Millbrook	6:00 pm
19	Bull City Stand Down (V.A.)	8:00 am
20	Leukemia Society (parking lot rental)	4:30 pm
25	Northern High J.V. F.B. vs. Dudley	6:00 pm
27	Shaw University vs. Lincoln University	1:00pm
OCTOBER		
9	Northern High J.V. F.B. vs. Person	6:00 pm
11	Shaw University vs. Fayetteville State Univ.	1:00pm
16	Northern High J.V. F.B. vs. East Chapel Hill	6:00 pm
OCTOBER		
19	Battle of the Bands (Adrian Carroll)	1:00 pm
24	Northern High F.B. vs. Hillside	7:00 pm
25	Shaw University vs. Johnson C. Smith (Homecoming)	1:00 pm
30	Northern High J.V. F.B. vs. Jordan	6:00 pm
NOVEMBER		
	Shaw University vs. Winston Salem State Univ.	1:00pm
4	Stadium Authority Meeting	12 noon
7	Northern High F.B. vs. Riverside	7:00 pm
8	N.C. Marching Band Invitational	8:00 am
15	CJ.A.A. Football Championship: 2014	1:30 pm

Schedule not complete