

State of Arkansas
OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Room 300
Little Rock, Arkansas 72201-4222
501-324-9316

ADDENDUM 1

TO: Vendors Addressed
FROM: Judy Shirley, CPPB
DATE: 08/05/15
SUBJECT: **SP-16-0083**

The following change(s) to the above-referenced Invitation for Bid have been made as designated below:

- Change of specification(s)
 Additional specification(s)
 Change of bid opening time and date
 Cancellation of bid
 Other – Contact Information

BID OPENING TIME AND DATE

Bid opening date (August 11, 2015) and time (2:00:00 P.M. CDT) will remain the same.

CHANGE OF SPECIFICATIONS

3.5 CLEANING SERVICE DUTIES AND FREQUENCIES: (A) DAILY – (1) (c) Floors

(c) Floors:

- Floor surfaces shall be dust mopped and free of obvious dirt, dust, and debris.
- Floor surfaces shall be dust mopped with a dust control treated mops or other effective tools.
- Floor surfaces shall be left clean and free of dust and spots from spillage.
- Wet or damp mopping: Areas shall be clean and free of dirt, string, gum, grease, tar, oil spills, and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean. Wet floor signs are required on any wet floor surfaces.
- **Wood floors shall be dust mopped or swept with a soft bristle broom. Wood floors shall not be wet or damp mopped. Soak up any spills immediately using a dry towel or dry mop. Spots can be removed with a damp (not wet) cloth and then dried thoroughly with a dry cloth. A low VOC hardwood floor cleaner is to be used. If the Wood floors need cleaning Bona is the product that must be used.**

Has changed to the following:

3.5 CLEANING SERVICE DUTIES AND FREQUENCIES: (A) DAILY – (1) (c) Floors

(c) Floors:

- Use a vacuum cleaner, with HEPA filter, **without a beater bar** to get in between the boards and hard to reach areas.
- Mop floors using lightly damp microfiber mops (using a product similar to Bona that meets LEED, the Green Seal Certification and US Green Building Council (USGC) requirements).
- Use recommended cleaning product required by LEED, the Green Seal Certification and US Green Building Council (USGC), and follow the instructions of the floor manufacture for their prefinished wood floors.
- Use a Professional hardwood floor cleaner required by LEED, the Green Seal Certification and US Green Building Council (USGC) to remove occasional scuffs and heel marks. (Spray some cleaner on a lint-free towel cloth and rub the stain area lightly).

CHANGE OF SPECIFICATIONS:

3.5 CLEANING SERVICE DUTIES AND FREQUENCIES: (D) SEMI-ANNUALLY (April and September) (2) WOOD TILE FLOOR CLEANING PROCEDURE (b) and (c)

(b) Re-Coat Procedure:

- Sweep and/or dust mop floor to remove all surface dirt.

- Thoroughly clean using a product that meets the requirements as shown in Section 2.5 and Attachment A. Follow the manufacturer's recommendation for product use.
- Rinse floor well and allow too dry.
Re-coat using two to three coats of a product that meets the requirements as shown in Section 2.5 and Attachment A. Follow the manufacturer's recommendation for product use.

(c) Stripping Procedure:

- Floor must be stripped when the deep-scrub or re-coat procedures no longer achieve the desired results.
- Use a dust mop to remove dirt and debris.
- Prepare stripper solution according to label directions, using a product that meets the requirements as shown in Section 2.5 and Attachment A.
- Apply stripper solution. Work in small sections, allowing the solution to dwell on the floor 10–15 minutes. Do not allow stripper solution to dry on the floor. (If it appears to be drying, re-wet with additional stripper solution before continuing). Where heavy build-up is present, re-wet the floor a second time to loosen finish build-up before starting scrubbing action. Use wet vacuum to pick up strip solution and clear water rinse.
- Damp mop floor with clean rinse water. Allow floor sufficient time to dry.

Has changed to the following:

3.5 CLEANING SERVICE DUTIES AND FREQUENCIES: (D) SEMI-ANNUALLY (April and September) (2) WOOD TILE FLOOR CLEANING PROCEDURE (b) and (c)

(b) Re-Coat Procedure

- REMOVAL OF (b) Re-Coat Procedure

(c) Stripping Procedure:

- Use a vacuum cleaner, with HEPA filter, **without a beater bar** to get in between the boards and hard to reach areas.
- Mop floors using lightly damp microfiber mops (using a product similar to Bona that meets LEED, the Green Seal Certification and US Green Building Council (USGC) requirements.
- Use recommended cleaning product required by LEED, the Green Seal Certification and US Green Building Council (USGC) and follow the instructions of the floor manufacture for their prefinished wood floors
- Screening is the process used to abrade or grind down the floor polyurethane finish if needed. Next, a fresh coat of urethane is applied using microfiber mop.

CHANGE OF SPECIFICATIONS:

3.5 CLEANING SERVICE DUTIES AND FREQUENCIES: (B) WEEKLY (11) BASEMENT (a) Cleaning:

(a) Basement Cleaning:

- Sweep, clean, and mop hallway as needed.

Has changed to the following:

3.5 CLEANING SERVICE DUTIES AND FREQUENCIES: (B) WEEKLY (11) BASEMENT (a) Cleaning:

- REMOVAL OF (a) Basement Cleaning - No Basement at this location.

CHANGE OF SPECIFICATIONS: 2.8 SERVICE HOURS

2.8 SERVICE HOURS

Janitorial (one day person) services shall be performed: **Monday through Friday, 8:00 a.m. to 4:30 p.m., except on holidays unless the legislature is in session on the holiday and the service address is open for business.**

Has changed to the following:

2.8 SERVICE HOURS

Janitorial (one day person) services shall be performed: **Monday through Friday, 8:00 a.m. to 4:00 p.m., except on holidays unless the legislature is in session on the holiday and the service address is open for business.**

CHANGE OF CONTACT INFORMATION:

Arkansas State Police Identification Bureau Individual Record Check Form – page: 2

I GIVE MY CONSENT FOR THE ARKANSAS STATE POLICE TO CONDUCT A CRIMINAL RECORD SEARCH ON MYSELF AND RELEASE ANY RESULTS TO THE FOLLOWING PERSON OR ENTITY:

Name: Arkansas Building Authority, Attn: Mark Herring (phone) (501) 682-5208

Full Name of Agency

Mailing Address: <u>501 Woodlane, Suite 101N</u>	<u>Little Rock</u>	<u>Arkansas</u>	<u>72201</u>
Street	City	State	ZIP

Has changed to the following:

Arkansas State Police Identification Bureau Individual Record Check Form – page: 2

I GIVE MY CONSENT FOR THE ARKANSAS STATE POLICE TO CONDUCT A CRIMINAL RECORD SEARCH ON MYSELF AND RELEASE ANY RESULTS TO THE FOLLOWING PERSON OR ENTITY:

Name: Arkansas Department of Environmental Quality, Attn: Joe Farmer (phone) (501) 682-0702

Full Name of Agency

Mailing Address: 5301 Northshore Drive, North Little Rock Arkansas 72118

The specifications by virtue of this addendum become a permanent addition to the above referenced Invitation for Bid. FAILURE TO RETURN THIS SIGNED ADDENDUM MAY RESULT IN REJECTION OF YOUR BID.

BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED. THE BID ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE BID NUMBER, DATE AND HOUR OF BID OPENING AND BIDDER'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE OFFICE OF STATE PROCUREMENT.

If you have any questions please contact Judy Shirley at judy.shirley@dfa.arkansas.gov or (501) 324-9316.

Company: _____

Signature: _____

Date: _____