

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

## ADDENDUM 2

TO: Vendors  
FROM: Anna Hawthorne  
DATE: June 13, 2016  
SUBJECT: SP-16-0233; Janitorial Service

The following change to the above-referenced Invitation for Bid has been made as designated below:

- Change in SECTION 2 – SPECIFIC REQUIREMENTS  
 Change in SECTION 3 – SPECIFICATIONS FOR SERVICE FREQUENCY

Bid Opening Date and Time: June 16, 2016 @ 2:00p.m. CDT

### **CHANGE IN SECTION 2 – SPECIFIC REQUIREMENTS**

*CURRENT:*

#### **2.1 SCOPE OF WORK:**

Approximate cleanable square footage is approximately 89,362 (as of May 1, 2016).

The total square footage of the building is approximately 136,685.

*CHANGE:*

#### **2.1 SCOPE OF WORK:**

Approximate cleanable square footage is approximately **79,949** (as of May 1, 2016).

The total square footage of the building is approximately 136,685.

- **This amount is the total square feet contained within the facility and includes areas which would not be accessible for cleaning; i.e. server rooms, elevator shafts, and other non-cleanable areas.**

## **CHANGE IN SECTION 3 – SPECIFICATIONS FOR SERVICE FREQUENCY**

**CURRENT:**

### **3.2 COMPOSITION OF FLOORS**

Approximately **89,362** cleanable square feet – Carpet/Tile/Ceramic Flooring

- Approximately 250 employees
- Approximately 200 visitors per day
- 7 levels
- 29 Restrooms
- 4 Elevators
- 1 Freight Elevators
- Halls/Offices/Work Areas
- 19 Conference Rooms
- 9 Canteen/Break Rooms

Floor	Square Footage					Total (per floor)
	Carpet	Vinyl Tile	Ceramic Tile	Restroom	Stairs	
Ground	4,922 (61.49%)	2,081 (26.00%)		696 (8.70%)	305 (3.81%)	8,004
1	13,137 (87.66%)		928 (6.19%)	518 (3.46%)	403 (2.69%)	14,986
2	12,754 (92.61%)		74 (0.54%)	518 (3.76%)	426 (3.09%)	13,772
3	11,129 (91.57%)		74 (0.61%)	525 (4.32%)	426 (3.51%)	12,154
4	13,712 (93.27%)		71 (0.48%)	493 (3.35%)	426 (2.90%)	14,702
5	15,141 (93.06%)		71 (0.44%)	493 (3.03%)	565 (3.47%)	16,270
6	8,433 (89.01%)	160 (1.69%)	61 (0.64%)	433 (4.57%)	387 (4.08%)	9,474
<b>Total</b>	<b>79,228</b>	<b>2,241</b>	<b>1,279</b>	<b>3,676</b>	<b>2,938</b>	<b>89,362</b>
<b>Approximate Total Square Footage</b>						

**NOTE:** The Basement and Mezzanine are not serviced by Janitorial Service Vendor.

**CHANGE:**

### **3.2 COMPOSITION OF FLOORS**

Approximately **79,949** cleanable square feet – Carpet/Tile/Ceramic Flooring

- Approximately 250 employees
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Floor	Square Footage					Total (per floor)
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Ground	4,922 (61.49%)	2,081 (26.00%)		696 (8.70%)	305 (3.81%)	8,004
1	13,137 (87.66%)		928 (6.19%)	518 (3.46%)	403 (2.69%)	14,986
2	12,754 (92.61%)		74 (0.54%)	518 (3.76%)	426 (3.09%)	13,772
3	2,465 (89.93%)		0 (0%)	0 (0%)	276 (10.07%)	2741
4	13,712 (93.27%)		71 (0.48%)	493 (3.35%)	426 (2.90%)	14,702
5	15,141 (93.06%)		71 (0.44%)	493 (3.03%)	565 (3.47%)	16,270
6	8,433 (89.01%)	160 (1.69%)	61 (0.64%)	433 (4.57%)	387 (4.08%)	9,474
<b>Total</b>	<b>70,564</b>	<b>2,241</b>	<b>1,205</b>	<b>3,151</b>	<b>2,788</b>	<b>79,949</b>
<b>Approximate Total Square Footage</b>						

**NOTE:** The Basement and Mezzanine are not serviced by Janitorial Service Vendor.

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 DATE AND TIME 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 Anna Hawthorne at 501-371-6054 or [anna.hawthorne@dfa.arkansas.gov](mailto:anna.hawthorne@dfa.arkansas.gov)

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_