



Date: July-19-19
To: Bidders for Norfolk County Bid No. PW-FAC-19-05
Janitorial Services 2019 - 2024
From: Amanda Yager, Facilities Clerk, Public Works
facilitiesservicedesk@norfolkcounty.ca
Subject: Addendum No. 1 (4 pages)

ADDENDUM No. 1

This Addendum shall form part of the Contract Documents.

**The Bidders should acknowledge receipt of this Addendum on the Submission Form
– Appendix A.**

1. Delete:

Attachment A - Site 12. Central Roads Operations Facility Drawing
Attachment A - Site 16. West Area Roads Operations Facility Drawing
Attachment A - Site 21. Simcoe Area Roads Operations Facility Drawing
Attachment A - Site 24. County Medical Building Facility Drawing

Replace With:

Revised Attachment A - Site 12. Central Roads Operations Facility Drawing
Revised Attachment A - Site 16. West Area Roads Operations Facility Drawing
Revised Attachment A - Site 21. Simcoe Area Roads Operations Facility Drawing
Revised Attachment A - Site 24. County Medical Building Facility Drawing

Note: The revised facility drawings will be emailed to Bidders who attended the Mandatory pre-bid information meeting.

2. Question:

At the Robinson Administration Building, in the POA jail cells there is disposable bedding. Who is responsible for cleaning and replacement?

Answer:

The bedding is not part of this contract. Cells would require weekly cleaning and any additional services shall be provided on a day portering basis.

3. Question:

It states that Visa is a “preferred” method of payment - is there any other options?

Answer:

If Visa is not preferred, Electronic Funds Transfer is the alternate method of payment.

4. Question:

Are you confirming through an addendum that no Bid security is required?

Answer:

A Bid Deposit is not required.

5. Question:

At the Simcoe Recreation Centre are the washrooms included in the contract?

Answer:

No, please refer to Section 2.1.24 Site 27.

6. Question:

At the Robinson Administration Building are the washrooms and common areas included?

Answer:

No, please refer to Section 2.1.24 Site 20.

7. Question:

As it is a five year contract – is there an allowance for any minimum wage increases that we cannot anticipate?

Answer:

Bidders will be responsible for any anticipated cost increases during the five year contract period.

8. Delete:

Section 2.1.24, Site 9. NC-9 Port Dover Water Filter Plant

Replace with:

This building is located at 603 Nelson Street, Port Dover with a medium traffic flow main floor. There are 12 employees who work in this facility from Monday to Friday, 7:30 a.m. to 4:00 p.m. On this main floor, there is a kitchen, one

employee washroom and change room. Flooring is tile only. Preferred cleaning day is Wednesdays between the hours of 7:30 a.m. to 4:00 p.m. This facility requires janitorial services bi-weekly. **Bi-weekly in this instance means every other week.**

9. Delete:

Section 2.1.24, Site 11. NC-11 Port Dover Harbour Museum

Replace With:

This building is located at 44 Harbour Street, Port Dover and has two levels. The main floor and second floor have medium traffic flows, with 2 full time employees and 2 seasonal employees working at this facility. The Port Dover Museum Hours of Operation are as follows: July 1 through Labour Day open daily 10:00 a.m. -4:30 p.m., Labour Day to June 30 open Tuesday – Friday 10:00 a.m. – 4:30 p.m., Saturdays 12:00 p.m. – 4:00 p.m. There may be events scheduled occasionally during nights and weekends. Exhibits are displayed throughout the two levels of the building, with a variety of windows and glass display cases to be dusted and cleaned. There are two public washrooms and a kitchen. There is an elevating device from the ground floor to the second floor which the Contractor will be able to use. Flooring is carpet and tile, as well as hardwood, dating back to the 1920's. **The hardwood floors require Murphy's Oil and cannot be saturated with water. Present janitorial services are performed on Fridays starting at 9:00 a.m.**

10. Delete:

Section 2.1.24, Site 12. NC-12 Central Area Roads Operation Facility

Replace with:

This Roads Operation is located at 340 Argyle Street, Delhi and is not accessible to the public. There are two floors, with low traffic flow for each area. The main floor has offices, a lunch room, change room and two washrooms and there are working garages (not part of contract) adjacent to the main floor area. The second floor has a training room used occasionally throughout the day. The hours of operation for this Roads operation building is from 7:00- 3:30 p.m. Monday to Friday. There are 16 employee members at this location and there could be a heavy amount of soil that is tracked in due to dirty work boots. Flooring is tile only. **Janitorial Services will be required Wednesdays after 4:30 pm, Sundays could receive janitorial services at any time.**

11. Delete:

Section 2.1.24, Site 13. NC-13 Delhi Administration Building

Replace with:

This building is located at 183 Main Street of Delhi, Delhi, ON with a basement, main floor and second floor. The basement has a low traffic flow, the main floor has a high traffic flow and the second floor also has a high traffic flow. The main level has a reception area that is heavily-used by the public and a small kitchenette. On the second floor, there is a meeting room, offices and a kitchen / lunch room. **There are 38 employees working at this facility, working between the hours of 7:00 a.m. and 4:30 p.m. There are four employee washrooms in this building.** There is an OPP office in the building on the first floor which is occupied throughout the night 7 days per week. Flooring is carpet and tile. Janitorial Services are presently performed daily Monday to Friday after 5:00 p.m.

12. Delete:

Section 2.1.24, Site 24. NC-24 County Medical Building

Replace with:

This medical office is located at 807 St. George Street, Port Dover. **There are three washrooms, a break room and a hallway in the basement which require cleaning, the rest of the basement is not included in this contract.** The main floor consists of medical offices, administrative space, children's play room and waiting room. Flooring is tile. Janitorial Services are required daily, after business hours. **There is a pharmacy located on the main level of this facility. The pharmacy is excluded from this contract.**

Please refer to the revised facility drawing which will be emailed to Bidders who attended the Mandatory pre-bid information meeting.

End of Addendum