

# AUGUSTA COUNTY SERVICE AUTHORITY



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## **Invitation to Bid (ITB) #1754 – Janitorial Services Addendum #1 and Acknowledgement**

To: Prospective Bidders

From: Casey McCracken, Augusta County Service Authority

Date: November 22, 2017

Subject: ITB #1754 – Janitorial Services Addendum

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The Augusta County Service Authority (ACSA) received the following questions from bidders. The answer to each question is provided below.

### **Question #1:**

Are the square footage measurements available for the tile at the Main Office?

### **Answer #1:**

Yes, a revised map has been included as an attachment. The tile with square footage should be considered when providing the optional service cost. The rooms that have wax-able tile but no square footage should not be included. These rooms have low foot traffic and limited maneuvering space. In the event one of these rooms needs to be waxed, ACSA will request a one-time cost from the vendor.

### **Question #2:**

Is there tile at the Field Office?

### **Answer #2:**

No.

### **Question #3:**

Is there a preferred day of the week for the Field Office cleaning?

### **Answer #3:**

If the cleaning is after hours, any day may be selected. If the cleaning is during regular hours, it will need to be on Friday between 9:00AM and 3:00PM for minimal disruption.

### **Question #4:**

Can the cleaning at the Main Office be after hours?

### **Answer #4:**

Yes, cleaning must be before or after regular hours.

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**Question #5:**

Do the insides of the exterior windows at the Main Office need to be cleaned?

**Answer #5:**

No, this will now be considered an optional service. The optional service for “Interior Cleaning of Exterior Windows” will include 16 office windows consisting of 4 panes each. As with the other optional services, this will be on an as requested basis.

It is expected that the interior office glass such as door windows, sliding office partition windows, and internal office windows will be spot cleaned weekly per Main Office Weekly item number 1.

The Main Office Quarterly section is now fully removed.

**Please print all pages of this addendum and sign and date the acknowledgement below indicating that you have received the changes to the specifications and include it with your submittal for your bid to be considered.**



I acknowledge receipt of this Document and the Addendum Changes:

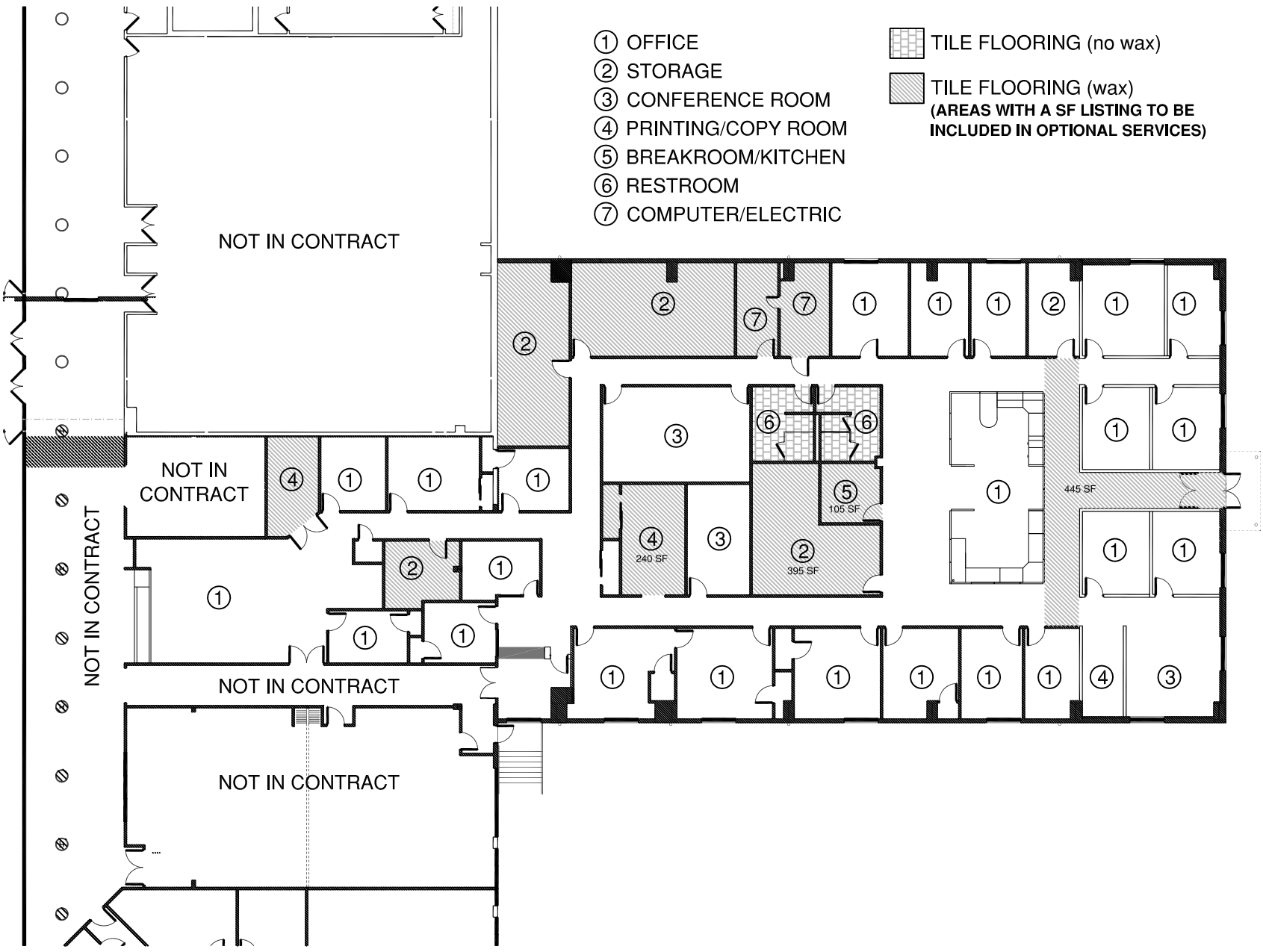
\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

- ① OFFICE
- ② STORAGE
- ③ CONFERENCE ROOM
- ④ PRINTING/COPY ROOM
- ⑤ BREAKROOM/KITCHEN
- ⑥ RESTROOM
- ⑦ COMPUTER/ELECTRIC

-  TILE FLOORING (no wax)
-  TILE FLOORING (wax)  
(AREAS WITH A SF LISTING TO BE INCLUDED IN OPTIONAL SERVICES)



**AUGUSTA COUNTY SERVICE AUTHORITY**  
**ADMINISTRATIVE AND ENGINEERING OFFICES**  
**EXHIBIT FOR CLEANING SERVICES BIDDING**  
**OCTOBER 27, 2017 (REV. NOVEMBER 14, 2017)**

1/16" = 1'