



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Addendum No. 1 District Court PG County Commissioner's Office Cleaning Services

K17-0008-60D
June 23, 2016

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been **underlined** and language deleted has been marked with a ~~strikeout~~ (ex. language deleted).

2.2 Contractor Requirements A: Scope of Work

Weekly Services (Tasks W4):

~~TASK: W 4: Stripping and Waxing of title floors.~~

AREAS: General Offices, Executive Offices, Lobbies, Corridors, Lounges, and Conference Rooms

STANDARDS:

1. All dirt, dust, and trash removal from floors.
2. No dirty water or cleaning solution residue or mop marks shall be visible on floor.
3. Strip all old wax buildup and residue from floors.
4. Apply two coats of wax to floors

Monthly Services:

TASK: M-1: STRIPPING AND WAXING VCT TILE FLOORS: Contractor shall provide a separate line item for cost of stripping and waxing VCT tile floor and provide a cost for performing the work during business hours (8:00AM to 4:30 PM on business days) and after hours.

NOTE: The VCT tile floor is scheduled to be replaced. Before the floor is replaced additional service may be needed monthly for a period of 6 months or as directed by the District Court Project Manager. After the floor is replaced it shall be stripped and waxed on a quarterly basis.

AREAS: General Offices, Executive Offices, Lobbies, Corridors, Lounges, and Conference Rooms

- STANDARDS:
1. All dirt, dust, and trash removal from floors.
 2. No dirty water or cleaning solution residue or mop marks shall be visible on floor.
 3. Strip all old wax buildup and residue from floors.
 4. Apply two coats of wax to floors

ATTACHMENT E – PRICE PROPOSAL FORM

District Court Cleaning Services

PRICE PROPOSAL FOR RFP # K16-0063-40

Contractor’s price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote. This price shall include all daily, weekly and quarterly tasks, fully loaded and include all supplies, equipment, wages, overhead and profit.

DC of MD Commissioner’s Office – 13400 Dille Drive Upper Marlboro, MD (Sq. Ft 2,500)

Base Period

\$ _____ Per Month / \$ _____ Per Year

Option Year One

\$ _____ Per Month / \$ _____ Per Year

Option Year Two

\$ _____ Per Month / \$ _____ Per Year

Option Year Three

\$ _____ Per Month / \$ _____ Per Year

OPTION 1 – CLEAN AND SHAMPOO CARPETING (TWICE YRLY)

Base Period

\$ _____ Per Month / \$ _____ Per Year

Option Year One

\$ _____ Per Month / \$ _____ Per Year

Option Year Two

\$ _____ Per Month / \$ _____ Per Year

Option Year Three

\$ _____ Per Month / \$ _____ Per Year

Base – Additional Stripping/Waxing for VCT Tile Floor (as described in Amendment #1)

Base Period

\$ _____ Per Month / \$ _____ (6) Month

TOTAL BASE BID:

Base Period

\$ _____ Per Month / \$ _____ Per Year

Option Year One

\$ _____ Per Month / \$ _____ Per Year

Option Year Two

\$ _____ Per Month / \$ _____ Per Year

Option Year Three

\$ _____ Per Month / \$ _____ Per Year

Authorized Individual Name/Date

Company Name

Title

Company Tax ID #

***The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.**

Date Issued: June 23, 2016

Issued by: April Molley, Procurement Officer