

April 22, 2015

Addendum No. 1

Request for Proposals - Janitorial Services

Exhibit G "Scope of Services" of the Request for Proposals is hereby revised and replaced with the attached document dated April 22, 2015. This page has been revised to clarify that Break Rooms in City Hall and the Community Center are included in the 5 days per week service schedule.

Exhibit H "Proposal Form" of the Request for Proposals is hereby revised to include Day Porter Services at the Los Medanos College Campus, located 101A Sand Creek Road, Brentwood. This service will be three (3) hours per weekday during business hours as directed by the City (Monday-Friday). Services will include, but not be limited to, touching up bathrooms, floor mopping, trash pickup, kitchen touch up, vacuuming, dusting, and cleaning white boards as necessary.

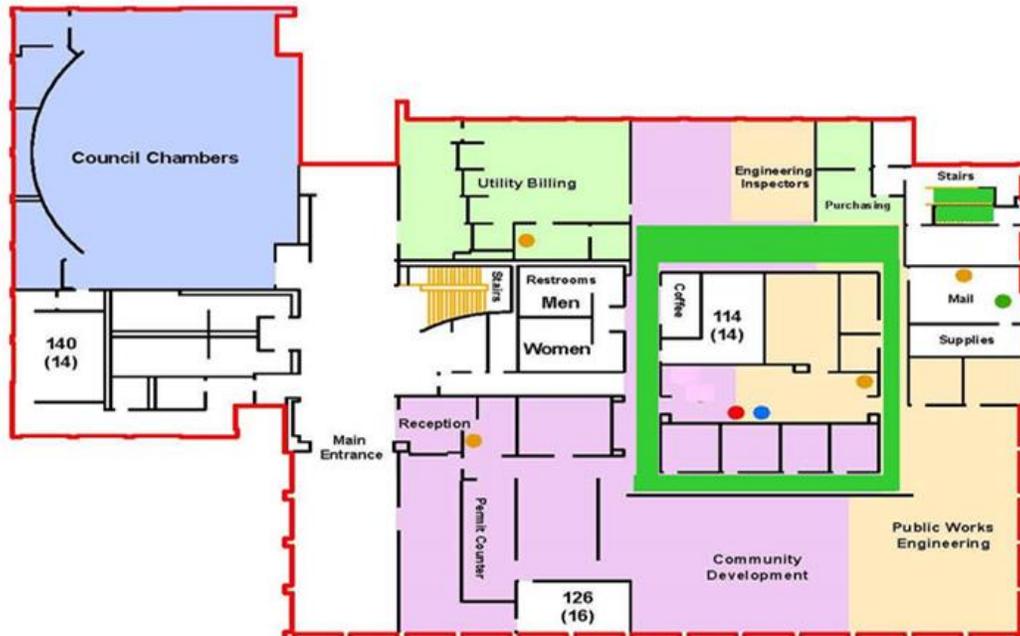
See attached REVISED Proposal Form. It is imperative that bids submitted utilize this revised form.

SCOPE OF SERVICES

Dates of operation are to indicate that the contractor is expected to do a standard cleaning of the facility to the established City of Brentwood Facility Maintenance Standards – Exhibit “F”.

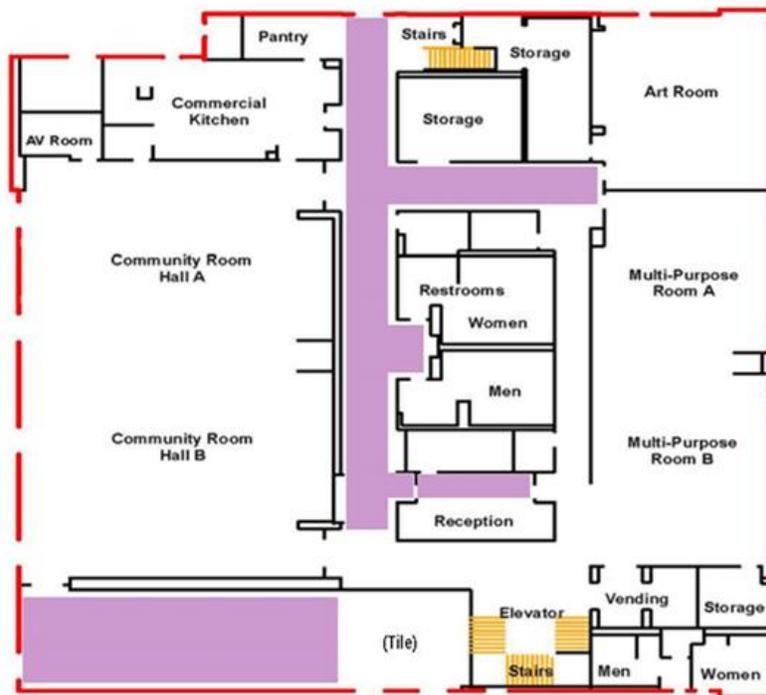
FACILITY	ADDRESS	DATES OF OPERATION	TIMES OF OPERATION	JANITORIAL NEEDS
Brentwood Family Aquatic Complex	195 Griffith Lane	November 1 – January 31	No Service	No Service
		February – April <i>(weekdays)</i>	5:00 am – 8:45 pm	5 Day Service
		May – September <i>(7 days a week)</i>	5:00 am – 8:45 pm <i>(weekdays)</i> 11:30 – 6:30 pm <i>(weekends)</i>	7 Day Service
		October <i>(weekdays)</i>	5:00 am – 8:45 pm	5 Day Service
Heritage High School Community Aquatic Center Building**	101 American Ave.	January – 1 st Week of June	6:00 pm – 9:00 pm <i>(weekdays)</i>	5 Day Service
		2 nd week of June – July	7:00 am – 9:00 am 4:30 pm – 8:30 pm <i>(weekdays)</i>	5 Day Service
		August – December	6:00 pm – 9:00 pm <i>(weekdays)</i>	5 Day Service
City Hall <i>Lobby, Lobby Restrooms, Office Restrooms, & Break Rooms</i> <i>Offices & All Other Spaces</i>	150 City Park Way		8:00 am – 5:00 pm <i>(weekdays)</i>	5 Day Service
			8:00 am – 5:00 pm <i>(weekdays)</i>	Tues, Wed, Fri
<i>Note that carpet cleaning is required at a specific frequencies in specified areas on the first floor as shown on the diagram below.</i>				
Community Center <i>Lobby, Lobby Restrooms, Office Restrooms, & Break Rooms</i> <i>Commercial Kitchen</i> <i>Offices & All Other Spaces</i>	35 Oak Street		8:00 am – 5:00 pm <i>(weekdays)</i>	5 Day Service
			8:00 am – 5:00 pm <i>(weekdays)</i>	Tues, Thurs.
			8:00 am – 5:00 pm <i>(weekdays)</i>	Tues, Wed, Fri
<i>Note that carpet cleaning is required at a specific frequencies in specified areas on the first floor as shown on the diagram below.</i>				
Library	104 Oak Street	10:00 am – 8:00 pm	Monday - Thursday	6 Day Service
		10:00 am – 6:00 pm	Friday - Saturday	
Los Medanos College	101A Sand Creek Rd.	8:00 am – 10:00 pm	Monday – Friday	6 Day Service
		9:00 am – 1:00 pm	Friday - Saturday	
Parking Garage Elevators and Stairwells Only	100 City Park Way	8:00 am – 5:00 pm	Monday – Friday	Once per week
Police Department	9100 Brentwood Blvd.	24 hours	Daily	Mon, Wed, Fri
Police Substation <i>(Streets of Brentwood)</i>	2565 Sand Creek Rd.		Daily	Once per week
Public Works	2201 Elkins Way	7:30 am – 3:30 pm	Monday - Friday	Tues, Wed, Fri
Solid Waste	2301 Elkins Way	7:30 am – 5:00 pm	Monday - Friday	5 Day service
Bldg A - Waste Water	2251 Elkins Way	7:30 am – 3:30 pm	Monday - Friday	Tues, Wed, Fri
Bldgs B, C, D, E, G, & H	2201 Elkins Way	7:30 am – 3:30 pm	Monday - Friday	Tues, Wed, Fri
Women’s Club	648 Second Street	8:00 am – 5:00 pm	Monday - Friday	Tues, Wed, Fri
Senior Center	193 Griffith Lane	8:00 am – varies	Monday - Friday	5 Day service

City Hall First Floor Map



Carpet areas indicated by this color require carpet shampooing 2 times per month

Brentwood Community Center First Floor Map



Carpet areas indicated by this color require carpet shampooing 2 times per month

EXHIBIT H

**City of Brentwood Janitorial Services
PROPOSAL FORM**

UPDATED 4/22/2015

FACILITY	ADDRESS	SQUARE FEET	YEARLY RATE	DAILY RATE
Brentwood Family Aquatic Complex	195 Griffith Lane	3,182	\$ _____	\$ _____
Heritage High School Community Aquatic Center Building	101 American Ave.	350	\$ _____	\$ _____
City Hall	150 City Park Way	58,000	\$ _____	\$ _____
Community Center	35 Oak Street	29,000	\$ _____	\$ _____
Library	104 Oak Street	6,248	\$ _____	\$ _____
Los Medanos College	101 A Sand Creek Road	18,830	\$ _____	\$ _____
Los Medanos College Day Porter Services (3 hours per weekday)	101 A Sand Creek Road	N/A	\$ _____	\$ _____
Parking Garage Elevators and Stairwells Only	100 City Park Way	4 Levels	\$ _____	\$ _____
Police Department	9100 Brentwood Blvd.	47,634	\$ _____	\$ _____
Police Sub Station (Streets of Brentwood)	2565 Sand Creek Road	500	\$ _____	\$ _____
Public Works	2201/2251/2301 Elkins Wy.	9,080	\$ _____	\$ _____
Women's Club	648 Second Street	300	\$ _____	\$ _____
Senior Center	193 Griffith Lane	8,000	\$ _____	\$ _____

Discount (if any) offered if City awards ALL facilities listed to your company: _____ percent (%)

ADDITIONAL SERVICES:

As a part of the management of City facilities, the City of Brentwood allows for rental of the Brentwood Senior Activity Center and the Brentwood Community Center seven (7) days per week. Depending on the situation, the City may contract for the clean up after a rental. Please provide a quote on the cleaning per occurrence for rentals that are not covered under the standard daily frequency stated in your contract. This is additional work and is only done at the direction of the City of Brentwood who will specify the specific time and date for the work. This quote follows all of the terms and conditions of the signed contract for the City of Brentwood Request for Proposals for Janitorial Services.

Brentwood Community Center: 35 Oak Street

- 1. Community room (Full – A and B combined) _____
- 2. Community room, kitchen, lobby, hallway, bathrooms _____
- 3. Community room A, kitchen, lobby, hallway, bathrooms _____
- 4. Community room B, lobby, hallway, bathrooms _____
- 5. Kitchen, hallway, bathrooms _____
- 6. Kitchen only _____
- 7. Multi-purpose room (Full – A and B combined) _____
- 8. Multi-purpose room, hallway, bathrooms _____
- 9. Multi-purpose room, kitchen, hallway, bathrooms _____
- 10. Multi-purpose room A, hallway, bathrooms _____
- 11. Multi-purpose room B, hallway, bathrooms _____
- 12. Art Classroom _____
- 13. Art Classroom, hallway, bathrooms _____
- 14. Conference Room (Full – A and B combined) _____
- 15. Conference Room A only _____
- 16. Conference Room B only _____
- 17. Parking Garage elevators and stairwells _____

Brentwood Senior Activity Center: 193 Griffith Lane

- 1. Entire facility (with exception of Game Room) _____
- 2. Main hall, kitchen, lobby, hallway, bathrooms _____
- 3. Meeting room, lobby, hallway, bathrooms _____
- 4. Class room, lobby, hallway, bathrooms _____
- 5. Combination meeting/class rooms, lobby, hallway, bathrooms _____
- 6. Set-up tables (min. 5 to max. 20) and chairs (min 50 - max 120) _____

FLAT RATE ADDITIONAL OPTIONS:

- Cleaning interior of refrigerators (per occurrence/per unit): _____
- Cleaning interior of microwaves (per occurrence/per unit): _____
- Cleaning interior of light lenses (per occurrence/per unit): _____

HOURLY RATES FOR ADDITIONAL WORK:

Hourly rate for additional work. Please provide a list of services and associated unit costs that your company provides:

SERVICE	HOURLY RATE
	\$ _____
	\$ _____
	\$ _____
	\$ _____

PROPOSAL FORM SIGNATURE PAGE

Company Information:

Company Name: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Proposal Submitted By:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

If a Corporation, Proposal Form must be signed by one corporate officer from each of the following two groups.

***Group A.**
Chairman,
President, **or**
Vice-President

****Group B.**
Secretary,
Assistant Secretary,
CFO **or** Assistant Treasurer

Otherwise, the corporation must attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation.