



# CITY OF SUFFOLK

Finance Department/Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

## ADDENDUM # 1 INVITATION FOR BID

TITLE: **Janitorial Services**

ACCEPTANCE DATE: Prior to 3:00 p.m. December 11, 2012 "Local Verizon Time"

IFB NUMBER: **2013-00040-IC**

ACCEPTANCE PLACE: Purchasing Division, Room 105  
441 Market Street  
Suffolk, Virginia 23434

BID OPENING LOCATION: Purchasing Conference Room  
441 Market Street

Requests for information related to this Invitation should be directed to:

Ivy G Crawford, VCA  
Buyer I  
(757) 514-4015  
Email address: [icrawford@suffolkva.us](mailto:icrawford@suffolkva.us)

This document can be downloaded from our web site:  
[www.suffolkva.us/bids/index.jsp](http://www.suffolkva.us/bids/index.jsp)

Issue Date: November 26, 2012

**BIDDER MUST USE REVISED BID FORM**

**ALL OTHER FORMS REMAIN THE SAME.**

# REVISED BID FORM

**TO:** City of Suffolk, VA  
 Purchasing Division  
 441 Market Street  
 Suffolk, VA 23434

**BID:** Janitorial Services

**DUE:** December 11, 2012

**TIME:** 3:00 p.m., Local

\_\_\_\_\_ (Company) offers to furnish all personnel, tools, equipment, cleaning supplies, transportation, and related permits and fees to provide janitorial services for the City of Suffolk in accordance with all specifications, terms, and conditions herein. Pricing shall remain firm and valid for a period of sixty (60) days after bid opening.

***The contract will be awarded based on the total contract amount per location over a five (5) year period in conjunction with work week schedules as follows:***

**TWO-DAY WORK WEEK:** Public Works mobile units (8),

**FIVE-DAY WORK WEEK:** Godwin Courts Building and Human Resources Building, Assessor's Office, and Public Utilities Buildings, Workforce Development Center, Police Administration Bldg, Kings Fork Public Safety Center and Visitor Center.

**SIX-DAY WORK WEEK:** Morgan Memorial Library and North Suffolk Library

**SEVEN-DAY WORK WEEK:** North Suffolk Public Safety Center (Police) and East Washington Street Precinct

Bidders may bid on one or more of the following locations. The City reserves the right to award by location or in total; the City, in its sole opinion, will determine which method of award is in its own best interest.

***TWO-DAY WORK WEEK:***

**1.0 PUBLIC WORKS MOBILE UNITS**  
 (Monthly price quoted to include all units)

1 <sup>st</sup> Year (01/01/13-12/31/13)	\$ _____/Month	\$ _____/Year
2 <sup>nd</sup> Year (01/01/14-12/31/14)	\$ _____/Month	\$ _____/Year
3 <sup>rd</sup> Year (01/01/15-12/31/15)	\$ _____/Month	\$ _____/Year
4 <sup>th</sup> Year (01/01/16-12/31/16)	\$ _____/Month	\$ _____/Year
5 <sup>th</sup> Year (01/01/17-12/31/17)	\$ _____/Month	\$ _____/Year

**5-YEAR TOTAL:**     \$ \_\_\_\_\_

**FIVE-DAY WORK WEEK:**

**2.0 GODWIN COURTS BUILDING**

1<sup>st</sup> Year (01/01/13-12/31/13) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

2<sup>nd</sup> Year (01/01/14-12/31/14) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

3<sup>rd</sup> Year (01/01/15-12/31/15) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

4<sup>th</sup> Year (01/01/16-12/31/16) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

5<sup>th</sup> Year (01/01/17-12/31/17) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

5-YEAR TOTAL: \$ \_\_\_\_\_

**3.0 HUMAN RESOURCES BUILDING**

1<sup>st</sup> Year (01/01/13-12/31/13) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

2<sup>nd</sup> Year (01/01/14-12/31/14) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

3<sup>rd</sup> Year (01/01/15-12/31/15) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

4<sup>th</sup> Year (01/01/16-12/31/16) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

5<sup>th</sup> Year (01/01/17-12/31/17) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

5-YEAR TOTAL: \$ \_\_\_\_\_

**4.0 ASSESSOR'S OFFICE**

1<sup>st</sup> Year (01/01/13-12/31/13) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

2<sup>nd</sup> Year (01/01/14-12/31/14) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

3<sup>rd</sup> Year (01/01/15-12/31/15) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

4<sup>th</sup> Year (01/01/16-12/31/16) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

5<sup>th</sup> Year (01/01/17-12/31/17) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

5-YEAR TOTAL: \$ \_\_\_\_\_

**5.0 PUBLIC UTILITIES OFFICES**

1<sup>st</sup> Year (01/01/13-12/31/13) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

2<sup>nd</sup> Year (01/01/14-12/31/14) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

3<sup>rd</sup> Year (01/01/15-12/31/15) \$ \_\_\_\_\_/Month \$ \_\_\_\_\_/Year

4 <sup>th</sup> Year (01/01/16-12/31/16)	\$ _____/Month	\$ _____/Year
5 <sup>th</sup> Year (01/01/17-12/31/17)	\$ _____/Month	\$ _____/Year
5-YEAR TOTAL:		\$ _____

**6.0 WORKFORCE DEVELOPMENT CENTER**

1 <sup>st</sup> Year (01/01/13-12/31/13)	\$ _____/Month	\$ _____/Year
2 <sup>nd</sup> Year (01/01/14-12/31/14)	\$ _____/Month	\$ _____/Year
3 <sup>rd</sup> Year (01/01/15-12/31/15)	\$ _____/Month	\$ _____/Year
4 <sup>th</sup> Year (01/01/16-12/31/16)	\$ _____/Month	\$ _____/Year
5 <sup>th</sup> Year (01/01/17-12/31/17)	\$ _____/Month	\$ _____/Year
5-YEAR TOTAL:		\$ _____

**7.0 POLICE ADMINISTRATION BUILDING**

1 <sup>st</sup> Year (01/01/13-12/31/13)	\$ _____/Month	\$ _____/Year
2 <sup>nd</sup> Year (01/01/14-12/31/14)	\$ _____/Month	\$ _____/Year
3 <sup>rd</sup> Year (01/01/15-12/31/15)	\$ _____/Month	\$ _____/Year
4 <sup>th</sup> Year (01/01/16-12/31/16)	\$ _____/Month	\$ _____/Year
5 <sup>th</sup> Year (01/01/17-12/31/17)	\$ _____/Month	\$ _____/Year
5-YEAR TOTAL:		\$ _____

**8.0 KINGS FORK PUBLIC SAFETY CENTER**

1 <sup>st</sup> Year (01/01/13-12/31/13)	\$ _____/Month	\$ _____/Year
2 <sup>nd</sup> Year (01/01/14-12/31/14)	\$ _____/Month	\$ _____/Year
3 <sup>rd</sup> Year (01/01/15-12/31/15)	\$ _____/Month	\$ _____/Year
4 <sup>th</sup> Year (01/01/16-12/31/16)	\$ _____/Month	\$ _____/Year
5 <sup>th</sup> Year (01/01/17-12/31/17)	\$ _____/Month	\$ _____/Year
5-YEAR TOTAL:		\$ _____

**9.0 HEALTH AND HUMAN SERVICES BUILDING**

1 <sup>st</sup> Year (01/01/13-12/31/13)	\$ _____/Month	\$ _____/Year
2 <sup>nd</sup> Year (01/01/14-12/31/14)	\$ _____/Month	\$ _____/Year

3<sup>rd</sup> Year (01/01/15-12/31/15)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 4<sup>th</sup> Year (01/01/16-12/31/16)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 5<sup>th</sup> Year (01/01/17-12/31/17)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 5-YEAR TOTAL:      \$ \_\_\_\_\_

**10.0 VISITORS CENTER**

1<sup>st</sup> Year (01/01/13-12/31/13)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 2<sup>nd</sup> Year (01/01/14-12/31/14)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 3<sup>rd</sup> Year (01/01/15-12/31/15)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 4<sup>th</sup> Year (01/01/16-12/31/16)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 5<sup>th</sup> Year (01/01/17-12/31/17)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 5-YEAR TOTAL:      \$ \_\_\_\_\_

**SIX-DAY WORK WEEK:**

**11.0 MORGAN MEMORIAL LIBRARY**

1<sup>st</sup> Year (01/01/13-12/31/13)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 2<sup>nd</sup> Year (01/01/14-12/31/14)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 3<sup>rd</sup> Year (01/01/15-12/31/15)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 4<sup>th</sup> Year (01/01/16-12/31/16)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 5<sup>th</sup> Year (01/01/17-12/31/17)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 5-YEAR TOTAL:      \$ \_\_\_\_\_

**12.0 NORTH SUFFOLK LIBRARY**

1<sup>st</sup> Year (01/01/13-12/31/13)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 2<sup>nd</sup> Year (01/01/14-12/31/14)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 3<sup>rd</sup> Year (01/01/15-12/31/15)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 4<sup>th</sup> Year (01/01/16-12/31/16)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 5<sup>th</sup> Year (01/01/17-12/31/17)      \$ \_\_\_\_\_/Month      \$ \_\_\_\_\_/Year  
 5-YEAR TOTAL:      \$ \_\_\_\_\_

**SEVEN-DAY WORK WEEK:**

**13.0 NORTH PUBLIC SAFETY CENTER (POLICE)**

1 <sup>st</sup> Year (01/01/13-12/31/13)	\$ _____/Month	\$ _____/Year
2 <sup>nd</sup> Year (01/01/14-12/31/14)	\$ _____/Month	\$ _____/Year
3 <sup>rd</sup> Year (01/01/15-12/31/15)	\$ _____/Month	\$ _____/Year
4 <sup>th</sup> Year (01/01/16-12/31/16)	\$ _____/Month	\$ _____/Year
5 <sup>th</sup> Year (01/01/17-12/31/17)	\$ _____/Month	\$ _____/Year
<b>5-YEAR TOTAL:</b>		\$ _____

**14.0 EAST WASHINGTON STREET PRECINCT**

1 <sup>st</sup> Year (01/01/13-12/31/13)	\$ _____/Month	\$ _____/Year
2 <sup>nd</sup> Year (01/01/14-12/31/14)	\$ _____/Month	\$ _____/Year
3 <sup>rd</sup> Year (01/01/15-12/31/15)	\$ _____/Month	\$ _____/Year
4 <sup>th</sup> Year (01/01/16-12/31/16)	\$ _____/Month	\$ _____/Year
5 <sup>th</sup> Year (01/01/17-12/31/17)	\$ _____/Month	\$ _____/Year
<b>5-YEAR TOTAL:</b>		\$ _____

**GRAND TOTAL FOR ALL LOCATIONS:** \$ \_\_\_\_\_

Bidder agrees to provide a minimum of \_\_\_\_\_ employees for each daily shift proposed as 6:00 p.m. to 11:00 p.m.

## ADDITIONAL PRICING

In the event that additional locations need to be added to the Janitorial Services contract or additional services are requested for existing locations, the Contractor shall provide pricing for these services as requested below. Costs quoted below shall not be a consideration in the Bid evaluation or award, but shall remain firm through the contract period and any contract extensions.

1. Janitorial Services (to include all personnel, tools, equipment, supplies, transportation, etc.) shall be provided for additional locations, if requested, by the Contractor at a cost of:

\$ \_\_\_\_\_ per square foot for Year 1

\$ \_\_\_\_\_ per square foot for Year 2

\$ \_\_\_\_\_ per square foot for Year 3

\$ \_\_\_\_\_ per square foot for Year 4

\$ \_\_\_\_\_ per square foot for Year 5

2. Special Cleaning: Contractor agrees to provide a two-person team to clean buildings/rooms for special events at an hourly rate of \$ \_\_\_\_\_. Hourly price quoted shall be a team price.

3. Carpet Cleaning: If requested by the City, the Contractor will clean carpets (beyond the requirements of this contract) at the following prices. This will include cleaning of carpets for buildings not listed in this contract.

Bonnet Method at a cost of \$ \_\_\_\_\_ per square foot

Extraction Method at a cost of \$ \_\_\_\_\_ per square foot

**Payment Terms/Discounts** \_\_\_\_\_ Suffolk's normal payment schedule; items accepted and invoiced by 10th of month will be paid month end upon completion. (Cash discounts offered for less than 30 days from receipt of proper invoice will not be considered in award.)

**Bidder has included Anticollusion Statement with bid.** Yes/No (Circle one)

**Bidder has included Vendor Certification Form** Yes/No (Circle one)

**Bidder has included Bid Data Sheet** Yes/No (Circle one)

**Bidder has included Specifications – Parts 1-4** Yes/No (Circle one)

**Bidder has included Insurance Documents with bid.** Yes/No (Circle one)

**Bidder has included SCC form and number assigned** Yes/No (Circle one)

**Bidder has included Performance Bond** Yes/No (Circle one)

**Bidder has included Fidelity Bond** Yes/No (Circle one)

**VENDOR CERTIFICATION FORM**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Person Quoting \_\_\_\_\_ Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Email address (for sending orders) \_\_\_\_\_

Identification number issued to it by the State Corporation Commission \_\_\_\_\_

I certify by my signature below that I have received the documents associated with this bid and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; based on this, by my signature below I waive all rights to future claims against the City of Suffolk that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, Contract, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/ service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interests Act, Code of Virginia, Section 2.1-639.1 et. seq.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**I will accept payment by means of the City's Purchasing Card. \_\_\_\_\_ Yes \_\_\_\_\_ No**

**I will accept electronic transfer of funds as payment. \_\_\_\_\_ Yes \_\_\_\_\_ No**



**BID DATA SHEET**

1. **QUALIFICATIONS OF BIDDER:** The Bidder must be currently licensed to provide the described service within the Commonwealth of Virginia, if required, and have the capability and capacity in all respects to fully satisfy the contractual requirements.
  
2. **YEARS IN BUSINESS:** Indicate the length of time the firm has been in business providing this type of service:   Years\_\_\_\_\_   Months\_\_\_\_\_
  
3. **REFERENCES:** Identify at least three (3) recent references for whom the company has provided this type of service. Include the name of the client, client's address, dates of service, and the name and telephone number of the individual knowledgeable of this service.

1. \_\_\_\_\_  
\_\_\_\_\_
  
2. \_\_\_\_\_  
\_\_\_\_\_
  
3. \_\_\_\_\_  
\_\_\_\_\_

Signed By: \_\_\_\_\_(Contractor)

Title: \_\_\_\_\_

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID Pursuant to Virginia Code §2.2-4311.2 an Officer/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures establish to implement this section is granted by the City Manager, as applicable. If this quote for goods or services is accepted by the City of Suffolk, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is

B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s identification Number issued to it by the SCC is

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

\_\_\_\_\_  
Legal Name of Company (as listed on W-9)

\_\_\_\_\_  
Legal Name of Offeror/Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title

**RETURN THIS PAGE WITH COPIES OF DOCUMENTATION**

