



# CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

## ADDENDUM NO. 3

IFB #21123-JS

July 20, 2021

Purchasing Division

442 W. Washington Street, Room 1086

Suffolk, VA 23434-5237

Phone: (757) 514-7520 / Fax: (757) 514-7524

<http://www.suffolkva.us/739/Purchasing-Division>

The Invitation for Bid (IFB) for IFB 21123-JS for the Custodial Services for Custodial Services for Secured Facilities has been amended. The following information and questions and answers are hereby made a part of the Contract Documents for IFB 21123-JS as fully and completely as if the same were fully set forth therein:

### DELETE:

Page 34

### INSERT:

Page 34 – Revised Bid Form

### Questions

Q1: Please advise this is the correct scope of work to be completed.

Police HQ – Buffing Floors ONLY 2x Weekly  
Animal Control – General Cleaning 5x Weekly  
Godwin Courthouse - General Cleaning 5x Weekly  
Police Precinct 1 & 2 - General Cleaning 5x Weekly

A1: The following is the cleaning schedule:

Police Headquarters – only buffing the floors two day a week – no general cleaning required  
Animal Control – General Cleaning **two** days a week only: Tuesday and Thursday's  
Godwin Court House – General Cleaning five days a week.  
Police Precinct Sectors 1 and 2 – General Cleaning five days a week and **buffing floors two days a week**. Price is to include buffing two days a week.

Q2: Is the previous price provided for the Police Headquarters location for buffing the floors only?

A2: Yes.

Q3: Is the current contract being terminated due to end of term or for cause?

A3: End of term


Q4: Did the previous contractor finish out all optional renewal periods on the contract?

A4: Yes.

#### **ATTACHMENT – Revised Bid Form**

Please note the bidder is to provide, **in their bid**, a list of cleaning supplies they intend to use. Copies of SDS/MSDS is acceptable.

**Contract Officer:**

  
\_\_\_\_\_  
Jay Smigielski, Purchasing Agent

All other specifications, provisions, terms and conditions of the IFB are unchanged. Acknowledgement of this addendum is required in the bid.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us)

# REVISED BID FORM

**TO:** City of Suffolk, VA  
 Purchasing Division  
 442 W. Washington Street, Room 1086  
 Suffolk, VA 23434

**BID:** Custodial Services Secured Facilities  
**DUE:** July 28, 2021  
**TIME:** 3:00 p.m., Local

\_\_\_\_\_ **(Company)** agrees to furnish all labor, equipment, and supplies to provide Custodial Services for City of Suffolk owned and/or operated secured facilities in accordance with specifications and conditions herein.

**Annual amounts will be based on 52 weeks a year.**

<u>Location</u>	<u>Service</u>	<u>Frequency</u>	<u>Weekly Rate</u>	<b>Annual Bid Amount</b> (Weekly rate x 52 )
Police Headquarters	Buffing Floors	2 days/week	\$ _____	\$ _____
Animal Control	General Cleaning	2 days/week	\$ _____	\$ _____
Godwin Courthouse	General Cleaning	5 days/week	\$ _____	\$ _____
Police Precinct 1	General Cleaning	5 days/week	\$ _____	\$ _____
Police Precinct 2	General Cleaning	5 days/week	\$ _____	\$ _____
Police Headquarters	Stripping & Waxing	Annual		\$ _____
Animal Control	Stripping & Waxing	Annual		\$ _____
Godwin Courthouse	Stripping & Waxing	Annual		\$ _____
Police Precinct 1	Stripping & Waxing	Annual		\$ _____
Police Precinct 2	Stripping & Waxing	Annual		\$ _____
<b>Total Annual Bid Amount</b>				\$ _____

**Award will be determined based on Total Annual Bid Amount**

Bidder shall submit with his/her BID FORM a complete list of materials Bidder proposes to supply in the performance of this contract, to include type, manufacturer, brand name, and manufacturer's number, etc. Bidder shall be required to submit and keep current MSDS/SDS sheets at the job site.