

City of Westminster

Addendum #1

Pre-Bid Meeting for Cleaning Services

RFB #22-08

9/1/2021 at 10:00AM

City of Westminster officials attending:

Abby Gruber, Director Recreation and Parks

Diane Hollasch, Accountant/Procurement Specialist

Samantha Schlitzer, Executive Assistant

Bidders attending: Refer to attached sign-in sheets

Minutes:

1. Bids are due on Friday, September 24, 2021 no later than 2:00pm local time. Bid forms being submitted in response to the solicitation must be delivered as original signed documents, within a sealed envelope, to the City of Westminster Administrative Offices located at 45 West Main Street, Westminster, Maryland. Electronic transmission of Bids will **not** be accepted through the State of Maryland eMMA-electronic bid website.
2. Bidders must use the bid forms provided. All pricing must be provided including the base bid, unit prices, and alternate prices.
3. The total base bid must include the unit prices enumerated on the bid form in the total lump sum base bid figure.
4. Bids must be accompanied by an executed Bid Bond in the amount of 10%.
5. Contract time for completion is noted in the agreement, with \$100 per consecutive calendar day as liquidated damages.
6. Award will be based on criteria from the bid, Part III on page 7.
7. Any bid addenda will be posted on the City website at <http://www.westminstermd.gov/bids.aspx>.
8. Prospective bidders who have questions regarding this Request for Bids should email their questions to Bids.CleaningServices@westgov.com. The closing time for submission of questions is 4:30 p.m. on Wednesday, September 8, 2021. All questions and the associated answers will be posted on the City's website at <http://www.westminstermd.gov/bids.aspx>.
9. To receive notification that information regarding this Request for Bids has been posted to the City website, bidders are encouraged to register with the City by

providing their firm name, name of firm representative, and email address for the firm's point of contact to Bids.CleaningServices@westgov.com.

10. Please provide business cards if possible.

A tour of the facilities was conducted. Ms. Schlitzer and Ms. Hollasch escorted the prospective bidders through 45 W Main Street. Ms. Hollasch asked that any questions be sent as an email through Bids.CleaningServices@westgov.com.

Ms. Gruber escorted the prospective bidders through the Family Center.

Ms. Hollasch escorted the prospective bidders through City Hall.

After discussion it was determined that an addendum to the Scope of Services will be provided.

Recorded by Diane Hollasch

City of Westminster

Addendum #1 Cleaning Services RFB #22-08

Below are the changes to the Scope of Services and Pricing Summary for the City of Westminster Cleaning Services Bid RFB #22-08. The highlighted areas represent the changes.

I. SCOPE OF SERVICES

1838 Emerald Hill Lane, Westminster, MD The area to be cleaned is for the first floor only. All areas should be cleaned twice a month.

II. SPECIFICATIONS

B. Restrooms/Locker Rooms/Shower Rooms

3 Times a week:

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed, and wipe receptacles clean. Remove trash to outdoor dumpster. (Client to furnish trash receptacles liners.)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside.
4. Polish bright work.
5. Toilet seats to be wiped clean on both sides.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floor.
9. Report any restroom repairs needed to the maintenance department.
10. Shower rooms and locker room area including bench and countertop should be wiped down, mopped and rugs swept.

Weekly:

1. Wipe all restroom partitions on both sides.
2. Scour and sanitize all basins. Polish bright work.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.
5. Damp mop hard surface floors, taking care to get into corners, along edges,

- and beneath furniture.
6. Wipe all lockers, shower partitions, shower walls, shower curtains, and shower fixtures and damp mop floors.

D. Family Center

3 Times a week:

1. Cycle Studio - Clean (sanitize/disinfect), dust, vacuum, wash floors DO NOT CLEAN EQUIPMENT
2. Barre Studio - Clean (sanitize/disinfect), dust, vacuum, wash floors
3. Yoga Studio - Clean (sanitize/disinfect), dust, vacuum, wash floors
4. Training Studio- Clean (sanitize/disinfect), dust, vacuum, wash floors DO NOT CLEAN EQUIPMENT
5. Gymnasium - Dust fans & windowsills, vacuum edge of gym ONLY
6. Stage - Clean (sanitize/disinfect), dust, vacuum, wash floors DO NOT CLEAN EQUIPMENT
7. Cardio Room - Clean (sanitize/disinfect), dust, vacuum, wash floors DO NOT CLEAN EQUIPMENT
8. Women's Locker Room - Clean (sanitize/disinfect), dust, vacuum, wash floors
9. Men's Locker Room - Clean (sanitize/disinfect), dust, vacuum, wash floors
10. Strength Room - Clean (sanitize/disinfect), dust, vacuum, wash floors DO NOT CLEAN EQUIPMENT
11. Circuit Room - Clean (sanitize/disinfect), dust, vacuum, wash floors DO NOT CLEAN EQUIPMENT
12. Daycare Room - Clean (sanitize/disinfect), dust, vacuum
13. Clean and Sanitize water fountains.

PRICING SUMMARY

	45 W MAIN ST	1838 EMERALD HILL	11 LONGWELL AVE
General Offices, Conference/Training Room, Work Areas, Hallways			
Restrooms			
Kitchenette Areas		N/A	N/A
Cycle Studio, Training Studio, Stage, Cardio Room, Strength Room, Circuit Room	N/A	N/A	
Barre Studio, Yoga Studio,	N/A	N/A	
Gymnasium	N/A	N/A	
Daycare Room	N/A	N/A	
Women's and Men's Locker Room	N/A	N/A	
Add on deep cleaning services (per occurrence)			
Total			