

NOTICE TO BIDDERS
Custodial Services for Worcester County Office Buildings
Worcester County, Maryland

The County Commissioners of Worcester County, Maryland are currently accepting sealed bids for annual custodial cleaning services for twenty-one (21) county-owned or leased office buildings throughout Worcester County. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, may be obtained online at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested bidders are encouraged to attend a **pre-bid meeting on Wednesday, September 4, 2019 at 10:00 AM** at the Worcester County Government Center - 3rd Floor Training Room A, One West Market Street, Snow Hill, Maryland 21863, at which time the Department of Public Works - Maintenance Division staff will explain the scope of the bid specifications and answer questions about the bidding process that may assist in the preparation of bids. Following the pre-bid meeting, bidders will be required to visit each block of County buildings that they are interested in bidding on to meet with the building's facility manager. During the site visit, the facility manager will provide a walk through so each bidder can evaluate the building's requirements, current condition, building finishes, hours of operation and property limitations. A property listing with address and point of contact is provided in the bid specification package. Each bidder shall contact the building facility manager to arrange their independent walk through. Additional Requests For Information (RFI's) will be accepted by Worcester County's Department of Public Works Maintenance Division until 4:00 PM EST on Wednesday September 18, 2019. All inquiries shall be directed to Kenneth Whited, Maintenance Superintendent, at (kenwhited@co.worcester.md.us). RFI's will be responded to promptly and all responses will become part of the bid. Only written responses shall be considered binding. All RFI questions and responses by the County will be issued to all Bidders who attended the Pre Bid Meeting. **Sealed bids will be accepted until 1:00 PM, Monday, September 23, 2019** in the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**2019 Custodial Services Bid for Worcester County Buildings**" in the lower left-hand corner. After opening, bids will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

INSTRUCTIONS TO BIDDERS

1. BID DUE DATE

Bids shall be submitted in a sealed envelope to the Office of the County Commissioners, Room 1103 – Government Center, One West Market Street, Snow Hill, Maryland 21863. All bids shall be received by the County Commissioners on or before **Monday September 23, 2019 at 1:00 pm EST**. The sealed bid package shall be clearly marked in the lower left-hand corner “**2019 Custodial Services Bid for Worcester County Buildings**”. Bidders may provide pricing for all buildings in any one area or all four geographical areas listed as individual bid forms. Bidders shall submit separate bids (see **Bid Form** as attached) for each area with multiple bids to be provided in one sealed bid package. Bidders electing to extend multiple bid discounts shall provide the discounted amount for each location on a separate letter on the bidder’s company letterhead.

2. LATE BIDS

Bids received after 1:00 PM EST on Monday September 23, 2019 will not be considered.

3. CONTRACT DURATION

The base bid Contract duration will be for a period of three (3) years beginning on the date a contract is fully executed with the County Commissioners. Bidders shall submit optional pricing for an additional two (2) years of service beyond the base bid three year period. The additional 2 Year Option will be priced separately on the Bid Form as an alternate. See attached Bid Form.

4. TAXES

A. The County is exempt from all Federal and States taxes for direct purchase of supplies and materials. However, the County’s tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete the custodial cleaning. Therefore, bidders’ prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials.

B. The County is NOT exempt from federal and state taxes on this project. Bid prices should be inclusive of all costs including taxes.

5. BOND / LICENSE / INSURANCE

- a. Bond...Contractor shall provide a Payment Bond & Performance Bond equal to 100% of the total contract sum and the bonds shall be delivered to the County three days following execution of a contract with the County. The cost of the bonds shall be included in the total bid price.
- b. License...Contractor shall provide a copy of their company’s business license that is applicable for the work of this contract. The copy of the license shall accompany the Bid Form.

5. BOND / LICENSE / INSURANCE...continued

- c. Insurance...Contractor shall provide a current insurance certificate that names the County Commissioners of Worcester County Maryland as additional insured.

SCOPE OF SUPPLY

Provide custodial services for Worcester County Buildings and Facilities as listed in the bid specifications.

6. SPECIFICATIONS

A. SUPERVISION

- 1. Contractor will stay in close contact with County representative concerning all work performed.
- 2. Contractor shall provide services and personnel that are trained in the proper performance of this work. All contractor's personnel will be trained and supervised to perform to the best of their ability in order to accomplish the necessary cleaning.
- 3. All contracted personnel will be checked regularly as to performance and ability to maintain standards.
- 4. Contractor shall not rely solely on the reporting of their field supervisors, crew leaders, or forepersons for the accuracy, quality and professionalism of the work performed as part of this contracted service. Moreover, the Contractor shall visit the County buildings for which their cleaning services are being employed and the Contractor shall meet with the County's representative to determine if the work is being performed satisfactorily. Quarterly inspections of the buildings shall be performed by the Contractor as a minimum and all deficient conditions shall be addressed immediately upon the inspection or notification from the County's representative.

B. SECURITY PROCEDURES AND INSURANCE

- 1. Contractor will check to insure the building is properly secured before leaving the building.
- 2. Contractor will provide all necessary insurance and bonding on all its personnel.
- 3. Contractor will provide and maintain a roster of employees. Any change of personnel assignments will be brought to the immediate attention of the building facility manager with correspondence copied to the Worcester County Department of Public Works Maintenance Division Superintendent and Maintenance Supervisor. All custodial staff will submit to criminal background checks and sign Confidentiality Statements where required by governing department.
- 4. Contractor will need to make special security arrangements with various county departments to gain access to areas deemed sensitive.
- 5. Contractor will provide each employee with company issued identification.

6. SPECIFICATIONS...continued

C. GENERAL CLEANING

1. Wastebaskets and trash containers - will be emptied, trash liners installed and returned to their original locations. All waste will be collected and removed to a central disposal area. Trash containers will be washed as needed.
2. Paper towel, toilet tissue and soap dispensers - will be filled with County-supplied products as required to meet the facilities requirements until the next scheduled visit.
3. General dusting – all horizontal surfaces, office furniture, work stations, miscellaneous cabinets and window sills. Handling of personal effects will be kept to a minimum.
4. Carpets – will be spot vacuumed in all areas. Walk-off/entry mats will be vacuumed each visit. Spills and spots will be removed as necessary.
5. Walls – clean & disinfect surfaces around light switches, handrails, etc. Spot clean walls to 48”.
6. Hard floors – all floors will be dry mopped as a minimum and periodically vacuumed. Beverage spills shall be wet mopped to remove remnants. Bidders shall submit a cleaning scope of work for quarry tile and vinyl composite floor tile with bid form(s).
7. Glass surfaces, mirrors– inter-office glass panels/borrowed lites at hollow metal door frames & openings and glass entrance/exit doors will be cleaned.
8. Water fountains – cleaned and polished.
9. Doors – clean and disinfect door handles, doorknobs, and kick plates. Clean door frames, hinges and vents.
10. Elevators – clean all doors, tracks, walls, thresholds, etc.
11. Stairways – vacuum and damp mop all stairways.
12. Restroom floors, walls and stall dividers will be cleaned and disinfected

D. MISCELLANEOUS

1. Lights – will be turned off as each area is completed except for designated security lights.
2. Doors – will be locked upon entering the area and locked upon completion of duties.
3. Maintenance deficiencies – any building maintenance or repair problem that the housekeeping employees are aware of will be reported to the County daily via a County provided log located within the janitorial or custodial closet in the building being serviced.
4. Disinfectant – a high coefficient disinfectant/germicidal solution will be used for proper sanitation.

7. **ADDITIONAL SERVICES**

Additional services will be priced separately and attached to each Bid Form as informational.

1. Full Cleaning of interior and exterior of all windows and door glass.
2. Seasonal/Partial cleanings (Libraries Only) including restrooms, kitchenettes, entrance floors, doors and glass, emptying all trash.
3. Carpet cleaning building wide
4. Vinyl Composition Tile stripping and waxing (4 coats of high gloss)
5. Ceramic tile and grout cleaning

8. **SPECIAL CONDITIONS**

- ❖ Staff Kitchenettes and Kitchens will be cleaned to meet the requirements of the inspection agency having jurisdiction. All quarry floor tile and the associated grout joints will be kept free of food particles, mold and mildew in accordance with industry standards for cleaning this product. Vinyl composite tile located will be cleaned to the same inspection standards. Bidders shall submit a cleaning scope of work for quarry tile and vinyl composite floor tile with bid form(s).
- ❖ Invoicing will be submitted monthly and will be processed in accordance of the county's financial rules and regulations.
- ❖ Contractor will supply all chemical supplies and cleaning equipment unless specified as supplied by County.
- ❖ Servicing of facilities will be completed in accordance of the schedule provided herein.
- ❖ At no time will the custodial staff tamper with any office or building equipment.
- ❖ County will supply water and electric as needed for cleaning.
- ❖ County will supply janitorial closets within the interior of the building as was allowed by the construction documents and the as-built design.
- ❖ Contractor to maintain all custodial/janitorial closets in a clean, neat and orderly fashion. All wet mops are to be hung to air dry during non-working periods.
- ❖ SDS books must be provided by the Contractor and supplied in each custodial closet. Books must be maintained with the most recent data available.

BID FORM

Provide custodial services for the area/buildings listed below and per the outlined specifications and conditions as contained herein for a period of Three (3) year from contract date of execution. Provide optional pricing as specified in Alternate 1 as listed below.

AREA #1				PRICE PER VISIT		
CT.	BUILDING	ADDRESS	TOWN	YR. 1-3	YR. 4	YR. 5
1	Senior Center	10129 Old Ocean City Blvd.	Berlin			
2	Library	13 Harrison Avenue	Berlin			
3	Health Department	9730 Healthway Drive	Berlin			
4	Dental Clinic	107 William Street	Berlin			
5	WWW	1000 Shore Lane	Ocean Pines			
6	Library	11107 Cathell Road	Ocean Pines			

BASE BID YEAR 1-3

TOTAL ANNUAL PRICE AREA #1 \$ _____ .00

ALTERNATE I...ADDITIONAL 2 YEAR OPTION

❖ YEAR 4

○ TOTAL PRICE AREA #1, YEAR 4 \$ _____ .00

❖ YEAR 5

○ TOTAL PRICE AREA #1, YEAR 5 \$ _____ .00

BID MUST BE SIGNED TO BE CONSIDERED

Signed: _____ Date: _____

Print: _____

Title: _____

Firm: _____

Address: _____

Telephone: (____) _____ - _____

Email: _____

NOTE: Signature above constitutes receipt of all bid documents and addendums. Bid must be signed to be considered.

BID FORM

Provide custodial services for the area/buildings listed below and per the outlined specifications and conditions as contained herein for a period of Three (3) year from contract date of execution. Provide optional pricing as specified in Alternate 1 as listed below.

AREA #2				PRICE PER VISIT		
CT.	BUILDING	ADDRESS	TOWN	YR. 1-3	YR. 4	YR. 5
1	Isle of Wight	13070 St. Martins Neck Road	Bishopville			
2	Senior Center	104 - 41st Street	Ocean City			
3	Library	10003 Coastal Highway	Ocean City			
4	Health Department	4 Caroline Street	Ocean City			

BASE BID YEAR 1-3

TOTAL ANNUAL PRICE AREA #2 \$ _____ .00

ALTERNATE I...ADDITIONAL 2 YEAR OPTION

❖ YEAR 4

○ TOTAL PRICE AREA #2, YEAR 4 \$ _____ .00

❖ YEAR 5

○ TOTAL PRICE AREA #2, YEAR 5 \$ _____ .00

BID MUST BE SIGNED TO BE CONSIDERED

Signed: _____ Date: _____

Print: _____

Title: _____

Firm: _____

Address: _____

Telephone: (____) _____ - _____

Email: _____

NOTE: Signature above constitutes receipt of all bid documents and addendums. Bid must be signed to be considered.

BID FORM

Provide custodial services for the area/buildings listed below and per the outlined specifications and conditions as contained herein for a period of Three (3) year from contract date of execution. Provide optional pricing as specified in Alternate 1 as listed below.

AREA #3

PRICE PER VISIT

CT.	BUILDING	ADDRESS	TOWN	YR. 1-3	YR. 4	YR. 5
1	Welcome Center	144 Ocean Highway	Pocomoke			
2	Library	301 Market Street	Pocomoke			
3	Service Building - Health Department	400A Walnut Street	Pocomoke			
4	Service Building - Senior Center	400B Walnut Street	Pocomoke			

BASE BID YEAR 1-3

TOTAL ANNUAL PRICE AREA #3, \$ _____ .00

ALTERNATE I...ADDITIONAL 2 YEAR OPTION

❖ YEAR 4

○ TOTAL PRICE AREA #3, YEAR 4 \$ _____ .00

❖ YEAR 5

○ TOTAL PRICE AREA #3, YEAR 5 \$ _____ .00

BID MUST BE SIGNED TO BE CONSIDERED

Signed: _____ Date: _____

Print: _____

Title: _____

Firm: _____

Address: _____

Telephone: (____) _____ - _____

Email: _____

NOTE: Signature above constitutes receipt of all bid documents and addendums. Bid must be signed to be considered.

BID FORM

Provide custodial services for the area/buildings listed below and per the outlined specifications and conditions as contained herein for a period of Three (3) year from contract date of execution. Provide optional pricing as specified in Alternate 1 as listed below.

AREA #4

PRICE PER VISIT

CT.	BUILDING	ADDRESS	TOWN	YR. 1-3	YR. 4	YR. 5
1	Fire Training Center	6743 Central Site Lane	Newark			
2	Senior Center	4767 Snow Hill Road	Snow Hill			
3	Health Department	6040 Public Landing Road	Snow Hill			
4	Tourism	100 Pearl Street	Snow Hill			
5	Board of Elections	201 Belt Street	Snow Hill			
6	State's Attorney	106 Franklin Street	Snow Hill			
7	Government Center	1 West Market Street	Snow Hill			

BASE BID YEAR 1-3

TOTAL ANNUAL PRICE AREA #4, \$ _____ .00

ALTERNATE I...ADDITIONAL 2 YEAR OPTION

❖ YEAR 4

○ TOTAL PRICE AREA #4, YEAR 4 \$ _____ .00

❖ YEAR 5

○ TOTAL PRICE AREA #4, YEAR 5 \$ _____ .00

BID MUST BE SIGNED TO BE CONSIDERED

Signed: _____ Date: _____

Print: _____

Title: _____

Firm: _____

Address: _____

Telephone: (____) _____ - _____

Email: _____

NOTE: Signature above constitutes receipt of all bid documents and addendums. Bid must be signed to be considered.

BID FORM

Provide custodial services for the area/buildings listed below and per the outlined specifications and conditions as contained herein for a period of Three (3) year from contract date of execution. Provide optional pricing as specified in Alternate 1 as listed below.

ON CALL - AS NEEDED

PRICE PER VISIT

NO.	BLDG.	ADDRESS	TOWN	YR. 1-3	YR. 4	YR. 5
1	Roads	5764 Worcester Highway	Snow Hill			
2	Animal Control	6207 Timmons Road	Snow Hill			
3	Extension Office	301 Bank Street	Snow Hill			
4	DPW Administration	6113 Timmons Road	Snow Hill			

BASE BID YEAR 1-3

TOTAL ANNUAL PRICE ON CALL LOCATIONS \$ _____ .00

ALTERNATE I...ADDITIONAL 2 YEAR OPTION

❖ YEAR 4

 ○ TOTAL PRICE YEAR 4 \$ _____ .00

❖ YEAR 5

 ○ TOTAL PRICE YEAR 5 \$ _____ .00

BID MUST BE SIGNED TO BE CONSIDERED

Signed: _____ Date: _____

Print: _____

Title: _____

Firm: _____

Address: _____

Telephone: (____) _____ - _____

Email: _____

NOTE: Signature above constitutes receipt of all bid documents and addendums. Bid must be signed to be considered.

INFORMATIONAL PRICING

Provide informational pricing for additional services at the building listed below and per the outlined specifications and conditions. Pricing to remain binding throughout the term of the contract.

BUILDING NAME: _____

LOCATION: _____

7-1...FULL CLEANING OF INTERIOR & EXTERIOR WINDOWS AND
DOOR GLASS

\$_____.00

7-2...PARTIAL CLEANINGS (LIBRARIES ONLY)

\$_____.00

7-3...COMPLETE CARPET CLEANING

\$_____.00

7-4...COMPLETE VCT REFINISHING

\$_____.00

7-5...CERAMIC TILE AND GROUT CLEANING
(FLOOR AND WALL TILE)

\$_____.00

WORCESTER COUNTY – 2019 CUSTODIAL CLEANING SERVICE SCHEDULE

NO.	BLDG.	LOCATION	VISITS per WK.	VISITS per YR.	PPV	ANNUAL
1	Senior Center	Berlin	1	52		
2	Library	Berlin	3	156		
3	Health Department	Berlin	3	156		
4	Dental Clinic	Berlin	1	52		
5	IOW SVC. BLDG.	Bishopville	2	104		
6	Fire Training Center	Newark	1	52		
7	Senior Center	Ocean City	1	52		
8	Library	Ocean City	3	156		
9	Health Department	Ocean City	2	104		
10	WWW	Ocean Pines	1	52		
11	Library	Ocean Pines	3	156		
12	Welcome Center	Pocomoke	1	52		
13	Library	Pocomoke	3	156		
14	Service Building Health Department	Pocomoke	3	156		
15	Service Building Senior Center	Pocomoke	1	52		
16	Senior Center	Snow Hill	2	104		
17	Health Department	Snow Hill	3	156		
18	ROADS	Snow Hill	1	52		
19	Tourism	Snow Hill	1	52		
20	Board of Elections	Snow Hill	1	52		
21	State's Attorney	Snow Hill	2	104		
22	Government Center	Snow Hill	3	156		

ON CALL - AS NEEDED

NO.	BLDG.	LOCATION	VISITS per WK.	VISITS per YR.	PPV	ANNUAL
1	Roads	Snow Hill	1	52		
2	Animal Control	Snow Hill	1	52		
3	Bank Street Extension Office	Snow Hill	1	52		
4	DPW Administration	Snow Hill	1	52		

**WORCESTER COUNTY – 2019 CUSTODIAL SERVICES BID
PROPERTY LISTING GEOGRAPHICALLY SEPARATED**

CT.	BUILDING	ADDRESS	TOWN
1	Senior Center	10129 Old Ocean City Boulevard	Berlin
2	Library	13 Harrison Avenue	Berlin
3	Health Department	9730 Healthway Drive	Berlin
4	Dental Clinic	107 William Street	Berlin
5	WWW	1000 Shore Lane	Ocean Pines
6	Library	11107 Cathell Road	Ocean Pines
1	IOW SVC. BLDG.	13070 St. Martins Neck Road	Bishopville
2	Senior Center	104 - 41st Street	Ocean City
3	Library	10003 Coastal Highway	Ocean City
4	Health Department	4 Caroline Street	Ocean City
1	Welcome Center	144 Ocean Highway	Pocomoke
2	Library	301 Market Street	Pocomoke
3	Service Building Health Department	400A Walnut Street	Pocomoke
4	Service Building Senior Center	400B Walnut Street	Pocomoke
1	Fire Training Center	6743 Central Site Lane	Newark
2	Senior Center	4767 Snow Hill Road	Snow Hill
3	Health Department	6040 Public Landing Road	Snow Hill
4	Tourism	100 Pearl Street	Snow Hill
5	Board of Elections	201 Belt Street	Snow Hill
6	State's Attorney	106 Franklin Street	Snow Hill
7	Government Center	1 West Market Street	Snow Hill

ON CALL - AS NEEDED

NO.	BLDG.	ADDRESS	TOWN
1	Roads	5764 Worcester Highway	Snow Hill
2	Animal Control	6207 Timmons Road	Snow Hill
3	Extension Office	301 Bank Street	Snow Hill
4	DPW Administration	6113 Timmons Road	Snow Hill

WORCESTER COUNTY - 2019 CUSTODIAL CLEANING BID FORM SITE CONTACT INFORMATION

AREA #1

CT.	BUILDING	ADDRESS	TOWN	CONTACT NAME	TELEPHONE
1	Senior Center	10129 Old Ocean City Blvd.	Berlin	Shelia Jackson	410-632-1277
2	Library	13 Harrison Avenue	Berlin	Alice Paterra	410-641-0650
3	Health Department	9730 Healthway Drive	Berlin	Nicole Moore	410-632-1100
4	Dental Clinic	107 William Street	Berlin	Krista Hill	410-641-0240
5	WWW	1000 Shore Lane	Ocean Pines	Meg Etzler	410-641-5251
6	Library	11107 Cathell Road	Ocean Pines	Harry Burkett	410-208-4014

AREA #2

CT.	BUILDING	ADDRESS	TOWN	CONTACT NAME	TELEPHONE
1	Isle of Wight	13070 St. Martins Neck Road	Bishopville	Lynn Baker	410-352-3234
2	Senior Center	104 - 41st Street	Ocean City	Shelia Jackson	410-632-1277
3	Library	10003 Coastal Highway	Ocean City	Tyvonnia Braxton	410-524-1818
4	Health Department	4 Caroline Street	Ocean City	Jodi Conway	410-632-1100 ext 1222

AREA #3

CT.	BUILDING	ADDRESS	TOWN	CONTACT NAME	TELEPHONE
1	Welcome Center	144 Ocean Highway	Pocomoke	Deborah Shay	410-957-2484
2	Library	301 Market Street	Pocomoke	Dawn Ingrassia	410-957-0878
3	Service Building - Health Department	400A Walnut Street	Pocomoke	Jodi Conway	410-632-1100 ext 1222
4	Service Building - Senior Center	400B Walnut Street	Pocomoke	Shelia Jackson	410-632-1277

AREA #4

CT.	BUILDING	ADDRESS	TOWN	CONTACT NAME	TELEPHONE
1	Fire Training Center	6743 Central Site Lane	Newark	Michael Hutchinson	410-632-3766
2	Senior Center	4767 Snow Hill Road	Snow Hill	Shelia Jackson	410-632-1277
3	Health Department	6040 Public Landing Road	Snow Hill	Jodi Conway	410-632-1100
4	Tourism	100 Pearl Street	Snow Hill	Michael Hutchinson	410-632-3766
5	Board of Elections	201 Belt Street	Snow Hill	Lisa Shockley	410-632-1320
6	State's Attorney	106 Franklin Street	Snow Hill	Michael Hutchinson	410-632-3766
7	Government Center	1 West Market Street	Snow Hill	Michael Hutchinson	410-632-3766

ON CALL - AS NEEDED

NO.	BLDG.	ADDRESS	TOWN	CONTACT NAME	TELEPHONE
1	Roads	5764 Worcester Highway	Snow Hill	Judy LoBianco	410-632-2244
2	Animal Control	6207 Timmons Road	Snow Hill	Glen Grandstaff	410-632-1340 ext 2202
3	Extension Office	301 Bank Street	Snow Hill	Michael Hutchinson	410-632-3766
4	DPW Administration	6113 Timmons Road	Snow Hill	Michael Hutchinson	410-632-3766

WORCESTER COUNTY-DPW

Maintenance Division

2019 WORCESTER COUNTY CUSTODIAL SERVICES BID

ADDENDUM NO. 001

Issued: 9/13/2019

PRE-BID MEETING ATTENDEES: See attached Sign In roster from 9/4/2019 meeting

CLARIFICATIONS: See list below.

Bid Clarification #1...As provided per page 2 of 3 of the Pre-Bid Meeting Agenda item "Instruction to Bidders – Page 5" from the Bid Documents, the following was distributed.

- Page 5
 - Additional Services – Page 10, of the Bid Documents, is for On Call Services on an as needed basis – Page 11 is requesting informational pricing only with the following Bid Clarification to apply.
 - 7-1 Cleaning of Interior Windows...Bidder to provide a separate worksheet (to accompany the Sealed Bid/Bid Form) that lists pricing for cleaning of interior windows that are readily accessible via an 8'-10' step ladder. Desks or furniture will not be moved by the County to access the windows so Bidder/Contractor shall anticipate working over the desks to accomplish the cleaning. Interior windows that reside at higher elevations will be addressed separately as requested by the County.
 - 7-1 Cleaning of Exterior Windows...The County recognizes that each facility/building has many variables as to size of window and location of windows above grade and also that there are design constraints that limit accessibility to some windows. Therefore, Bidders shall provide a separate worksheet (to accompany the Sealed Bid/Bid Form) for cleaning of exterior windows. The worksheet shall list each facility/building with the price per building or price per window to be cleaned.
 - 7-2 Partial Cleanings (Libraries Only)...Currently, the County has authorized additional restroom cleaning at the following branch facilities; Ocean Pines and Ocean City. The additional restroom cleaning occurs on days when the facility is not normally scheduled for its full cleaning service and the extra service is employed in June, July, August and September. This year's schedule is for 26 extra cleanings.
 - 7-3 Complete Carpet Cleaning...Bidders shall provide a price on the Bid Form as requested for complete cleaning of all carpet in the building as listed by the Bidder and a price per square foot for this service should the County elect to have partial cleaning of areas performed.
 - 7-4 Complete VCT Refinishing...Bidders shall provide a price on the Bid Form as requested for complete stripping and waxing of all VCT flooring in the building as listed by the Bidder and a per square foot for stripping and waxing plus a price per square foot for mopping and spray buffing should the County request partial cleaning of specific areas or buffing as an added service.

WORCESTER COUNTY-DPW

Maintenance Division

2019 WORCESTER COUNTY CUSTODIAL SERVICES BID

ADDENDUM NO. 001

Issued: 9/13/2019

Bid Clarification #2...As provided per page 3 of 3 of the Pre-Bid Meeting Agenda item "BID CLARIFICATIONS" the following shall apply for line item pricing per facility.

The Custodial Cleaning Service Schedule as found on page 12 of the Bid Documents lists the County's Department of Public Works – Roads Division in Snow Hill, MD as line item 18. Pricing for this line item shall be omitted. Bidders shall provide pricing as requested for the Roads Division facility in the "On Call" section of the Bid Form.

Bid Clarification #3...As provided per page 3 of 3 of the Pre-Bid Meeting Agenda item "BID CLARIFICATIONS" the following shall apply for cleaning products with the exceptions listed below.

The below listed cleaning products will be provided by the County at all of the County facilities as listed on page 12 of the Bid Documents. The only exceptions will be facility #9-Ocean City Health & facility #19-Tourism which will require use of pre-mixed cleaning solutions or hand mixed solutions that are approved by the County. The cleaning solutions will be dispensed via a Dilution Management System (DMS) that will be installed by BISM or the County. The DMS, if used per the manufacturer's instructions, will provide the correct dilution rates for the Custodial Cleaning Contractor.

1. BISM Green Glass Cleaner
2. BISM Green Neutral Cleaner
3. BISM Hospital Disinfectant256
4. BISM Green Bathroom/Shower Cleaner

See attached BISM Product Selection Sheets that provide specific uses for the above cleaning products. The County's BISM representative, Mr. Charles Collier, may be contacted at 443-928-4094 or ccollier@bism.org

EXCEPTIONS: There may be facilities that do not have janitorial closets with domestic water supply and mop sinks for automated cleaning solution dispensing. Those facilities will require use of pre-mixed cleaning solutions that must be pre-approved by the County prior to their use in the facilities. Bidders shall verify which facilities require use of pre-mixed cleaning products and include providing those products as part of their bid price.








End of Addendum No. 001

kjw 9/13/2019

WORCESTER COUNTY COURTHOUSE - 2019 CUSTODIAL SERVICES BID

PRE-BID MEETING SIGN IN LOG

September 4, 2019

CT.	NAME (print)	REPRESENTING	EMAIL	SIGNATURE
1	Robert G. Cabe	Clean Net of BATS/Washers	RCabe@cleannetusa.com	
2	Ken Taylor	Clear Choice	KTaylor0227@gmail.com	
3	Kurt Torres	Clean Team	Ktorre410@gmail.com	
4	Dick Schilde	Mr. Meticulous	mmeticulouscleaningservice@gmail.com	
5	Rebecca Littlejohn	Mr. Meticulous	ibeeout@hotmail.com	
6	Shelia Jackson	Worcester Co. Comm. on Aging	shelia@worcoa.org	
7	DALE HEARN	AHELPING HAND LLC	dale@ahhcleaning.com	
8				
9				
10				
11				
12				
13				

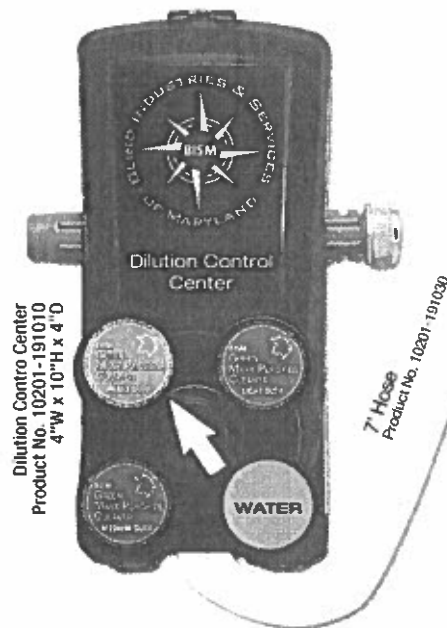
BISM Dilution Control



DILUTION MANAGEMENT STATION

Ease of Use

- Simply dial product and pull trigger — no refills to switch.
- Fast 4 gallon per minute fill rate in bottles and buckets.
- Integrated rinse



One-Hand Operation

- No buttons to push
- No switching refills
- 7 ft hose reaches out of closet to fill autoscrubbers

Small Dispenser

Fits YOUR Supply Closet

- Modular - fits anywhere

BISM / Blind Industries and Services of Maryland




3345 Washington Boulevard
Baltimore, Maryland 21227

PH: 410-737-2616





FX: 410-737-2667

www.bism.org

Product Selection

Product	BISM Green Neutral Cleaner	BISM Hospital-Grade Disinfectant	BISM Green Glass Cleaner	BISM Green Degreaser
Description	Green Seal™ Certified. Non-dulling, rinse-free daily use neutral floor cleaner. Terrific blooming citrus fragrance.	Unique non-alkaline disinfectant 6-in-1 cleaner with broad range germicidal activity. HBV Effective.	Green Seal™ Certified. Fast-acting glass cleaner for routine, multi-surface cleaning. Non-filming, non-streaking. Cuts through film quickly — safe for coated glass.	Green Seal™ Certified. One-product solution cleans an amazing array of industrial soils on a wide variety of surfaces — just vary the use-dilution to your soil load.
Certification				
Dilution	1:256	1:256	1:32	1:128
Working pH	7.3	4.1 – 5.5	7.7	9.6
Color	Red-Orange	Green	Blue	Blue-Green
USDA	A1 (LG)	C1 (LG)	C1 (LG)	A1 (LG)
Odor	Citrus/Floral	Sassafras	Fresh Bouquet	Citrus/Floral
Product No.	10201030602	10201050402	10201060202	10201030702

Product Selection (Continued)

Product	BISM Green Bathroom/ Shower Cleaner	BISM Green Maxx Peroxide Cleaner (Light-Duty)	BISM Green Maxx Peroxide Cleaner (Medium-Duty)	BISM Green Maxx Peroxide Cleaner (Heavy-Duty)
Description	Green Seal™ Certified shower, bowl, urinal and restroom scale remover. Cleans with the power of HCl yet its safer for people and surfaces.	Green Seal™ Certified, Hydrogen Peroxide Cleaner. Use the Light-Duty dilution for Glass & Multi-Surface, Stainless Steel, Bonnet Cleaning and Floor Cleaning.	Green Seal™ Certified, Hydrogen Peroxide Cleaner. Use the Medium-Duty dilution for Multi-Surface cleaning. Use also for Spot & Stain Remover, Extraction Cleaner and Pre-Spray.	Green Seal™ Certified, Hydrogen Peroxide Cleaner. Use the Heavy-Duty dilution for Degreasing, Odor Elimination (Garbage), Grout Cleaner and Soap & Scum Remover.
Certification				
Dilution	1:64 – 1:16	1:256	1:128	1:20
Working pH	<1	6.0	6.0	6.0
Color	Blue-Green	Clear	Clear	Clear
USDA	A3 (LG)			
Odor	Citrus/Floral	Meadow Mist	Meadow Mist	Meadow Mist
Product No.	10201100302	10201081002	10201081002	10201081002



BISM / Blind Industries and Services of Maryland

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