

**ADDENDUM #1**  
**COMPETITIVE BID #WG16-09 – PROVISION OF JANITORIAL SERVICES FOR  
BALDWIN COUNTY AREA 100 HIGHWAY MAINTENANCE BUILDING LOCATED  
IN BAY MINETTE, ALABAMA FOR THE BALDWIN COUNTY COMMISSION**

This addendum consist of two (3) Additional pages

**Pages 23, 24 and 25:**

**Add an additional building for janitorial services:**

**Baldwin County Highway Building** – located at 203 Dickman Rd., Bay Minette, Alabama  
Contact Person: **Tammy Monte (251) 937-0211 Phone**

**BASIC ACTIVITIES**

Stripping and waxing of all hard surface floors two (2) times per year, (once every six months) or as directed by contact person.

Deep scrubbing of ceramic tile /grout floors in bathrooms two (2) times per year, (once every six months) or as directed by contact person.

Emptying all trash containers and returning to original position with clean liners each visit.

Vacuuming floors and rugs each visit.

Wet mopping of hard surfaces at least once a week.

Each visit, disinfect, bowls, walls, clean mirrors, in all bathrooms.

Bathroom is to be totally disinfected once a week, which includes mopping floors.

Bathroom fixtures are to be filled with soap and paper products which are furnished by the Baldwin County.

Glass door and entrance ways are to be wiped clean each visit with the appropriate cleaning materials.

Clean break room area each visit, includes cleaning/disinfecting sink mopping/sweeping floor, washing dirty dishes, cleaning/straightening chairs and table, cleaning appliances such as coffee pots etc...

Microwaves are to be wiped clean on inside and cleaned with the appropriate cleaning materials on the outside each visit.

Refrigerator should be wiped clean once a week on the inside and the appropriate cleaning materials used on the outside.

Dusting all offices each visit, includes straightening chairs, wiping desks/chairs and all other places in which dust collects.

Building windows (inside) are to be cleaned once a month.

Two (2) nights per week, to begin after normal working hours, Tuesday, and Friday. If additional cleanup is needed then the contact person will notify the Contractor.

In the event that the Contractor is called in to perform cleanup other than the designated days, this will be charged by the day as indicated on the Bid Response Form and will include all normal daily activity.

Done this 1<sup>st</sup> day of December, 2015.

Tucker Dorsey s/s  
TUCKER DORSEY, Chairman  
Baldwin County Commission

**Page 25:**

**Changed: Please submit this revised Bid Response Form in your Bid Package**

**BID #WG16-09 RESPONSE FORM**

Janitorial Services Baldwin County Highway Buildings located in Foley and Bay Minette, AL

Date: \_\_\_\_\_

Out of State \_\_\_\_\_ or \_\_\_\_\_ If yes, \_\_\_\_\_  
Yes No Registration Number

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

Address: \_\_\_\_\_

\_\_\_\_\_

Company Rep \_\_\_\_\_  
(Rep. Name Typed or Printed)

Position: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Basic Services**

Baldwin County Bay Minette Highway Building – 203 Dickman Rd. Bay Minette, AL.

Cost per Month \$ \_\_\_\_\_

Cost per Day \$ \_\_\_\_\_