

October 11, 2018

JANITORIAL SERVICES CONTRACT 2018-2019
ADDENDUM NO. 3

TO: **ATTENDEES OF THE MANDATORY PRE-BID MEETING for the “JANITORIAL SERVICES CONTRACT 2018-2019”**

FROM: City of Millbrae – Public Works Department

The following information and/or clarification are provided and incorporated into the bid documents of the **JANITORIAL SERVICES CONTRACT 2018-2019** which is scheduled for bid opening on **Tuesday, October 23, 2018 at 2:00 PM:**

Answers to Questions Raised:

1. Q: What is the square footage of all facilities?

A: See Attachment #2. Please note: ***Some locations on the list are not part of the contract.**

Clarification:

- 1) Attachment #1 under Bid Documents, Fire Station 37, please note the following adjustments to the areas that need to be serviced:
 - All front offices (excluding the Captain’s office)
 - Services required: dust, garbage, floors and carpet
 - Hallways (not beyond keypad door or into living spaces)
 - Services required: floors, carpet
 - Training Conference Room
 - Services required: garbage, counters, floors and carpeting
 - Bathroom (quantity: 3) in main hallway only (does not include the bathroom beyond keypad doors in living quarters)
 - Services required: sinks, toilets, showers, floors and garbage

- 2) Chetcuti Room is part of the Police Department Building and is required to be included when the Police Department Building is being serviced.

EACH BIDDER SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM NO. 3:

- By completing the attached **ACKNOWLEDGEMENT** sheet marked as **“RETURN IMMEDIATELY TO”** and returning the completed form via email to:
rvelilla@ci.millbrae.ca.us

AND

- By completing the attached **ACKNOWLEDGEMENT** sheet marked as **“RETURN WITH THE BID PROPOSAL”** and submitting the completed sheet with the bid proposal.

Prepared by: Rose Velilla, Management Analyst

Approved by: Craig Centis, Public Works Superintendent

JANITORIAL SERVICES CONTRACT 2018-2019

ADDENDUM NO. 3

ACKNOWLEDGEMENT

I have received Addendum No. 3 to the Bid Documents titled, **Janitorial Services Contract 2018-2019**. I have read and understood the information stated in the Addendum.

Bidder's Signature

Date

Bidder's Name

Name of Company

RETURN IMMEDIATELY TO:

Rose Velilla

rvelilla@ci.millbrae.ca.us

City of Millbrae, Public Works Department

JANITORIAL SERVICES CONTRACT 2018-2019

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Bidder's Signature

Date

Bidder's Name

Name of Company

RETURN WITH BID PROPOSAL

ATTACHMENT 2

	Original	Renovation	New Facility	Total
New OPS Center			9,100	9,100
Corporation Yard Building			3,150	3,150
PW Vehicle Garage	1,380			1,380
City Hall	10,300	1,600		11,900
Police Dept	5,000	3,021		8,021
Chetcuti Room			4,230	4,230
Police Locker/ Garage	1,100			444
Generator (New Location)				375
Interim Community Center	6,000			6,000
Library	11,240		27,000	27,000
Fire Station #37	5,288			5,288
Fire Tower	1,320			1,320
Fire Station #38	2,688			2,688
Museum	1,872			1,872
Parks Building	1,665			1,665
Taylor Concession Stand	1,000			1,000
Greenhills Concession Stand	300			300
Total Square Footage				95,733