

**Administration II Building
201 E. Main St.**

Janitorial Information

Occupants			Restrooms (Men/Women)					Break Rooms/Kitchens		Mothers Rooms	
Level	Square Footage	Departments	Locations	Toilets	Urinals	Sinks	Showers	locations	Sinks	locations	Sinks
Lower Level	9,360	General Services / Security	4	4	0	4	2	1	1	0	0
1st floor	19,018	Meeting Space & Retail	2	7	2	5	0	0	0	0	0
2nd floor	16,668	Register of Deeds	2	4	2	4	0	1	1	0	0
3rd floor	19,232	Tax Administration	2	4	2	4	0	1	1	0	0
4th floor	19,232	Comissioners Area, Fitness, Meeting Spaces, TV Studio	3	11	3	12	6	1	1	2	2
5th floor	19,232	EMS Training, Engineering, NC Forest Service, Soil & Water	2	4	2	4	0	3	3	0	0
6th floor	19,232	EMS Administration,	3	5	2	5	0	2	2	0	0
7th floor	16,682	Un-Occupied	2	4	2	4	0	1	1	0	0
Totals:	138,656		20	43	15	42	8	10	10	2	2

Notes: Janitor closet with mop sink located on each floor (8 total)

Cypher locks are utilized on main bathroom doors for floors 2, 3, 5, 6, & 7

Total Building Square Footage: 138,656*

*does not include parking area under building

Daily Occupancy:

Staff 350

Public Clients 200*

*Does not include tenant space/restaurant patron traffic that have access to the first-floor lobby restrooms

LEED Building: LEED Silver certification

Elevators: Admin II has a total of four (4) elevators. All four are available to the public.

Stairs: Admin II has three (3) sets of stairs located as follows:

- 1 set on Roxboro Street side (floors 1-7)
- 1 set on Church Street side (floors 1-7)
- 1 set in center of the building (floors G-7)

Floor Types: Carpet Tiles (found on all floors in office/work areas, LL-7)

Concrete (found in equipment closets & parking)

VCT (found in storage rooms located in various locations throughout the facility)

Ceramic Tile (found on all floors in lobbies and restrooms)

RFP No. 15-016: SUPPLEMENTAL ATTACHMENT FOR ADMIN. II

Glass: The Administration II Building has a substantial amount of interior glass. All *interior* glass to include entrance doors, main lobby, side entrances, & sub lobbies are to be cleaned weekly (or more frequently if needed) to the closest natural glass break. Glass cleaning of individual cubicles and office windows will be the responsibility of the occupant/department.

Recycling & Trash Disposal: Contractor will be required to collect trash and recycling throughout the facility and dispose of it in its proper location daily. Trash and recycling compactors/dumpsters are located just outside the building in the Roxboro Street parking lot. In addition to the receptacles inside of the building. The contractor will also be responsible for disposing of trash in county owned receptacles surrounding the exterior of the facility.

Parking Area Under Facility: Contractor will be required to monitor the area for trash and large debris.

Hours of operation:

Admin II is open for County staff from 7:00AM – 5:00PM. Exceptions apply where some County employees may work late or come in early. Nightly Janitorial Services are allowed between the hours of 5:00PM – 11:00PM.

Retail/Restaurant Spaces:

The Admin II Building houses two tenant spaces for restaurant and/or retail use. These spaces have yet to be occupied and therefore it is unknown who/what type of establishment will move in. Both spaces are outfitted to accommodate the potential upfit for a commercial kitchen. Cleaning within the tenant spaces will be the responsibility of the occupant. Customers of these spaces will have access to the public restrooms located in the 1st floor lobby.

Day Porter:

The awarded contractor will be required to provide one full time day porter During the hours of 8:00AM 5:00PM Monday-Friday. *

*After tenant spaces are filled, Day porter hours may need to be extended depending on the establishment type and hours of operation. Contractor will be issued a contract amendment for additional day porter hours if it is determined to be necessary by the County.

Special Events:

Admin II may facilitate special events in its meeting spaces after hours and on weekends. The awarded janitorial contractor will be made aware of these events in advance and will be compensated for additional “special services” in accordance with section 9-B outlined in the scope of services for RFP No. 15-016 and contractor’s rate for such services as defined in the contractor’s proposal.

Contractor Parking: Parking at the Admin II facility is very limited. All parking spaces under and outside of the building are assigned to departmental staff working in the building. Contractors will be allowed to park in open parking spaces **AFTER 5:00PM**. Cars parked in unauthorized locations/spaces are subject to be towed. Day porter parking will be available in the justice center parking deck, which is 2 blocks away from Admin II.

Building & Department Access: Card (badge) access is required throughout the facility to enter secured areas equipped with badge readers. All contractor employees are required to obtain a badge, and have it visibly displayed while on the premises. The contractor will be issued keys to janitor closets and dispensers as needed.

Day Porter Duties
M-F, 8:00Am-5:00PM

Responsible for:

1. Re-stock and “tidy up” restroom service throughout the facility
2. Regular patrol of building to monitor condition of public areas
3. Keep all entrance areas clean
4. Keep stairways clean
5. All elevator lobbies, and inside elevators- “tidy up” service
6. Respond to spills / janitorial related emergencies as they arise in the facility (may include human body spills (ex. urine, feces, blood))
7. All special or requested clean ups in the building
8. Areas Not Accessible by PM Janitorial Staff (Without Scheduling):

There are some locations in the Administration II Building that the janitorial contractor has limited access to, so the Day Porter is to provide the majority of services, including trash removal and vacuuming. These areas must receive janitorial service a minimum of 2 times per week. The exact schedule TBD between Day Porter and Department Director. Additional janitorial services that require PM scheduling such as hard floor & grout cleaning, carpet or upholstery spot cleaning, blind dusting etc., need to be scheduled between Dept. and Contractor Janitorial Supervisor. It is up to the Janitorial Contractor to coordinate access and routine care of these areas.

Record of Email Correspondence to all Bidders for Admin II Janitorial Pricing

11/27/18:

Good afternoon All,

At this point I have spoken to all of you (or have left you a voice message) regarding an opportunity to bid on the regular cleaning of the County's newly renovated Admin II. facility. In order for you to see the facility first hand, a site visit has been set for Friday morning (11/30/2018) at 10:00am. The address of the facility is 201 East Main Street, Durham, NC 27701. All interested parties are to meet in the lobby on the first floor. (Be aware that parking is limited to the street, which is metered.) We will have a short tour of each floor and will allow an opportunity for questions at the end.

Attached is a copy of RFP No. 15-016, which details the county's requirements and general scope for cleaning. RFP 15-016 was originally advertised in 2015, and encompasses the basic requirements for the cleaning in all county buildings. Because the Admin. II building was not in operation at that time, it was not included in the RFP. Existing contractors that bid the original RFP have already submitted proposals in response to the solicitation and will only be required to submit pricing for Admin II. Interested bidders that are not current contractors under RFP 15-016 will be required to submit a hard copy proposal and pricing as outlined in "Attachment J" (Qualifications and Submission Requirements) of the RFP. Keep in mind, some portions contained in the RFP will not apply to this facility (such as pricing sheets referencing other buildings). Also attached is a supplemental document that addresses specifics for the Admin II facility. Please review these documents prior to the site visit so that you may become familiar with the requirements.

Please do not hesitate to reach out to me via email if you have any questions.

Thank you and I look forward to seeing you on Friday,

Joel T. Jones,

Quality Control & Contract Specialist

12/5/2018:

Good Afternoon All,

I apologize for the delay in getting back with you after our site visit. I have been out of the office the past two days and am trying to catch up. Below is a summary of additional information that was addressed at the site visit along with other pertinent questions/answers.

1. Bid due date and time was established for December 11th, at 2:00. Utilize the attached bid sheet for submission of pricing. For new contractors not currently working under RFP 15-016, five (5) hard copies of your tabbed proposal will need to be delivered to my attention at the General Services Building (310 South Dillard Street, Durham).

2. Section 37 of the RFP that references multiple buildings does not apply to this solicitation for Admin II. Utilize attached proposal form.
3. Review the attached example insurance certificate and sample contract for typical County requirements. There should be no surprises with county requirements in the event that you are awarded a contract.
3. Reference section 16 of the sample contract for information regarding questions asked about the required criminal background checks for contract employees.
4. The awarded contractor will be responsible for maintaining and stocking the feminine hygiene dispensers in all women's restrooms.
5. The 7th floor of Admin II should not be included in your pricing. Currently, the floor is unoccupied and will be undergoing construction related activities in the near future to accommodate the department that will be moving in. General Services will request pricing from the awarded contractor for inclusion of the 7th floor once it is ready for occupation.
6. A soap dispenser was noticed in the break room of the 6th floor which did not match the rest of the facility. It appears that someone in the department had took it upon themselves to add the dispenser that we had seen. This would be considered a departmental supplied dispenser as defined in section 21 of the RFP, and will be the responsibility of the Department to maintain, not the contractor.
7. The contractor will be required to supply maintain batteries in the hand soap dispensers equipped with motion sensors.
8. The tenant/retail spaces located on the 1st floor were requested to be broken out of the square footage total as listed in the supplemental document. Each tenant space is approximately 3,168sf.

See below questions received at this point and responses provided:

1. Can we remove the previous building proposals that list each building since we're only bidding on the Admin II {201 E. Main St} location?

Answer: Yes, Section 37 of the RFP will not apply

2. The Supplemental Attached states the bid requires "1 Day Porter {Mon-Fri 8am-5pm}". But it also states "Nightly Janitorial Services" are allowed. Will there be a need for an evening porter?

Answer: For bidding purposes, no. Most county staff will be leaving the facility at 5:00pm, allowing the night cleaning crew to perform their function without hinderance. In the event that the tenant/retail spaces are occupied and evening day porter services are determined to be needed, separate pricing will be requested for such services from the awarded contractor.

3. Can you provide a few vendors preferred for background checks?

Answer: Contractor is to be advised that the language in section 16 of the sample contract takes precedent. In the past, background checks have been provided through Checkmate, Intelius,

Been Verified, or from a North Carolina State agency, as long as all requirements of section 16 are met.

4. Attachment G, page 17 - Just acknowledging & understanding e-Verify.

Answer: For those contractors not currently working under RFP 15-016, the bidder should complete attachment G of the RFP and include it in the proper location (Tab 1) within the bidders tabbed proposal package. For Tab 8, provide a statement that the company understands and will comply with E-VERIFY statutes.

If there was any question asked at the site visit that was not covered in this email or if bidders have any further questions regarding the facility, scope, or proposal requirements, please let me know via email and I will provide clarification as soon as possible.

Thank you,

Joel

12/6/2018:

Good afternoon All,

I have had a request for technical product information on the soap dispensers and feminine hygiene product dispenser. For your use, attached is the product data for the soap dispensers and available refills. As soon as I obtain the information on the feminine hygiene product dispensers, I will forward that as well.

Thank you,

Joel

12/7/2018:

Good Afternoon All,

I have been asked for clarification on annual floor service that is referenced in at the end of attachment "I" (detailed janitorial service frequency and specification) within the RFP. In the past an annual floor service has been required for all County buildings, but has been somewhat "buried" in the contractor's monthly cost, meaning that it is required but never has been broken out separately regarding pricing. I can see where this can add confusion, so I have revised the proposal form to include a separate line item for an annual floor service. Again, please refer to section "I" for the annual floor care requirements. I have also attached the product data for the flooring that was installed in the building for reference.

Thank you,

Joel

12/9/2018:

Good afternoon all,

Due to the weather conditions that are impacting the Durham area, the due date for submission of proposals will be extended to Thursday, December 13 @ 2:00.

Thank you and be safe!

Joel