

ADDENDUM #1

RFP#65-15

Custodial Services for Spinnaker Point Recreational Facility

Issued: April 23, 2015

This Addendum forms part of the original document marked: RFP#65-15 Custodial Services for Spinnaker Point.

- The facilities guidelines information was requested as part of the pre-bid meeting held on April 22, 2015.
- The attached facilities guidelines provides additional information regarding the frequency of cleaning the different locations within the Spinnaker Point Recreational Facility.

All else remains unchanged.

Please acknowledge this addendum within your proposal. Failure to do so may subject a proposer to disqualification.

Continue below for the facilities guidelines.

End of Addendum #1

Men's Locker Room - Main Building	Daily	Weekly	Bi-Annually
Toilets cleaned	X		
Sinks cleaned	X		
Mirrors cleaned	X		
Trash emptied	X		
Toilet paper dispensers cleaned and refilled	X		
Hand towel dispenser cleaned and refilled	X		
Hand soap dispensers cleaned and refilled	X		
Shower soap dispensers cleaned and refilled	X		
Facial tissue dispenser cleaned and refilled	X		
Tile floor washed including stairs to pool deck	X		
Carpet floors vacuumed	X		
Sanitize benches	X		
Sauna area sanitized		X	
Shower walls washed and sanitized		X	
Cleaned toilet and unrrinal partitions		X	
Replace any burnt out light bulbs		X	

Women's Locker Room- Main Building	Daily	Weekly	Bi-Annually
Toilets cleaned	X		
Sinks cleaned	X		
Mirrors cleaned	X		
Trash emptied	X		
Sanitary napkin conntainers emptied and sanitized	X		
Toilet paper dispensers cleaned and refilled	X		
Hand towel dispenser cleaned and refilled	X		
Hand soap dispensers cleaned and refilled	X		
Shower soap dispensers cleaned and refilled	X		
Facial tissue dispenser cleaned and refilled	X		
Tile floor washed including stairs to pool deck	X		
Carpet floors vacuumed	X		
Sanitize benches	X		
Sauna area sanitized and wet vacuumed		X	
Shower walls washed and sanitized		X	
Cleaned toilet partitions		X	
Replace any burnt out light bulbs		X	

Men's Bathroom - New Building

Toilets cleaned	X
Sinks cleaned	X
Mirrors cleaned	X
Trash emptied	X
Toilet paper dispensers cleaned and refilled	X
Hand towel dispenser cleaned and refilled	X
Hand soap dispensers cleaned and refilled	X
Floor washed	X

Women's Bathroom - New Building

Toilets cleaned	X
Sinks cleaned	X
Mirrors cleaned	X
Trash emptied	X
Toilet paper dispensers cleaned and refilled	X
Hand towel dispenser cleaned and refilled	X
Hand soap dispensers cleaned and refilled	X
Floor washed	X

Stairwell & Hall - New Building

Vacuum carpet runners	X
Wash floors and stairwell	X

Stationary Bike Room - New Building

Vacuum Carpet	X
Clean mirrors	X

Wood Room - Main Building

Wood floor dry mopped	X
Mirrors cleaned	X
Window sills dusted	X

Windows cleaned Inside only	X
Floor wet mopped	X
Light bulbs replaced	X
Vacuum cob webs	X

Lobby Bathroom - Main Building

Toilets cleaned	X	
Sinks cleaned	X	
Mirrors cleaned	X	
Trash emptied	X	
Toilet paper dispensers cleaned and refilled	X	
Hand towel dispenser cleaned and refilled	X	
Hand soap dispensers cleaned and refilled	X	
Facial tissue dispenser cleaned and refilled	X	
Floor washed	X	
Light bulbs replaced		X
Vacuum cob webs		X

Foyer before Locker Rooms - Main Building

Vacuum carpet	X	
Vacuum stairs leading to track & top floor	X	
Clean drinking fountain	X	
Wash stairs leading to track		X

Weight Room - Main Building

Vacuum carpet	X	
Empty trash	X	
Clean mirrors	X	
Hand towel dispenser cleaned and refilled	X	
Refill sanitizer bottles	X	
Light bulbs replaced		X
Vacuum cob webs		X
Dust equipment		X

Cardio Room - Main Building

Vacuum carpet and mats	X	
Empty trash	X	
Hand towel dispenser cleaned and refilled	X	
Refill sanitizer bottles	X	
Clean windows Inside only		X
Light bulbs replaced		X
Vacuum cob webs		X
Dust equipment		X
Dust window sills		

Treadmill Area - New Building

Vacuum carpet	X	
Empty trash	X	
Hand towel dispenser cleaned and refilled	X	
Refill sanitizer bottles	X	
Clean windows Inside only		X
Light bulbs replaced		X
Vacuum cob webs		X
Dust equipment		X
Dust window sills		X

Office, Lobby & Entrance

Carpets vacuumed	X	
Entrance windows and doors cleaned	X	
Trash emptied	X	
Drinking fountain cleaned	X	
Clean Hand railings on stairs		X
Light bulbs replaced		X
Vacuum cob webs		X

Gym - New Building

Dry mop floor	X	
Clean floor with autoscrubber		X

Track - Main Building

Vacuum track floor	X	
Vacuum cob webs	X	
Wash track floor		X
Light bulbs replaced		X
Clean windows Inside only		X

Steam Room Pool Deck - Main Building

Clean & sanitize inside steam room	X	
Clean windows on both sides of pool deck		X

All Carpets Washed

X