

ARKANSAS DEPARTMENT OF TRANSPORTATION
EQUIPMENT AND PROCUREMENT OFFICE
LITTLE ROCK, ARKANSAS

June 8, 2020

NOTICE TO BIDDERS

ADDENDUM

Bid Number: RFP-20-002H

Janitorial and Cleaning Services – Central Office

Opening Date: June 11, 2020

RFP-20-002H Item #7, Floors, under Specific Requirements of Proposal Information and Specifications as read:

Strip and refinish tiled floors with a minimum of (3) coats of wax within six months beginning of contract for all the common space and corridor areas. Wax to be approved by ARDOT prior to work being started. All work shall be completed within (30) calendar days. Buildings Management is to be notified of all work in progress.

Apply \$150/ day liquidated damage if the contractor did not complete the waxing process for all the office space areas within (180) days from the beginning of the contract.

RFP-20-002H Item #7, Floors, under Specifications of Proposal Information and Specifications should have read:

Strip and refinish tiled floors with a minimum of (3) coats of wax within six months beginning of contract for all **office space** areas. Wax to be approved by ARDOT prior to work being started. All work shall be completed within (180) calendar days. Buildings Management is to be notified of all work in progress.

Apply \$150/ day liquidated damage if the contractor did not complete the waxing process for all the office space areas within (180) days from the beginning of the contract.

The VCT flooring in the ARDOT Central Office Headquarters Main Building does contain asbestos and the following OSHA Guidelines shall be adhered to while stripping and waxing the floors. OSHA stipulates that the floors are to be stripped with low abrasion pads, wet methods, and low speed buffers (lower than 300 rpm) must be used. **See OSHA Guidelines below.**

1910.1001(k) (7) - Care of asbestos-containing flooring material

1910.1001(k) (7) (i) - Sanding of asbestos-containing floor material is prohibited.

1910.1001(k) (7) (ii) - Stripping of finishes shall be conducted using low abrasion pads at speeds lower than 300 rpm and wet methods.

The attached Daily Inspection and Monthly Inspection forms are to be made part of and included in the RFP.

ALL OTHER SPECIFICATIONS SHALL REMAIN THE SAME.



Danny Keene
Division Head
Equipment and Procurement



Arkansas Department of Transportation - Facilities Management

Janitorial and cleaning services contract daily compliance check list - Central office Headquarters - Contract no : RFP-20-002H

Date :	Basement	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	Signature		
												Contractor	ArDot	
Floors														
Sweep and dust mop all floors nightly with dust control treated mop.														
Damp mop all floors nightly														
Vacuum carpets including corners and edges nightly and Clean Monthly or as needed and notify Building Management when cleaning is done.														
Sweep and damp mop all stairwells nightly.														
Restrooms														
Floors swept and detergent mopped nightly.														
Fixtures and supply piping cleaned and sanitized nightly.														
Mirrors cleaned nightly with approved glass cleaner.														
Sanitary napkin machines cleaned and sanitized nightly. Waste receptacles emptied nightly.														
Stall Partitions and walls cleaned nightly.														
Waste receptacles emptied nightly.														
Towel and tissue receptacles filled nightly.														
Hand soap receptacles checked and replaced as needed with liquid hand soap.														
Floors and lavatories in supply closets cleaned nightly.														
Deodorant screens with commode blocks checked nightly and replaced as needed.														
Receptacles														
Waste receptacles emptied and new plastic liners installed and placed nightly in designated areas.														
Receptacles washed as needed.														
Recycle paper picked up and put in designated areas.														
Dusting														
Desks, Filing cabinets, Bookcases, Chairs, Tables, and other office furniture to be dusted nightly.														
Window sills, ledges, moldings, picture frames to be dusted nightly.														
Cobwebs removed and blinds dusted daily.														
Glass														
All glass shall be clean and free of dirt, grime, dust, streaks, smudges, watermark, spots, and shall not be cloudy.														
Entrance door glass and adjacent windows cleaned daily interior and exterior.														
Clean glass desktops.														
clean partition glass nightly														
Clean interior windows as needed.														
Miscellaneous														
Clean drinking fountains and sanitize nightly and refill receptacles with cups.														
All stainless fixtures cleaned nightly.														
Clean light covers quarterly or sooner if needed.														
Partition glass cleaned nightly.														
Be sure to turn off all lights, fans, ECT at the end of each nights.														
use minimum lights while work is in progress.														
Minimum Staffing														
Total number of workers / night														
Total working hours / night														
Comments														

Marked √ if completed

Marked X if not completed



Arkansas Department of Transportation - Facilities Management
Janitorial and cleaning services contract compliance monthly check list - Central office Headquarters - Contract no : RFP-20-002H

Date	Basement		1st		2nd		3rd		4th		5th		6th		7th		8th		9th		10th		Signature	
	Buff all floors	Corrective action completed	Work completed	Corrective action completed	Contractor	ArDot																		
Monday, June 1, 2020																								
Tuesday, June 2, 2020																								
Wednesday, June 3, 2020																								
Thursday, June 4, 2020																								
Friday, June 5, 2020																								
Floors Buffing weekly																								
Restroom floors scrubbing monthly during the first week of the month																								
Saturday, June 6, 2020																								
Sunday, June 7, 2020																								
Monday, June 8, 2020																								
Tuesday, June 9, 2020																								
Wednesday, June 10, 2020																								
Thursday, June 11, 2020																								
Friday, June 12, 2020																								
Floors Buffing weekly																								
Saturday, June 13, 2020																								
Sunday, June 14, 2020																								
Monday, June 15, 2020																								
Tuesday, June 16, 2020																								
Wednesday, June 17, 2020																								
Thursday, June 18, 2020																								
Friday, June 19, 2020																								
Floors Buffing weekly																								
Saturday, June 20, 2020																								
Sunday, June 21, 2020																								
Monday, June 22, 2020																								
Tuesday, June 23, 2020																								
Wednesday, June 24, 2020																								
Thursday, June 25, 2020																								
Friday, June 26, 2020																								
Floors Buffing weekly																								
Saturday, June 27, 2020																								
Sunday, June 28, 2020																								
Monday, June 29, 2020																								
Tuesday, June 30, 2020																								

Marked √ if completed

Marked X if not completed