

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

June 1, 2020

NOTICE TO BIDDERS

ADDENDUM

Bid Number: RFP-20-002H

Janitorial and Cleaning Services – Central Office

Opening Date: June 11, 2020

The requirement listed below is an addition to RFP-20-002H.  
This addendum should be attached to and made a part of the RFP.

\*The Contractor shall adhere to the Arkansas Department of Health Recommendations for COVID-19 prevention, and must wear a cloth face cover while performing the duties related to the RFP until such a time as it is deemed unnecessary by the Arkansas Department of Health.

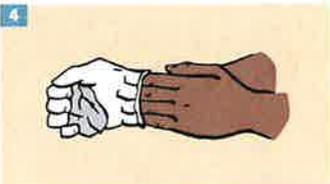
\*The Contractor shall also adhere to the CDC Guidelines and Recommendations for COVID-19 "Cleaning and Disinfection for Community Facilities" and ARDOT Prevention of COVID-19 "Guidance for Minimum Cleaning Standards".

CDC Guidelines may be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

ARDOT Guidelines are attached.

ALL OTHER SPECIFICATIONS SHALL REMAIN THE SAME.

  
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Danny Keene  
Division Head  
Equipment and Procurement

<p><b>General Precautions for Handwashing</b></p>	<p><b>FOR ALL WORKERS, regardless of specific exposure risks:</b></p> <ul style="list-style-type: none"> <li>○ <b>Wash your hands</b> after handling shared items and touching shared surfaces.</li> <li>○ <b>Frequently</b> wash your hands with soap and water for at least 20 seconds.</li> <li>○ When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. <b>Always</b> wash hands that are visibly soiled.</li> <li>○ <b>Avoid</b> touching your eyes, nose, or mouth with unwashed hands.</li> <li>○ <b>Avoid</b> close contact with people who are sick.</li> </ul>
<p><b>PPE and Hand Hygiene for Cleaning</b></p>	<p><b>At a minimum the following PPE shall be worn while performing preventative cleaning and disinfecting of work areas:</b></p> <p><b>Nitrile gloves</b>  <b>Safety Glasses</b> </p> <p><i>Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash such as faceshield, splash goggles, sleeves and apron.</i></p> <p><b>Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area by following these steps:</b></p> <ol style="list-style-type: none"> <li> Grasp the outside of one glove at the wrist. Do not touch your bare skin.</li> <li> Peel the glove away from your body, pulling it inside out.</li> <li> Hold the glove you just removed in your gloved hand.</li> <li> Peel off the second glove by putting your fingers inside the glove at the top of your wrist.</li> <li> Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.</li> <li> Dispose of the gloves safely. Do not reuse the gloves.</li> </ol> <p><b><i>Be sure to clean hands <u>immediately</u> after removing gloves.</i></b></p>

How to Clean and Disinfect Surfaces

**The CDC recommends the following when cleaning and disinfecting surfaces:**

**Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

**Disinfecting** works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

**DIRTY SURFACES** should be cleaned using a detergent or soap and water **prior** to disinfection.

**For DISINFECTION the following are effective:**

- Most common EPA-registered household disinfectants
- Alcohol solutions with at least 70% alcohol
- Diluted household bleach solutions
  - ⇒ Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation.

**Prepare the DILUTED BLEACH SOLUTION by mixing:**

- 5 tablespoons (1/3 cup) bleach per 1 gallon of water **OR**
- 4 teaspoons bleach per quart of water for smaller batches

***Label any secondary containers with diluted solution as “bleach and water”.***



**Never mix household bleach with ammonia or any other cleanser.**



**Check Expiration Dates:**

- Check to ensure the product is not past its expiration date.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.

<p>Offices and Work Areas</p>	<div style="border: 1px dashed black; padding: 10px; margin-bottom: 20px;"> <p>FACT: According to the Wall Street Journal, the average desk has 800 bacteria per square inch, which is roughly 14 times more bacteria than an office toilet seat.</p> </div> <div style="border: 1px solid orange; padding: 5px; margin-bottom: 20px;"> <p>No less than <i>TWICE PER DAY</i>, clean touchable and shared surfaces like the following:</p> </div> <p><b><u>Offices/Common Areas</u></b> Phone handles and buttons, desktops, doorknobs and handles, arm of chairs, keyboard and mouse</p> <p><b>Cell phones and tablets</b> are what the CDC calls "HIGH TOUCH SURFACES"</p> <ul style="list-style-type: none"> <li>• <b>Use manufacturer approved</b> electronic screen cleaners when possible. <b>Avoid</b> using rubbing alcohol, disinfectants, or similar sprays. Using them can damage the protective coating on your phone's screen.</li> </ul> <p style="text-align: center;"><b>AVOID SHARING DEVICES</b></p> <p><b>In a pinch</b>, you can also do the following:</p> <ul style="list-style-type: none"> <li>• Using a 70% isopropyl alcohol wipe or disinfecting Wipes to <b>gently</b> wipe the exterior surfaces of your phone. <b>DO NOT</b> use bleach.</li> <li>• <b>Avoid</b> getting moisture in any openings, and don't submerge your phone in any cleaning agents.</li> </ul> <p><b><u>Restrooms</u></b> Doorknobs and handles, sinks, counters, dispensers, toilet seats, flush valves, partition doors, handicap rails, light switches</p> <p><b><u>Break Rooms</u></b> Doorknobs and handles, handrails, light switches, push plates doors, tables, common touchable areas on chairs, outside microwave, fridge handles, coffee pot handles, dishwashers, sinks, counters and dispensers</p> <p style="text-align: center;"><b><i>Always wash hands after touching shared surfaces.</i></b></p>
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<p><b>Vehicles and Mobile Equipment and Tools</b></p>	<div style="border: 2px solid orange; padding: 10px; text-align: center; margin-bottom: 10px;"> <p>No less than <i>TWICE PER DAY</i> and <i>AFTER A CHANGE IN OPERATOR</i></p> <p><b>Clean touchable and shared surfaces by using disinfectant wipes or other approved disinfecting cleaners for vehicles and mobile equipment.</b></p> </div> <p><b><u>Vehicles and Mobile Equipment</u></b>            External and internal door handles, window latches/handles, locks, dashboard controls, seats, steering wheel &amp; joystick controls, levers, signal and wiper stalks,-transmission shifter, seat adjustment levers, and seatbelt components, tailgate and toolbox handles on trucks, another other vehicle controls.</p> <ul style="list-style-type: none"> <li>○ <b><i>No more than two persons in a vehicle, where practical.</i></b></li> <li>○ While outdoors; <b><i>avoid</i></b> groups of people and adhere to social distancing guidelines</li> </ul> <p><b><u>Hand Tools</u></b>            If using hand tools and other shared tools, wipe down handles and touchable surfaces for controls.</p> <p style="text-align: center;"><b>SHARE with CAUTION!</b></p> <p>These may include:</p> <ul style="list-style-type: none"> <li>● Staplers, pens/pencils, scissors, three-hole punch, calculators, tape dispensers, printer/copier buttons</li> <li>● Chainsaws, shovels, hammers, wrenches, power tools</li> </ul>
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See next page for Summary of Minimum Cleaning Requirements



## Minimum Cleaning Standards



What to Clean	Required Cleaners	PPE	How Often	Additional Information
<b>Office / Common Areas</b>	Disinfectant, 70% Alcohol Solution, diluted bleach		Twice Per Day	This includes Phones, desks, doorknobs, handles, arms of chairs, key board, mouse, Staplers, pens/pencils, scissors, three-hole punch, calculators, tape dispensers, printer/copier buttons.
<b>Mobile Phone</b>	Approved Screen Cleaners		Twice Per Day	Do not use rubbing alcohol, disinfectants, or sprays. Can damage phone.
<b>Restrooms</b>	Disinfectant, 70% Alcohol Solution, diluted bleach		Twice Per Day	This includes Doorknobs and handles, sinks, counters, dispensers, toilet seats, flush valves, partition doors, handcap rails, light switches
<b>Break Rooms</b>	Disinfectant, 70% Alcohol Solution, diluted bleach		Twice Per Day	This includes Doorknobs and handles, handrails, light switches, push plates doors, tables, common touchable areas on chairs, outside microwave, fridge handles, coffee pot handles, dishwashers, sinks, counters and dispensers
<b>Vehicles &amp; Mobile Equipment</b>	Disinfectant, 70% Alcohol Solution, diluted bleach		Twice Per Day & Before Change in Operator or Rider	This includes External and internal door handles, window latches/handles, locks, dashboard controls, seats, steering wheel & joystick controls, levers, signal and wiper stalks, transmission shifter, seat adjustment levers, and seatbelt components, tailgate and toolbox handles on trucks, another other vehicle controls.
<b>Hand Tools, Power Tools, &amp; Chainsaws</b>	Disinfectant, 70% Alcohol Solution, diluted bleach		Twice Per Day & Before Change in User	Wipe down handles and touchable surfaces for controls.