



# Dinwiddie County Administration Office

14016 Boydton Plank Road  
Dinwiddie, VA 23841

Phone: (804) 469-4500

Fax: (804) 469-4503

E-Mail: [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us)

## **ADDENDUM #1**

Date: November 14, 2014

Invitation For Bids #: 14-110914 (Janitorial Services)

Deadline: Monday, November 24, 2014 @ 3 p.m.

### TO ALL POTENTIAL BIDDERS:

The following information is being provided for purposes of clarification or in response to questions received from potential bidders. In the event that any of these specifications conflict with previous specifications, the specifications in this addendum shall control. Prepare your bids accordingly:

1. Pre-Bid Attendance Sheet Attached.
2. When Dinwiddie County Offices are closed due to inclement weather, janitorial services are not needed. We DO NOT follow the same schedule as the school system.
3. Trash can liners will be provided by the County.
4. All stairwells must be swept, dusted and spot cleaned once a week.
5. All carpets and tile floors were last cleaned October 2014. They will not need to be cleaned until Spring 2015.
6. Interior windows shall be cleaned as high as can be reached with an extender. Windows at the Courthouse shall be cleaned with only a microfiber cloth as to not scratch the film.
7. In the Public Safety building, the dispatch room will only need the following services:
  - Daily: trash pick up
  - Weekly: dusting
  - Monthly: blinds, baseboards, window ledges, doors, frames, kick plates, and switch plates
  - Yearly: Carpet cleaning
  - All other cleaning (vacuuming, etc.) will be done by the dispatchers as needed. Work must be completed in a manner to not distract or interrupt 911 services.
8. At the fire stations, all furniture will be moved by the Contractor.

9. See a revised Attachment B with further details on scheduling.

**Note: A signed acknowledgement of this addendum must be received by this office prior to the due date and time, or must be attached to your bid. Signature on this addendum does not constitute signature on the original bid document. The original bid document must also be signed per bid instructions.**

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Type/Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Mandatory Pre-Bid Meeting**  
**IFB #: 14-110914**  
**Janitorial Services**

**November 13, 2014 @ 9 a.m.**

**Attendance Sheet**

<b>Company Name/Contact</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>
Professional Maintenance	P.O. Box 219 Prince George, VA 23875	(804) 861-4898	<a href="mailto:blane@professionalmaintenanceco.net">blane@professionalmaintenanceco.net</a>
Paramount Services, Inc. Shelley Stewart	1602 W. Washington Street Petersburg, VA 23803	(804) 732-8033	<a href="mailto:paramountser@aol.com">paramountser@aol.com</a>
Crossroads Commercial Heavy Cleaning Diana Messer	P.O. Drawer 248 Farmville, VA 239001	(434) 392-1403	dmesser@crossroadscsb.org
Service Master Services Joe Vick	510 N. Main Street Franklin, VA 23851	(757) 650-8793	<a href="mailto:smservices@worldlinkisp.com">smservices@worldlinkisp.com</a>
Ayee List Mgmt Lori Radford	205 ½ E. Broadway Hopewell, VA 23860	(804) 356-7883	<a href="mailto:Loriec72@hotmail.com">Loriec72@hotmail.com</a>
Goodwin Janitorial	5013 Majestic Creek Drive South Chesterfield, VA 23834	(804) 530-1919	<a href="mailto:Goodwjani@aol.com">Goodwjani@aol.com</a>

Xclusive Cleaning Solutions	1050 Temple Ave Colonial Heights, VA 23834	(804) 368-4523	<a href="mailto:xclusivecs@gmail.com">xclusivecs@gmail.com</a>
Jani-King	9710A Metropolitan Ct Richmond, VA 23236	(804) 400-6256	<a href="mailto:ialexander@jani-kingrich.com">ialexander@jani-kingrich.com</a>
SON Cleaning Barbara Brown	7806 Mill Rive Lane Chesterfield, VA	(804) 338-2178	<a href="mailto:Bajac28@yahoo.com">Bajac28@yahoo.com</a>
JB Wilson Enterprises	15191 Montauns Drive, #204 Culpeper, VA 22701	(540) 529-1713	<a href="mailto:jbwilsonenterprises@hotmail.com">jbwilsonenterprises@hotmail.com</a>
In and Out TBM Curt McConnell	5915 Glen Eagles Drive Fredericksburg, VA 22407	(540) 805-0594	<a href="mailto:curt@inandout.cc">curt@inandout.cc</a>
Royalty Residential & Commercial Svcs, Corp	12602 Gren Garden Ter Chester, VA 23836	(804) 874-9442	<a href="mailto:royaltyservices@earthlink.net">royaltyservices@earthlink.net</a>
5 Star Enterprises, LLC	P.O. Dox 753 Chesterfield, VA 23832	(877) 754-1770 ext 05 or 10	<a href="mailto:L_Tweedy@verizon.net">L_Tweedy@verizon.net</a> <a href="mailto:G_Tweedy1@verizon.net">G_Tweedy1@verizon.net</a>
A & B Cleaning Services Inc.	610 B. Lyndale Court Greenville, NC 27858	(252) 752-7222	<a href="mailto:mckessonj@yahoo.com">mckessonj@yahoo.com</a> <a href="mailto:aandbcleaning113@msn.com">aandbcleaning113@msn.com</a>

ATTACHMENT B **REVISED**

**Building Location, Square Footage**

<b>Building Name</b>	<b>Address</b>	<b>Square Footage</b>	<b>Scheduling Notes</b>
Pamplin Administration	14016 Boydton Plank Road	25,888	COTR, Treasurer & Registrar's Office completed before 5 p.m. All other areas anytime.
IT Modular	14014 Boydton Plank Road	1,631	Completed before 5 p.m.
Public Safety	13910 Courthouse Road	2,587	Anytime
Courthouse	14008 Boydton Plank Road	31,262	All Office Suites completed by 4:30 p.m. All other areas started before 4:30 p.m. to gain access to building.
Sheriff's Office	14230 Sycamore Drive	3,786	Daily cleaning anytime. All other cleaning complete by 5 p.m.
Historic Courthouse	14101 Boydton Plank Road	8,044	Anytime. Daily cleaning services can be reduced to twice a week in this building only.
Dinwiddie Vol Fire Dept	13516 Boydton Plank Road	1,856	Tile Floors Only
Ford Vol Fire Dept	13402 Cox Road	1,440	Tile Floors Only
McKenney Vol Fire Dept	10507 Doyle Boulevard	1,892	Tile Floors Only
Namozine Vol Fire Dept	3913 Pelham Ave	1,710	Tile Floors Only
Old Hickory Vol Fire Dept	19522 McKenney Highway	851	Tile Floors Only

\*Areas are approximate total square footage to be cleaned.