



Date: March 30, 2023
To: All Vendors
Subject: Addendum #1

REFERENCE: P029-23 ANNUAL JANITORIAL SERVICES

This Addendum forms part of the contract and clarifies, corrects or modifies the original proposal document. See updates to page 26 and 55 from proposal document.

NEW SUBMISSION DATE & TIME: April 10, 2023 by 11:00 AM

NEW OPENING DATE & TIME: April 10, 2023 at 11:30 AM

1. April 5, 2023 - Last day to submit questions by 5:00 PM
2. April 11 - 21, 2023 - Evaluate proposals
3. April 24, 2023 – Provide recommendation
4. May 8, 2023 - Send to Utilities Board for approval

DO NOT FILL PRICING WHEN ACKNOWLEDGING RECEIPT OF THIS ADDENDUM.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. **Complete information below and return via e-mail to: hlopez@brownsville-pub.com or to dsolitaire@brownsville-pub.com.**

I hereby acknowledge receipt of this addendum.

Company: _____

Agent Name: _____

Agent Signature: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail address:** _____

If you have any further questions about the Bid, call 956-983-6375.

Hugo E. Lopez

BY: Hugo E. Lopez
Purchasing

SCOPE OF WORK PRE-TREATMENT OFFICES

GENERAL INFORMATION: The Brownsville Public Utilities Board (BPUB) requires janitorial services for the Pre-Treatment Department which is located at 3208 Robindale Road, Brownsville, Texas and is approximately 3,157 square feet. The vendor will provide all the material, labor and equipment to perform the required activities. Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES: Work hours shall conform to an 8:00 AM to 5:00 PM time frame, Monday through Friday. The Vendor is responsible for all hazard requirements. Hardhat and Safety Glasses shall be worn for work in areas as designated below.

- When walking outside toward the east side of the parking area.

1. OFFICES (MONDAY THROUGH FRIDAY)

- a) Collect and remove all trash from all rooms, replace liners, wipe and clean trash cans.
- b) Pick up trash near sidewalks, main entrance, and front of building.
- c) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- d) Clean inside and outside of entrance glass doors with glass cleaner.
- e) Clean walls, doors, door frames and light switches.
- f) Sweep and mop all hard surface floors in rooms, hallways, and main entrance areas.
- g) Clean behind doors & under office furniture.
- h) Break Room Area-clean exterior of refrigerators and restock paper towels & refill soap dispenser.
- i) Dust window ledges and sills.

2. RESTROOMS

- a) Clean wall and partitions.
- b) Clean sinks, mirrors and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies such as toilet paper, paper towels, and hand soap, etc.

3. MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.
- b) Clean and /or wash windows and clean light fixtures.
- c) Wax vinyl chairs in conference room.
- d) Polish floors.

4. SEMI-ANNUAL SERVICE

- a) Polish all floors.

5. ANNUAL SERVICE

- a) Strip and Polish floors.

PALO ALTO CONTROL CENTER						
25	Palo Alto Control Center (Mon,Wed,Thurs)	972	3 room areas /1 rest room/lunch area/computer area	12/Mo		
RESACA MAINTENANCE CONSTRUCTION TRAILER						
26	Resaca Maintenance Construction Trailer (Monday, Wednesday & Friday)	528	1 restroom/1 office/1 conference room	12/Mo		
POWER PLANT BUILDING – West 13th Street						
27	Power Plant Building and R.O. Laboratory Room - 24 Hr. Facility (Monday through Friday) 8:00AM to 5:00PM	7,000	Main entrance & stairs/7 offices/1 conference room/ 7 restrooms/1 control room/1 break room/ RO lab/1 machine shop/1 turbine deck Security Guard Shed 1	12/Mo		

OPTION

<p>Crew Service After hour rate due to weather and/or any special event for all janitorial cleaning services. Charge per day of a crew of 10 people for 8 hours with a supervisor, included.</p>	<p>\$_____ Emergency Charge Rate/Day</p>
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