

# *W*INTER HAVEN

*The Chain of Lakes City*

March 10, 2010

## **Addendum # 1**

### **ITB-10-13**

### **Annual Contract – Custodial Services - Utilities**

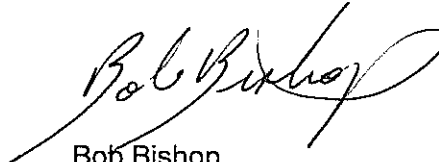
The Invitation To the Annual Contract – Custodial Services, Utilities – ITB-10-13, is hereby changed by correction of the following:

1. Replace the DETAILED CONTRACT WORK SPECIFICATION SCHEDULE with the attached ~~DETAILED CONTRACT WORK SPECIFICATION SCHEDULE~~ – A.

All other terms and conditions remain the same.

Sincerely,

CITY OF WINTER HAVEN



Bob Bishop  
Procurement Services Division Director

**DETAILED CONTRACT WORK SPECIFICATION SCHEDULE - A**

Facility #1 <b>Utility Services Dept – 401 6th St. SW.</b>	<b>Days of service: Monday and Thursday</b>							
<b>GENERAL OFFICE BOTH FLOORS</b>	<b>Times Per Week</b>	<b>Times Per Month</b>	<b>Times Per Year</b>	<b>As Needed</b>	<b>check</b>	<b>check</b>	<b>check</b>	<b>check</b>
		check		check		check		check
Empty wastebaskets & replace liners as needed	2							
Clean or spot clean interior doors, light switches, walls, partitions and stair rail	2							
Dust or clean tops of desks, furniture & cabinets (if accessible)	2							
Sweep or dust-mop and damp-mop hard surface floors	2							
Clean all glass office and entrance doors inside and out	2							
Sweep or dust-mop and damp-mop hard surface floors	2							
Wipe down and vacuum all upholstered chairs	2							
Sweep Ave E SW & 6 <sup>th</sup> St outside entrance areas	2							
<b>RESTROOM CLEANING - UPSTAIRS AND DOWNSTAIRS</b>								
Empty wastebaskets and replace liners as needed	2							
Clean and sanitize sinks, fixtures, toilets and urinals	2							
Clean mirrors, bright work, partitions, showers and walls	2							
Sweep and damp-mop floors	2							
<b>EMPLOYEE BREAK ROOM &amp; KITCHEN AREA</b>								
Empty wastebaskets and replace liners as needed	2							
Damp wipe countertops, microwave, refrigerator, coffee station and all tables	2							
Clean or spot clean cabinets, walls and doors	2							
Sweep and damp mop floors	2							
<b>PERIODIC GENERAL CLEANING- See contract for schedules</b>								
Dust cabinets, picture frames, partitions, ledges, sills, Etc.					2			
Vacuum or dust vertical blinds, vents and grills					2			
Remove cobwebs							X	
Clean all windows inside and out					1			
<b>FLOOR MAINTENANCE</b>								
Deep clean carpet – Second floor					1			
Deep clean and buff tile floors					1			

**\* Turn off lights nightly at completion of work and lock up building unless official use of the building is being made when work is completed.**

**Fill out after work completed each time:**

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

**Time:** \_\_\_\_\_

**By:** \_\_\_\_\_