



ADDENDUM NO. 1

TO: All Plan holders and Prospective Bidders
FROM: City of Capitola Public Works
DATE: September 26, 2024
PROPOSALS DUE: Tuesday, October 1, 2024 at 2:00 p.m.
RE: **ADDENDUM NO. 1**
JANITORIAL SERVICES FOR CITY FACILITIES

ADDENDUM NO. 1

City of Capitola, California

This Addendum shall be considered as a part of the bid documents for the subject project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this Addendum shall govern and take precedence.

Contractors are hereby notified that they shall make any necessary adjustments in their proposals on account of this Addendum. It will be construed that each proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Receipt of this Addendum must be acknowledged on the Addendum Acknowledgement form. Signature on said Bid Form indicates acknowledgement of receipt of Addendum No. 1, and that said Addendum No. 1 was properly evaluated in bidder's proposal. Any proposal not in compliance with this requirement may be rejected.

Jessica Kahn, Public Works Director

The following is hereby added and/or amended and is intended to add clarification to the following:

1. Appendix A: Scope of Services, III. MAINTENANCE, B. Weekly Janitorial Services, 8. Restroom, Locker, and Shower Floor is amended to read as follows:

~~8. Restroom, Locker and Shower Floor – All surface litter such as paper, tape, towels, etc., shall be removed before machine scrubbing. Apply the appropriate cleaning solution and allow it to stand for 5 minutes before scrubbing the surface with a floor buffer equipped with a grit brush. The deep cleaning shall remove heavy stains, mildew, and mineral deposits from the surface and grout. After scrubbing, the surface shall be rinsed thoroughly to remove all remaining~~

~~detergent.~~ Mop the floor with clean water and a clean mop. Mop excess water from the floor. Wipe all baseboards with a damp clean rag. ~~Areas not accessible with the buffer shall be manually scrubbed with an abrasive hand pad.~~

2. Appendix A: Scope of Services, Page 21, Item 13 – Community Center, Specifics is amended to read as follows:

Item No.	Building Name	Address	Approx. Square Footage	Frequency
13	Community Center	4400 Jade Street	5,800	As scheduled

Specifics: Details: The Community Center currently has routine janitorial services through a separate agreement. However, daily service (except holidays) will be required for three weeks a total of 15 days during the winter months. Provide the costs for both a prescheduled week of cleaning and for annual janitorial services. The facility includes three recreation rooms, restrooms, a kitchen, offices, and hallways.