



# Mayor & Council of Berlin

10 William Street  
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## CONTRACTUAL CLEANING SERVICES REQUEST FOR BIDS

Pre-Bid: May 1, 2015, 10:00 AM  
Due date: May 8, 2015, 10:00 AM

**Addenda No. 1**  
**Issued April 29, 2015**

Re: Attachment 1, Part B: Amended Schedule for cleaning days as attached.

\*\*\*NOTHING FOLLOWS, 4/29/15, 1:00 PM\*\*\*

Addendum 1

To replace Part B included in original Attachment 1

**Part B: Wastewater Plant/Electric  
Substation/Public Works**

Part B Page 1 of 1

<b><u>Offices, Common Areas, Entry Ways, Lobbies, and Meeting Rooms</u></b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>3 X/year</b>	<b>Semi - Annual</b>	<b>As Requested</b>
Empty Waste Baskets	X					
Vacuum carpet areas	X					
Sweep floors	X					
Mopping/including corners & edges	X					
Clean Door Sashes	X					
Clean Glass Doors	X					
Clean Table and Counter Tops	X					
Organize all Chairs	X					
Dust Picture Frames	X					
Clean Blinds	X					
Clean Window Sills	X					
Clean Desks	X					
Clean Chairs	X					
Dust Filing Cabinets	X					
Clean Kick Plates	X					
Window Cleaning - Interior	X					
Clean Light Fixtures		X				
Clean Air Vents			X			
Scrub & Wax Floors/includes wipe down of area base boards			X			
Window Cleaning - Exterior				X		

Addendum 1

To replace Part B included in original Attachment 1

<b><u>Kitchen Areas</u></b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>3 X/year</b>	<b>Semi - Annual</b>	<b>As Requested</b>
Empty Waste Baskets	X					
Clean Counter Tops	X					
Clean Appliances	X					
Scrub Sinks and Backsplashes	X					
Clean Backsplashes and walls	X					
Sweep & Mop Floors/including corners & edges	X					
Scrub & Wax Floors/includes wipe down of area base boards		X				
Clean Air Vents			X			

<b><u>All Restrooms</u></b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>3 X/year</b>	<b>Semi - Annual</b>	<b>As Requested</b>
Empty Waste Baskets	X					
Sweep & Mop Floors/ including corner & edges	X					
Clean & Sanitize Sinks	X					
Clean and Deodorize Urinals & Commodes	X					
Fill All Paper Product Dispensers	X					
Fill Soap Dispensers	X					
Clean Mirrors	X					
Clean/Polish Chrome Fixtures	X					
Dust/Clean Partitions	X					
Clean Walls	X					
Scrub Restrooms	X					
Air Vents			X			