

**UNIVERSITY MEDICAL CENTER OF SOUTHERN NEVADA
BID NO. 2010-27
JANITORIAL SERVICES
ENTERPRISE HEALTHCARE BUILDING**

December 28, 2010

ADDENDUM NO. 3

Please delete the following section(s) in its entirety and replace with the following:

I. INSTRUCTIONS TO BIDDERS

28. INITIAL TERM

The initial term of CONTRACT shall be from March 1, 2011 through February 28, 2014, approximately three (3) years.

III. SPECIAL CONDITIONS

6. HOURS OF SERVICE

- A. Normal business hours for SUCCESSFUL BIDDER'S Service Station shall include at minimum Monday through Friday, 8:00 a.m. to 5:00 p.m. PST.
- B. Individual Tenant/Pod Hours of Operation are as follows:
 - Pod 1** – UMC Quick Care: 8:00 A.M to 6:30 P.M. Monday - Sunday
 - Pod 2** – Nevada Health Center: 7:00 A.M to 4:30 P.M. Monday – Friday
 - Pod 3** – Nevada Health Centers WIC: 7:30 A.M to 4:30 P.M. Monday - Friday
 - Pod 4** – UMC Occupational Medicine Clinic: 7:00 A.M to 4:00 P.M. Monday, Wednesday, Thursday; and 7:00 A.M. to 11:00 P.M. Tuesday and Friday

IV. TECHNICAL SPECIFICATIONS

TS.1 Location

The Enterprise Healthcare Building is located at 1700 Wheeler Peak Drive, Las Vegas, Nevada, 89106.

The Successful Bidder shall be responsible for approximately 18,332 total square feet including common areas.

UMC manages the property for Clark County, Nevada, and occupies approximately 11,422 square feet.

Other tenant(s) occupy the balance (Pods) and each share in the Common Area cost of maintenance as shown below.

Pod 1 – UMC Quick Care: 5,485 sq ft + 631.50 sq ft Common Area = **6,116.50 total s/f**

Pod 2 – NV Health Center: 2,733 sq ft + 631.50 sq ft Common Area = **3,364.50 total s/f**

Pod 3 – NV Health Centers WIC: 1,913 sq ft + 631.50 sq ft Common Area = **2,544.50 total s/f**

Pod 4 – UMC Occupational Med Clinic: 4,674 sq ft + 631.50 sq ft Common Area = **5,305.50 total s/f**

Lobby/Common Area – 2,526 sq ft (equally divided between the 4 Pods = 631.50 sq ft each)

TS.2 Delivery of Services

The cleaning specifications are on the basis of seven (7) nights per week and include a daily on-site porter (Monday through Friday).

Service is provided for Pods 1, 2, 3, and 4 only. **Pod 5 – Dental Clinic, is not included in this Bid.**

Successful Bidder will bill each tenant directly based on their total square footage as provided in TS.1 above. In the event that any Pod(s) become vacant, the Successful Bidder shall incorporate Pod's Common Area into UMC's total square footage and bill accordingly; the other tenants are not responsible for the vacant Pod or any payment due.

UMC is not responsible for the collection of payment from the other tenants of the building. Payment must be collected directly from tenant occupying each individual Pod.

TS. 7 Experience

A. The Enterprise Healthcare Facility is a high volume, 200 patients per day, joint use medical facility. Bidders shall have experience in similar facilities with the above stated traffic level or higher.

QUESTIONS/ANSWERS

Q.1 Without a signed contract, please advise what protection is provided for non-payment from the tenants?

A.1 Each Pod/Tenant holds a contract with Clark County for their occupied space. Each contract indicates the Property Manager (UMC) is responsible for the janitorial needs of the premise and that the Tenant will reimburse the Property Manger for this cost.

Q.2 Is this contract binding with all tenants?

A.2 Yes

Q.3 UMC Quick Care is open 7 days a week; is the Day Porter required to cover the Quick Care seven (7) days a week?

A.3 No. The Day Porter is only required five (5) days per week, Monday through Friday.

Q.4 Who is responsible for the purchasing of the red Bio-Hazardous bags?

A.4 UMC

Q.5 What is the square footage of the common areas?

A.5 Lobby/Common Area = 2,526 sq ft (equally divided between the 4 Pods = 631.50 sq ft each)

REVISIONS TO ADDEDNUM NO. 1 - QUESTIONS/ANSWERS

The following questions were addressed in Addendum No. 1 issued November 16, 2010. Please note the revisions to the following Questions/Answers:

Q.5 Page 23 # TS.7 – A states 200 patients per day...is that for all tenants?

A.5 Yes; this is an estimated figure and may increase or decrease at any time.

Q.11 What is the Paper Towel Usage?

A.11 Current usage is approximately ten (10) rolls for the automatic machines and five (5) cases folding paper towel packets for the manual dispensers per month. Each case has 16 individual packets.

Q.12 Do we handle bio-hazard? Please confirm to what extent?

A.12 UMC shall purchase and supply the bio-hazard bag; however, the Successful Bidder shall be responsible for the pulling of the bio-hazard material each day. UMC shall be responsible for the actual disposal of the bio-hazardous waste. Successful Bidder must be experienced in handling bio-hazardous materials.

Q.16 Please verify there is no buffing required of vinyl flooring daily or weekly?

A.16 Buffing will be required once per week on all vinyl flooring.

Please delete the following sections in its entirety and replace with the following:

1. Technical Specifications – Minimum Requirements Sheet

Please delete the Minimum Requirements Sheet in its entirety and replace with the attached Minimum Requirements Sheet (revised 12/27/10).

2. Bid Form

Please delete the Bid Form section in its entirety and replace with the attached Bid Form (revised 12/27/10).

Bid Opening Date

The Bid Opening date of Thursday, January 6, 2011 at 2:00:00 P.M. PST remains unchanged.

Should you have any questions, please contact me at (702) 207-8291 or via email at Rebekah.holder@umcsn.com.

Issued by:

Rebekah Holder
Sr. Contract Management Analyst

Name of Firm

INTENT:

It is the intent of these specifications to provide the minimum requirements for the Successful Bidder that will conform to the specifications, and be suitable for continuous use by UMC.

BIDDERS MUST RETURN THE ORIGINAL OR A PHOTOCOPY OF THIS FORM. INITIAL EACH ENTRY FOR EACH SPECIFICATION IN THE SPACE PROVIDED OPPOSITE THE SPECIFICATION. INDICATE ANY VARIANCE(S) IN THE SPECIFICATION BY WRITING THE VARIANCE WHERE YOU WOULD NORMALLY INITIAL. IF THERE IS NOT ENOUGH SPACE TO WRITE OUT THE ENTIRE VARIANCE, ATTACH AN ADDITIONAL SHEET OF PAPER.

ITEM NO.	SERVICE AREA	FREQUENCY OF SERVICE	SERVICE DESCRIPTION
1.0	OFFICES	DAILY	
1.1			Empty, clean, and damp dust all waste receptacles and remove waste paper and rubbish from premises to designated areas. Wash as necessary. Place plastic liners in receptacles
1.2			Empty and damp wipe all ashtrays
1.3			Vacuum carpet areas in leased premises, including lobbies, corridors, and under furniture. Clean and vacuum top of chair mats. Spot clean spills and smudges
1.4			Hand dust and wipe clean with damp or treated cloth, office desktops and exposed furniture surface area
1.5			Clean and sanitize telephones as needed
1.6			Damp wipe and polish all glass furniture tops, glass entry doors, glass side panels, mirrors, bright work, enameled surfaces, and interior glass partitions
1.7			Dust chair rails and trim surfaces
1.8			Remove fingerprints and smudges from all vertical surfaces, including doors, door frames, hardware, metals, on and around light switches, private entrance glass partitions, and picture and wall decorations within reach
1.9			Sweep or vacuum private stairways
1.10			Clean and disinfect all basins, bowels, lavatories, and sinks
1.11			Damp mop and disinfect all coffee bars, waiting rooms, labs, exam rooms, restrooms, and treatment room floors
1.12			Clean and disinfect cafeteria areas, exterior appliances, and exterior cabinet surfaces
1.13			Straighten magazines and furniture in waiting rooms and front office areas

1.14			Place all furniture in standard pattern for respective rooms/areas
1.15			Wipe clean and sanitize as needed
1.16			Spot clean carpet
1.17			Lock all entrance doors and any interior doors requested by Tenant or Building Manager. All other interior doors to open unless otherwise instructed
1.18			Turn off all lights after cleaning areas
2.0	OFFICES	MONTHLY	
2.1			Edge Vacuum
2.2			Damp dust cove base
2.3			Dust, damp wipe, or polish clothing closets, shelving, and coat racks
2.4			Vacuum upholstered surfaces
2.5			Hand dust and wipe clean with damp or treated cloth office furniture, files, fixtures, paneling, window sills, and all other horizontal surfaces
3.0	OFFICES	QUARTERLY	
3.1			Dust and vacuum light fixtures and ventilation
3.2			Dust vertical and horizontal window blinds
3.3			Dust window sills and window frames
3.4			Perform high dusting of picture and wall decorations, doors, door frames, walls, partitions, and others not reached in nightly cleaning
3.5			Dust exposed overhead pipes and sprinklers
4.0	OFFICES	BI-ANNUALLY	
4.1			Shampoo all office carpets
5.0	RESTROOMS	DAILY	
5.1			Disinfect, mop, rinse, and dry tile floor
5.2			Clean all mirrors, bright work, faucet handles, and enameled surfaces. Remove all evidence of water hardness
5.3			Wash and disinfect all basins, urinals, and toilet bowls, removing all stains. Clean undersides of urinal and bowl rims
5.4			Wash and disinfect both sides of toilet seats
5.5			Damp wipe, wash, and disinfect as necessary all partitions, tile walls, and outside surfaces of all toilet tissue, hand soap, and towel dispensers and receptacles
5.6			Empty and sanitize all receptacles and sanitary napkin dispensers
5.7			Empty waste receptacles, spray and damp wipe with disinfectant. Remove waste paper and refuse to designated areas and replace plastic liners

5.8			Clean flush meters, piping, toilet seat hinges, and other metal
5.9			Refill toilet tissue, hand soap, towels, and sanitary napkin dispensers
5.10			Clean, disinfect, and fill floor drains with water
6.0	RESTROOMS	MONTHLY	
6.1			Dust and vacuum light fixtures and ventilation registers
6.2			Machine scrub flooring, using a germicidal solution
6.3			Perform high dusting of walls, doors, partitions, and others not reached in nightly cleaning
6.4			Wash down and disinfect all partitions, tile walls, metal ceilings, and enamel surfaces.
7.0	RESTROOMS	QUARTERLY	
7.1			Wash lighting fixtures, lenses, and lamps
	Note: Disinfectants are to be odorless. All solvents used will not cause harm to chrome finishes.		
8.0	PUBLIC AREAS	DAILY	
8.1			Wash and sanitize all water fountains. Wash metal housing as needed
8.2			Carpeted area, rugs, or door mats
8.2.1			a. Vacuum
8.2.2			b. Spot clean spillage
8.3			Marble, slate, ceramic tile, terrazzo, brick, or stone
8.3.1			a. Remove scuff marks and chewing gum
8.3.2			b. Dust with specially treated dust mops
8.3.3			c. Damp mop and dress
8.4			Vinyl tile, or other composition floors and bases
8.4.1			a. Dust with specialty treated dust mops
8.4.2			b. Damp mop
8.5			Ash Urns
8.5.1			a. Empty, wash, clean, and polish. Where sand urns are used, empty all debris, smooth sand, or replace as needed
8.6			Glass (including mullions)
8.6.1			a. Clean glass entrance doors nightly
8.6.2			b. Clean glass partitions, glass walls, mirrors, bright work, enameled surfaces, and glass furniture
8.7			Plaza, Entrances, and Lobbies
8.7.1			a. Wipe clean and sanitize seating areas.
8.7.2			b. Sweep and/or vacuum entrance mats and carpet runners. Wash all rubber mats.
8.7.3			c. Remove fingerprints and smudges from directory boards, lobby, and corridor signage.
8.7.4			d. Clean and polish telephone booths, mail chutes, and mail depositories.
8.7.5			e. Clean and polish ornamental metal doors.
8.7.6			f. Maintain building lobby corridors and other public areas in a clean condition.
8.8			Maintenance Areas
8.8.1			a. Wash and dress floor surfaces.
8.8.2			b. Report any faucet leaks, drains clogs, etc. to Building Manager

9.0	PUBLIC AREAS	WEEKLY	
9.1			Wash and dress marble, slate, ceramic tile, terrazzo, brick, or stone floor surfaces
9.2			Wash and clean vinyl tile, or other composition floor and bases surfaces thoroughly
9.3			Clean and polish directory boards, lobby, and corridor signage
9.4			Clean fire extinguishers and/or fire hose cabinet
9.5			Sweep stairways and landings as needed
10.0	PUBLIC AREAS	MONTHLY	
10.1 10.1.1 10.1.2			Marble, slate, ceramic tile, terrazzo, brick, or stone a. Thoroughly clean and buff floor surfaces b. Polish, restore, and maintain high gloss shine
10.2 10.2.1 10.2.2			Vinyl tile, or other composition floors and bases a. Buff, restore, and maintain high gloss shine b. Strip floor surfaces, seal, and refinish as needed
10.4 10.4.1 10.4.2 10.4.3			Common Hallways/Corridors a. Wipe doors I public corridors b. Perform high dusting (doors, air vents, ledges, partition tape, window sills, etc c. Edge vacuum
10.5 10.5.1 10.5.2			Walls a. Dust b. Spot Wash
10.6			Doors-Damp dust and/or wash
10.7 10.7.1 10.7.2			Plaza, Entrances, and Lobbies a. Vacuum upholstered surfaces b. Polish tenant plaques and directory boards.
11.0	PUBLIC AREAS	QUARTERLY	
11.1 11.1.1 11.1.2			Marble, slate, Ceramic tile, terrazzo, brick, or stone a. Scrub, seal, and refinish floor surfaces b. Polish, restore, and maintain high gloss shine
11.2 11.2.1 11.2.2			Vinyl tile, or other composition floors and bases a. Buff, restore, and maintain high gloss shine b. Strip floor surfaces, seal, and refinish as needed
11.3			Dust and vacuum light fixtures and ventilation registers
11.4			Dust vertical and horizontal window blinds
11.5			Dust window sills and window frames
11.6			Perform high dusting of picture and wall decorations, doors, door frames
11.7			Dust exposed overhead pipes and sprinklers
11.8			Shampoo carpets
12.0	ALL AREAS	YEARLY	
12.1			Ceiling, wash lighting fixtures, lenses and lamps

V.
BID FORM
PRICE SHEET
 (Revised 12/28/2010)

Name of Firm

This bid is submitted in response to UMC'S Invitation To Bid and is in accordance with all conditions and specifications in this document.

DESCRIPTION (Pod Breakdown Cost)	RATE Per Square Foot		TOTAL Square Feet		Per Month	MONTHLY Total Cost		Per Year	ANNUAL Total Cost
Pod 1 UMC Quick Care	\$	X	6,116.50	X	1	\$	X	12	\$
Pod 2 Nevada Health Center	\$	X	3,364.50	X	1	\$	X	12	\$
Pod 3 Nevada Health Centers WIC	\$	X	2,544.50	X	1	\$	X	12	\$
Pod 4 UMC Occupational Medicine Clinic	\$	X	5,305.50	X	1	\$	X	12	\$
						COMBINED MONTHLY Total Cost (Pod 1 + Pod 2 + Pod 3 + Pod 4)	\$		
						COMBINED ANNUAL Total Cost (Pod 1 + Pod 2 + Pod 3 + Pod 4)	\$		