

**Addendum #1**  
**Building Maintenance Services**  
**Request for Proposals**  
**Job #67-17-FAC**

The Request for Proposal (RFP) for Building Maintenance Services is hereby amended as follows:

**Clarification of supplied materials:**

The City of Kirkland provides consumable paper products including, but not limited to toilet paper, paper towels, garbage can liners, toilet seat covers, and compostable liners. **The vendor will supply all cleaning materials needed to complete the identified tasks.**

**Clarification for locations and hours for day porter service:**

*(The price to include this service should be included in the overall price bid with your proposals)*

Day Porter Schedule:

*Monday through Friday at all locations below*

Kirkland Justice Center: Hours 11:00-12:30

City Hall: Hours 1:00-2:00

Peter Kirk Community Center: Hours 1:30-2:30

North Kirkland Community Center: Hours 3:00-4:00

See Attachment A for a description of service.

**Clarification of service days:**

City Hall: 5 days per week, Sunday through Thursday

City Hall Annex: 3 days per week, Tuesday-Thursday-Sunday

Heritage Hall: 1 day per week, Tuesday (Cleaned as needed for special events)

Peter Kirk Community Center: 7 days per week

Maintenance Center Buildings A, B, and C: 5 days per week, Sunday through Thursday

Parks Maintenance Building: 5 days per week, Sunday through Thursday

Kirkland Justice Center: 7 days per week

North Kirkland Community Center: 7 days per week

Receipt of Addenda No(s). \_\_\_1\_\_\_ is hereby acknowledged.

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CONTRACTOR SIGNATURE

Addendum issued on November 17, 2017.

Greg Piland  
Purchasing Agent  
Phone: 425-587-3123

**Day Porter Scope of Work**

**Kirkland Justice Center – Police Department**

**11:00 AM – 12:30 PM**

**Monday - Friday**

**Lobby**

Disinfect drinking fountains

Spot Clean Glass

Empty trash and recycle if needed

Refill Hand Sanitizer Stands if needed

**Garbage & Recycle**

Empty Garbage and Recycle outside of Police entrances

Empty Garbage, Recycle and Compost in Commons

**Restrooms & Locker Rooms**

Clean and disinfect all toilet bowls and urinals if needed

Clean and disinfect wash basins and attached fixtures

Sweep, damp mop and disinfect all restroom floors if needed

Fill all toilet paper, paper towels, soap and seat cover dispensers

Empty Garbage

**Records Department**

Empty Trash and Recycle

Spot vacuum with battery operated vacuum

**City Hall**  
**1:00 – 2:00**  
**Monday - Friday**

**Lobby Entrances**

Disinfect drinking fountains

Wipe down coffee machine

Spot Clean Glass

Empty trash and recycle if needed

Refill Hand Sanitizer Stands if needed

**Kitchen & Coffee Bar areas**

Empty Garbage, Recycle, Compost

Fill towel & soap dispensers as needed

**Restrooms & Locker Rooms**

Fill all toilet paper, paper towels, soap and seat cover dispensers

Empty trash and compost

Spot clean, disinfect all toilet bowls and urinals

Clean and disinfect wash basins and attached fixtures

**PETER KIRK COMMUNITY CENTER**

**1:30 PM – 2:30 PM**

**Monday – Friday**

**Common Area's & Multi-Purpose Room**

Disinfect drinking fountains in lobby

Sweep or dust mop and damp mop auditorium floor & kitchen floor

Empty Garbage & Food Waste Receptacles: Lunch room, Kitchen and Coffee Bar

Refill Hand Sanitizer Stands if needed

Empty Ash Cans outside of entrances

**Restrooms**

Clean and disinfect all toilet bowls and urinals

Clean and disinfect wash basins and attached fixtures

Sweep, damp mop and disinfect all restroom floors

Fill all toilet paper, paper towels, soap and seat cover dispensers

**NORTH KIRKLAND COMMUNITY CENTER**

**3:00 PM – 4:00 PM**

**Monday – Friday**

**Common Area's**

Disinfect drinking fountains in lobby

Refill hand sanitizer stands if needed

Spot clean door glass

**Restrooms**

Clean and disinfect all toilet bowls and urinals

Clean and disinfect wash basins and attached fixtures

Sweep, damp mop and disinfect all restroom floors (IF NEEDED)

Disinfect baby changing stations

Fill all toilet paper, paper towels, soap and seat cover dispensers

Empty Garbage