



Loudoun County, Virginia

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Department of Management and Financial Services  
Division of Procurement  
MSC #41C  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

May 7, 2015

NOTICE TO BIDDERS

ADDENDUM NO. 1

RFQ 206

The following changes and/or additions shall be made to the original Invitation For Bid JANITORIAL SERVICES for 801-803 SYCOLIN ROAD and 750 MILLER DRIVE, No. RFQ 206. Please acknowledge receipt of this addendum by signing and returning with your bid.

1. Attached are the questions and answers received by the County.

Prepared By: /s/ Philip R Butterfass, CPPB Date: May 7, 2015

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## **QUESTIONS AND ANSWERS**

Q1 The current contract information does not seem to be available in Oracle. How can I obtain a copy?

A1 This information can be obtained by emailing Philip Butterfass at [Philip.Butterfass@loudoun.gov](mailto:Philip.Butterfass@loudoun.gov).

Q2 Can the County clarify the cleaning schedule for the 911 Call Center?

A2 The Contractor will have the second daytime shift person who reports at 1:00PM for the 803 Sycolin Road building report to 801 Sycolin Road. This person will then empty trash cans, clean the canteen area, provide any needed spot cleaning services in the 911 Call center area, in addition to checking and servicing all the restrooms of the 801 Sycolin Road facility. Policing of the parking lots of the 801-803 Sycolin Road facilities can also be done at this time. Then this person can report to the 803 Sycolin Road facility to finish their scheduled hours. 2 hours maximum allotted.

Q4 What cleaning requirements are necessary for the carpet care in the 911 Call Center?

A4 The County has installed a built in vacuum system where the Janitorial Contractor only has to plug into the system. The County will provide the hose and vacuum attachments for the 911 center. Carpet Cleaning can be performed as normal HOWEVER extreme caution must be taken to ensure that the water/steam is a minimum to ensure that there is no water damage to the flooring system or the electrical grid under the flooring system. The contractor is to review their cleaning process and system with the contract administrator prior to scheduling cleaning