



Loudoun County, Virginia

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Department of Finance and Budget

Division of Procurement

P.O. Box 7000, Leesburg, Virginia 20177

Physical Address: 1 Harrison Street, S.E., 4th Floor, Leesburg, Virginia 20175

June 16, 2020

NOTICE TO BIDDERS

ADDENDUM NO. 2

RFQ 235782

The following changes and/or additions shall be made to the original Invitation for Bid (IFB) No. RFQ 235782, Janitorial Services for Loudoun County Sheriff's Office (LCSO) Firing Range

Please acknowledge receipt of this addendum by signing and returning with your bid.

1. The following section of the IFB Cover Page shall be deleted in their entirety and replaced with the following updated section.

A Pre-Bid Conference will be held on **July 2, 2020 at 9:00 AM** in the Loudoun County Sheriff's Office (LCSO) Firing Range located at 41450 Shreve Mill Road, Leesburg Virginia 20175 for clarification of any questions on the specifications and inspection of the site. Attendance at this Pre-Bid is **MANDATORY**.

Due to the COVID-19 pandemic, we would like each pre-bid attendee to send an email to gerald.landayan@loudoun.gov to confirm that you will attend the Mandatory pre-bid. Please make sure to include on your email, the IFB#, name of your company, and number of attendees in your group. In addition, **Attendees are REQUIRED to wear a mask during the Mandatory Pre-bid Meeting.**

2. The attached Exhibits shall added to the IFB
 - a. EXHIBIT A – New Firing Range Fixtures
 - b. EXHIBIT B – LVT Maintenance Firing Range

Prepared By: /s/ Gerald Landayan Date: June 16, 2020

Acknowledged By: _____ Date: _____

EXHIBIT "A"
LOUDOUN COUNTY SHERIFFS FIRING RANGE

# of	# of	# of	# of	# Water	#	#	#	GOJO - aloe	GOJO (foam)
Toilets	Urinals	Sinks	Canteens	Fountains	Showers	Offices	Classrooms	9637	5392
5	3	14	1.5	1	4	3	3	TBD	TBD

FIXTURE DESCRIPTIONS

Paper Towel : Bradley Model # 250-15 - surface mount (C-fold, multi-fold)

Toilet Paper: Bradley Model 5424 - Surface Mounted (Jumbo Roll)

Soap : Bradley Model 6562 4 - Surface Mounted (Tank Type)

EXHIBIT B LVT MAINTENANCE

Maintenance Recommendations for Resilient Flooring

Luxury Flooring with Diamond 10® Technology Natural Creations® | Vivero™ Best | Vivero™ Better

Following are guidelines for maintaining Armstrong Flooring Luxury Flooring with Diamond 10 Technology coating. They are based on general experience using established methods and cleaning materials. It is important that these guidelines are read carefully.

Ultimately, local site conditions will determine what specific maintenance procedures and frequencies are needed. It is the responsibility of the maintenance provider to establish the maintenance program(s) that meet the demands of the space(s) and needs of the facility.

All resilient floor coverings require maintenance. How frequently the floors must be maintained depends largely on the factors described below. Following regular and well-planned maintenance programs protects the floor by reducing wear, preserves the floor's attractive appearance and ultimately increases its service life.

▪ **How to Determine/Tailor A Maintenance Program**

Before establishing a maintenance program, there are a number of factors which must be considered in order to determine the most appropriate, cost-effective methods to use. It is critical that the maintenance methods for each floor and area be chosen only after careful evaluation and regard to the following:

- **End User's Expectations**
What is considered an acceptable level of appearance by the owner, customers, staff or end-user? What is the desired gloss (high or low gloss)?
- **Type of Facility & Location of Flooring**
Entryways, lobbies, classrooms, checkout lines and pivot-point areas may require more frequent cleaning than lower traffic areas in other parts or upper levels of the building.
- **Volume and Type of Traffic and Soil**
Traffic types and volumes in entryways and corridors will vary greatly from those found in classrooms and checkout lines. Dirt and grit carried in from the outside can differ significantly from the soils and chemical spills found in a laboratory or emergency room.
- **Color/Design of Flooring**
Color and pattern can have a significant impact on a floor's appearance and, when properly chosen, may help mask soiling and staining. Mid-tones are better choices than light or dark colors. Busier/high contrast patterns will hide better than solid/monolithic ones.
- **Resources/Equipment/Chemicals/Personnel/Budget**
Are well-trained maintenance personnel available?
Are the appropriate pieces of equipment (scrubbers, buffers, mops, pads, etc.) available?
Are the appropriate chemicals available?
What is the budget?
- **Special Traffic/Footwear**
Areas subjected to frequent rolling loads provide a different environment than a children's play area or corridor in an elementary school.

Maintenance Recommendations for Resilient Flooring

Preventive Care and Maintenance

Controlling grit and soil is crucial to prolonging the attractive appearance of any floor. Grit or soil is any material—including dirt, stones, sand and clay—that is deposited onto the floor by normal commercial traffic. The best way to control grit is by using appropriate and well-maintained walk-off mats. Studies over the years have shown that properly installed and properly maintained entrance matting systems significantly reduce the amount of soil and water tracked into the building. Less soil means reduced wear, longer appearance retention, increased service life and reduced maintenance costs.

Recommended walk-off mats should:

- Have a high-friction, open surface design to knock grit particles from the bottoms of shoes and then trap the particles.
- Be used at every entrance, inside and outside, should be at least as wide as the doorway and 8' to 12' long.
- Have a backing that won't stain the floor.
- Be cleaned regularly, vacuumed, shaken and/or hosed off frequently.

While walk-off mats will retain a substantial amount of this grit and soil, some will still find its way into the building. Regular vacuuming, sweeping and dust-mopping will help to further control this type of grit.

Furniture Rests (feet, glides, casters, etc.)

Proper selection and care of furniture rests is important in the maintenance and appearance retention of all types of floor coverings. Following are some guidelines to consider:

- The contact area should be large enough to distribute the load evenly without damaging the floor.
- The contact area should be smooth and flat to provide full contact and free of small protrusions, irregularities, roughness, depressions, mold lines, embedded dirt, and grit, etc.
- All edges should be slightly rounded to prevent damage if briefly turned on edge.
- Rests should be manufactured from non-staining materials.
- Rests should be properly maintained. Worn, damaged and missing furniture rests should be replaced.

Furniture, appliances, equipment, etc., should be properly leveled so that all rests are fully and firmly on the floor at all times.

Other Maintenance Tips for Best Results

- Newly installed flooring should not be exposed to rolling load traffic for at least 72 hours after installation to allow setting and drying of the adhesive.
- If it becomes necessary to move any heavy fixtures or appliances over the flooring on casters or dollies, the flooring should be protected with 1/4" or thicker plywood, hardboard or other underlayment panels. If other on-site work is continuing, consider using a protective covering such as plain, undyed Kraft paper to guard against damage to the new floor.
- Do not wet wash, machine scrub, or strip the floor for at least five days after installation. This is to prevent excess moisture from interfering with the adhesive bond and/or seam treatments.
- The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than 2 years old because they may affect the adhesive bond.
- When performing wet maintenance, always use proper signage and prohibit traffic until the floor is completely dry.
- Do not use excessive amounts of liquid during maintenance.
- Do not use brown or black pads, equivalent brushes or stiff-bristled, highly abrasive brushes on any Armstrong resilient flooring.

Maintenance Recommendations for Resilient Flooring

Maintenance Recommendations for Luxury Flooring with Diamond 10® Technology Natural Creations® | Vivero™ Best | Vivero™ Better

Armstrong Flooring's Natural Creations, Vivero Best, and Vivero Better with Diamond 10 Technology coating are manufactured with a high performance, diamond-infused, urethane finish that provides outstanding scratch, stain, and scuff resistance, improved maintenance characteristics, and maintenance options for the end-user. Where applicable, the finish will require scrubbing with a neutral cleaner to promote wet out of disinfectant cleaners and to ensure wet out and adequate adhesion of field-applied acrylic floor polishes/finishes.

For Best Results

- Newly installed flooring should not be exposed to rolling load traffic for at least 72 hours after installation to allow setting and drying of the adhesive.
- If it becomes necessary to move any heavy fixtures or appliances over the flooring on casters or dollies, the flooring should be protected with 1/4" or thicker plywood, hardboard or other underlayment panels. If other on-site work is continuing, consider using a protective covering such as plain, undyed kraft paper to guard against damage to the new floor.
- Do not wet wash, machine scrub or strip the floor for at least five days after installation. This is to prevent excess moisture from interfering with the adhesive bond and/or seam treatments.
- When performing wet maintenance, always use proper signage and prohibit traffic until the floor is completely dry.
- The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than two years old because they may affect the adhesive bond.
- Do not use excessive amounts of liquid during maintenance.
- The use of scrubbing brushes is recommended to reach into the textured surface to remove dirt, particles and residues.
- Do not use brown or black pads, equivalent brushes or stiff-bristled, highly abrasive brushes on Armstrong resilient flooring.
- Use a proper walk-off mat program to control and reduce the amount of loose grit and soil coming into the building.
- Do not dry buff or burnish the unpolished surface of these flooring products. LVT flooring products which are to be dry buffed or high-speed burnished should have a sufficient base of polish (5 to 7 coats). Floors must also be clean and dry before burnishing. Any residual soil on the floor before burnishing will be ground into the finish resulting in discoloration.
- When choosing the Polish Option for these products, the hydrophobic characteristic of their high-performance coating requires that the product first be scrubbed with a properly diluted neutral detergent solution (such as Armstrong S-485 Commercial Floor Cleaner), using a single disk swing machine (300 rpm or less) equipped with a 3M™ blue pad scrubbing pad or equivalent brush.
- For end-use applications where germicidal chemicals are routinely used on the floor as part of a strict surface disinfection protocol and the floor will not be polished, to ensure the proper wet out of these disinfectant cleaners, the floor must be thoroughly scrubbed with a properly diluted neutral detergent solution (such as Armstrong S-485 Commercial Floor Cleaner), using a single disk swing machine (300 rpm or less) equipped with a 3M™ blue pad scrubbing pad or equivalent brush.

Maintenance Recommendations for Resilient Flooring

Low Maintenance Option: No Polish – No Buff

A. Initial Maintenance and Preparation for Commercial Traffic

1. Sweep, dust mop or vacuum the floor thoroughly to remove all loose dust, dirt, grit and debris.
2. Remove any dried adhesive residue with a clean, white cloth dampened with mineral spirits, carefully following warnings on the container.
3. Damp mop the floor with a properly diluted neutral (pH 6 to 8) detergent solution such as Armstrong S-485 Commercial Floor Cleaner.
4. If necessary, scrub the floor using a rotary machine or auto scrubber (300 rpm or less) with a properly diluted neutral (pH 6 to 8) detergent solution (such as Armstrong S-485 Commercial Floor Cleaner) and the appropriate scrubbing pad or brush (aggressiveness equivalent to 3M™ red pad for light scrub, 3M™ blue pad or equal for a deep scrub). The use of scrubbing brushes is recommended on LVT products to reach into the textured surface to remove dirt, particles and residues.
5. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to completely dry.

B. Daily / Regular Maintenance

1. Sweep, dust mop or vacuum the floor daily to remove dust, dirt, grit and debris that can damage the floor and become ground into the surface.
2. Spot mop as needed. Any spills should be cleaned up immediately.
3. Damp mopping of the floor should be performed on a regular or daily basis, depending upon traffic and soil levels in the area. Use a properly diluted neutral (pH 6 to 8) detergent solution such as Armstrong S-485 Commercial Floor.

C. Periodic Maintenance

1. When needed, after sweeping, dust mopping or vacuuming, scrub the floor using a rotary machine or auto scrubber (300 rpm or less) with a properly diluted neutral (pH 6 to 8) detergent solution (such as Armstrong S-485 Commercial Floor Cleaner) and the appropriate scrubbing pad or brush (aggressiveness equivalent to 3M™ red pad for light scrub, 3M™ blue pad or equal for a deep scrub). The use of scrubbing brushes is recommended on LVT products to reach into the textured surface to remove dirt, particles and residues.
2. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.

Use of Disinfectant/Germicidal Cleaners on the Diamond 10® Technology Coating

For end-use applications where disinfectant/germicidal chemicals are routinely used on the floor as part of a strict surface disinfection protocol, to ensure the proper wet out of these types of cleaners, the factory surface of the floor must first be thoroughly scrubbed with a properly diluted, neutral cleaner using a rotary machine (300 rpm or less) equipped with a 3M™ blue pad scrubbing pad or equivalent brush.

1. Sweep, dust mop or vacuum the floor thoroughly to remove all loose dust, dirt, grit and debris.
2. If applicable, remove any dried adhesive residue with a clean, white cloth dampened with mineral spirits, carefully following warnings on the container.
3. Scrub the floor using a rotary machine or auto scrubber with a properly diluted neutral detergent solution (such as Armstrong S-485 Commercial Floor Cleaner) and a 3M™ blue pad.
4. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.

Maintenance Recommendations for Resilient Flooring

Polish Option

A. Initial Maintenance and Preparation for Commercial Traffic

1. Sweep, dust mop or vacuum the floor daily to remove dust, dirt, grit, and debris.
2. Remove any dried adhesive residue with a clean, white cloth dampened with mineral spirits, carefully following warnings on the container.
3. Scrub once with a neutral floor cleaner and a blue scrub pad. This will activate the surface to enable polish wet out and adhesion. As with all polished floors, floor performance equals the performance of the polish.
4. Apply 3 to 5 coats of high-quality commercial floor polish, such as Armstrong S-480 Commercial Floor Polish. In areas where the flooring will be exposed to heavy traffic and/or staining agents, the application of 1 or 2 coats of a stain resistant sealer (such as Armstrong S-495 Commercial Floor Sealer) prior to the application of polish is recommended.

B. Daily / Regular Maintenance

1. Sweep, dust mop or vacuum the floor daily to remove dust, dirt, grit and debris that can damage the floor and become ground into the surface.
2. Spot mop as needed. Any spills should be cleaned up immediately.
3. Damp mopping of the floor should be performed on a regular or daily basis, depending upon traffic and soil levels in the space. Use a properly diluted neutral (pH 6 to 8) detergent solution such as Armstrong S-485 Commercial Floor Cleaner.

C. Periodic Maintenance

1. When needed, after sweeping, dust mopping or vacuuming, machine scrub (300 rpm or less) the floor with a properly diluted neutral (pH 6 to 8) detergent solution such as Armstrong S-485 Commercial Floor Cleaner and the appropriate scrubbing pad (3M™ red or equal for light scrub, 3M™ blue or equal for a deep scrub) or equivalent brush. The use of scrubbing brushes is recommended on LVT products to reach into the textured surface to remove dirt, particles and residues.
2. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.
3. If needed, additional coats of floor polish may be applied at this time. If there is sufficient base of polish remaining (3 to 5 coats), buff, spray buff or burnish to restore gloss.

D. Restorative Maintenance – Stripping of Existing Floor Finish / Polish

1. Mix stripping solution to the appropriate dilution, depending on floor finish buildup.
 - Cordon off areas to be stripped.
 - Apply liberal amounts of solution uniformly on floor with mop.
 - Let stripping solution soak for the appropriate amount of time recommended by the stripper manufacturer.
 - Keep areas to be stripped wet. Rewet if necessary.
2. Machine scrub the floor (300 rpm or less) with a scrubbing brush (aggressiveness equivalent to 3M™ blue pad or equal) to break up the polish film. Do not allow stripping solution to dry on the floor.
3. Remove dirty stripping solution with a wet vacuum or mop. TIP: Drizzling fresh, clean rinse water onto the dirty stripping solution will assist with more thorough removal.
4. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water, and allow the floor to dry completely.
5. Apply 3 to 5 coats of high-quality commercial floor polish, such as Armstrong S-480 Commercial Floor Polish. In areas where the flooring will be exposed to heavy traffic and/or staining agents, the application of 1 or 2 coats of a stain resistant sealer (such as Armstrong S-495 Commercial Floor Sealer) prior to the application of polish is recommended.