



Loudoun County, Virginia

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Department of Finance and Budget

Division of Procurement

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

July 7, 2020

NOTICE TO BIDDERS

ADDENDUM NO. 4

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 attached Exhibits shall added to the IFB
 - a. EXHIBIT D – Floor Specs

Prepared By: /s/ Gerald Landayan Date: July 7, 2020

Acknowledged By: _____ Date: _____

Maintenance Recommendations for Resilient Flooring

Static Dissipative Flooring (SDT™)

Following are guidelines for maintaining Armstrong Flooring's Static Dissipative Flooring (SDT). 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.
- Aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers should never be used on Static Dissipative Tile as they may affect the product's electrical performance.
- Do not strip the floor within the first 30 days after installation as it may affect the electrical performance properties of the tile.
- 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 Static Dissipative Flooring (SDT™)

Armstrong Flooring's Static Dissipative Flooring (SDT) requires polishing for protection, ease of maintenance, appearance retention and optimum electrostatic discharge performance. **USE ONLY Armstrong Flooring S-392 SDT Floor Polish.** Using other polishes or sealers may interfere with the electrical properties and/or the appearance of this flooring.



NOTE: If electrical certification of an installation is required, do not perform any maintenance procedures or connect the grounding strips until after the certification has been completed.

For Best Results

A. Initial Maintenance – Immediately After Installation

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 Flooring S-485 Commercial Floor Cleaner.
4. Apply a minimum of 3 coats of Armstrong Flooring S-392 SDT Floor Polish to temporarily protect the floor until regular maintenance procedures can begin.

B. Preparation for Commercial Traffic – 5 Days or More After Installation

1. Machine scrub the floor with a properly diluted neutral (pH 6 to 8) detergent solution (such as Armstrong Flooring S-485 Commercial Floor Cleaner) and a scrubbing pad (3M™ blue or equal) or equivalent brush. If the floor is badly soiled and/or scratched, strip it using the same procedure but substituting a properly diluted stripping solution. **Do not strip the floor within the first 30 days after installation. NOTE: Aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers should NEVER be used on Static Dissipative Flooring as they may affect the product's electrical performance.**
2. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.
3. Apply 3 to 5 coats of Armstrong Flooring S-392 SDT Floor Polish. Allow at least 60 minutes drying time between applications. Do not allow traffic on the floor for 6 to 8 hours after final coat of polish (overnight if possible). Do not perform any additional wet maintenance procedures until last coat of polish has cured a minimum of 72 hours.

C. 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 Flooring S-485 Commercial Floor Cleaner.

Maintenance Recommendations for Resilient Flooring

D. Periodic Maintenance

1. When needed, after sweeping, dust mopping or vacuuming, machine scrub 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 brushes.
2. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.
3. Heavy-traffic areas may require extra coats of S-392 on a more frequent basis. If needed, additional coats of floor polish should be applied at this time. The floor may also be spray buffed to restore gloss and peak electrical performance. Spray a diluted solution of S-392 (1 part S-392 to 2 parts water) onto the floor. Before the liquid can dry, buff it with a floor machine capable of 175 to 1100 rpm, equipped with a buffing pad or brush (3M™ white pad or equal or equivalent brush).

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

NOTE: Do not strip the floor within the first 30 days after installation. Aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers should never be used on Static Dissipative Flooring as they may affect the product's electrical performance.

1. Mix stripping solution to the appropriate dilution, depending on floor finish build-up.
 - Cordon off areas to be stripped.
 - Apply liberal amounts of solution uniformly on floor.
 - 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 pad (3M™ blue or equal) or equivalent scrub brush to break up the polish film. **IMPORTANT: Do not allow stripping solution to dry on the floor.**
3. Remove dirty stripping solution. **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 Armstrong Flooring S-392 SDT Floor Polish. Allow at least 60 minutes drying time between applications. Do not allow traffic on the floor for 6 to 8 hours after final coat of polish (overnight if possible). Do not perform any additional wet maintenance procedures until last coat of polish has cured a minimum of 72 hours.