



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 www.leoncountyfl.gov

Purchasing Division  
2284 Miccosukee Road  
Tallahassee, Florida 32308  
(850) 606-1600

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County Attorney

April 30, 2010

RE: Bid Title: Custodial Services for the Leon County Courthouse and Courthouse Annex  
Bid No: BC-05-06-10-26  
Opening Date: ~~Thursday, May 6, 2010 at 2:00 PM~~  
**Changed to Thursday, May 13, 2010 at 2:00 PM**

### ADDENDUM # 1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

1. Due to an error in the legal notice for this invitation to bid, there is an additional Pre-Bid Conference scheduled for Tuesday, May 4, 2010 at 10:00 AM. The Pre-Bid Conference will be held in the Purchasing Bid Room, 2284 Miccosukee Road, Tallahassee, Florida. Contractors who attended the initial session are not required to attend the second meeting. However, bid will be accepted only from those contractors who are represented at either of the pre-bid conferences.
2. The bid due date is **changed to Thursday, May 13, 2010 at 2:00 PM** to accommodate the additional pre-bid conference.
3. The information on the following pages is provided in response to vendor inquiries.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Handwritten signature of Keith M. Roberts in black ink.

Keith M. Roberts  
Purchasing Director

**Addendum #1**

**Custodial Services for the Leon County Courthouse and Courthouse Annex**

**Bid No: BC-05-06-10-26**

1. We would like to know the number of toilets and urinals the Courthouse has(56 restrooms) and also the 30 restrooms the annex building has.

**Answered on following page.**

2. The annex building (315) how many offices and/or floors (levels) is Leon County space? Assuming that the entire building is not cleaned by the county, thus, the space it leases, correct?

**The County cleans all spaces except GSA (4th floor - 6,778 SF) and BOA Vault.**

2. Courthouse, would we be responsible for the window cleaning (inside & outside)? I noticed while visiting the Courthouse that on the Plaza level has many windows.

**No.**

3. Storage facilities, approximately how many and how much space does the storage closet have for storing of supplies? This will determine whether we order on a weekly/bi-weekly or monthly basis.

**Answered on following page.**

4. Would Day Janitor's be permitted to patronage the courthouse cafeteria to purchase and eat lunch on premises?

**Yes.**

<b>Courthouse &amp; Courthouse Annex Fixture Survey</b>				
<b>Courthouse</b>	<u>Urinal</u>	<u>Commode</u>	<u>Sink</u>	<u>Water Fountain</u>
P-0				
P-1				
P-2				
P-3	4	8	6	1
P-4				
Plaza	5	17	19	9
2nd Floor	9	24	35	7
3rd Floor	9	25	30	5
4th Floor	5	15	17	8
5th Floor	2	10	14	2
<b>Total</b>	<b>34</b>	<b>99</b>	<b>121</b>	<b>32</b>
<b>Courthouse Annex Tower</b>	<u>Urinal</u>	<u>Commode</u>	<u>Sink</u>	<u>Water Fountain</u>
Level C				
Level B				
P-1				1
P-2	1	3	4	1
Plaza	1	5	5	1
2nd Floor	1	5	6	1
3rd Floor		4	6	2
4th Floor		4	5	3
5th Floor	1	5	7	1
6th Floor	1	5	6	1
7th Floor	1	5	5	1
8th Floor	1	5	7	1
<b>Total</b>	<b>7</b>	<b>41</b>	<b>51</b>	<b>13</b>
<b>Courthouse Annex (Annex Building)</b>	<u>Urinal</u>	<u>Commode</u>	<u>Sink</u>	<u>Water Fountain</u>
Basement		3	4	
Plaza Level		3	5	1
2nd Floor	1	3	5	1
<b>Total</b>	<b>1</b>	<b>9</b>	<b>14</b>	<b>2</b>

<b>Custodial Closets</b>	
<b>Courthouse</b>	
Floor	Estimated SF
5th	42
4th	42
	185
3rd	42
	180
	25
2nd	42
	175
	25
Plaza Level	31
	136
	21
<b>Courthouse Annex</b>	
P1	60