



**ADDENDUM #002
Janitorial Services
November 19, 2022**

This addendum is hereby issued and made a part of the Request for Proposals (RFP) for Janitorial Services.

Changes

1. Replace Section 2.1 Background, Building locations with

City of Pasco City Hall, Modular Facility, Transportation Depot, Martin Luther King Center, Kurtzman Building, Public Works Facility, Water Treatment Facility, Lewis Street Post Office, Senior Citizen’s Center, the Public Library Facility, **Emergency Management Building & Fire Station 84 Admin Area**

2. Replace Appendix B (pages B-1 to B-10) with the updated attachment A “APPENDIX B CITY OF PASCO FACILITIES – SERVICES AND SCHEDULE” (pages B-1 to B-12)

- Please note there are 2 additional buildings added to the addendum
 - Emergency Management Building on page B-5
 - Fire Station 84 Admin Area on page B-9

**The RFP Schedule remains unchanged. Submittals are due on:
November 29 2022 at 2:00pm. This addendum will be Posted to the City Website**

The following addendum is hereby issued and made a part of the Request for Proposals for Janitorial Services.

No signed return copy of this Addendum is necessary.

Locker Rooms & Showers									
Dust & damp mop floor	X		X		X	Scrub floor			
Gym - Dust & damp mop	X				X				
Replace lights as needed									

Pasco Police Department, Police Training Center

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
Office and General Areas									
Vacuum & spot clean carpet	X	X	X	X	X				
Detail edge vacuum carpets								X	
Extract all accessible carpets									X
Dust mop all hard surfaces	X	X	X	X	X				
Damp mop all hard surfaces	X	X	X	X	X				
Scrub & wax floors								X	
Strip and wax floors									X
Empty trash	X	X	X	X	X				
Clean partition glass & door trim	X		X		X				
Dust office furniture							X		
Clean all drinking fountains	X	X	X	X	X				
Clean light switch plates, door glass, window sills, chairs, file cabinets, tables, ledges, shelves within reach.	X		X		X				
Clean ceiling diffusers & light fixtures								X	
Remove all interior/exterior cobwebs	As Needed								
Restrooms									
Clean & disinfect: Toilets, sinks and urinals	X	X	X	X	X				
Clean and polish fixtures & dispensers	X		X		X				
Mop floors with germicide/disinfectant	X	X	X	X	X				
Restock paper products & soap	X	X	X	X	X				
Spot clean walls, partitions	X		X		X				
Clean mirrors	X	X	X	X	X				
Seal floors								X	
Strip & wax floors									X
Clean Air Return Vent Covers									X
Clean Vent Fan Covers									X
Employee Lounge									
Clean sink & empty trash	X	X	X	X	X				
Mop or vacuum floor	X	X	X	X	X				
Restock paper products & soap	X	X	X	X	X				
Seal floor								X	
Strip & wax floors									X
Lobbies	X	X	X	X	X				
Vacuum	X		X		X				
Spot clean doors & walls									
Extract carpet									X
Seal Floor									x
Strip & Wax Floor									x

Stairwells									
Sweep & Mop						X			
Wipe down handrails						X			
Entryways									
Clean glass	X	X	X	X	X				
Windows									
Clean exterior glass inside & out									1X
Locker Rooms & Showers									
Dust & damp mop floor	X	X	X	X	X	Scrub floor			
Clean Air Return Vent Covers									X
Clean Vent Fan Covers									X
Replace lights as needed									

First Ave Center

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
Office and General Areas									
Vacuum & spot clean carpet	X	X	X	X	X				
Detail edge vacuum carpets								X	
Extract all accessible carpets									X
Dust mop all hard surfaces	X	X	X	X	X				
Damp mop all hard surfaces	X	X	X	X	X				
Scrub & wax floors									
Strip and wax floors									
Empty trash	X	X	X	X	X				
Clean partition glass & door trim	X	X	X	X	X				
Dust office furniture	X	X	X	X	X				
Remove interior/exterior cobwebs	As Needed								
Clean all drinking fountains									
Clean light switch plates, door glass, window sills	X	X	X	X	X				
Clean ceiling diffusers & light fixtures								X	
Clean exterior glass inside & out									1X
Service Bar									
Damp wipe counters	X	X	X	X	X				
Dust mop floors	X	X	X	X	X				
Damp mop floors	X	X	X	X	X				
Restrooms									
Clean & disinfect: Toilets, sinks and urinals	X	X	X	X	X				
Clean and polish fixtures & dispensers	X	X	X	X	X				
Mop floors with germicide/disinfectant	X	X	X	X	X				
Restock paper products & soap	X	X	X	X	X				
Spot clean walls, partitions	X	X	X	X	X				
Clean mirrors	X	X	X	X	X				
Entry									
Vacuum carpet	X	X	X	X	X				
Replace lights as needed									

Transportation Depot Building

General Areas - Does not include Greyhound Offices/Amtrak Offices/Estrella Blanca Bus Offices

	Mon	Tues	Wed	Thur	Fri	Sat	Monthly	Quarterly	Annually
Office and General Areas									
Vacuum & spot clean carpet	X	X	X	X	X	X			
Detail edge vacuum carpets							X		
Extract all accessible carpets									X
Dust mop all hard surfaces	X	X	X	X	X	X			
Damp mop all hard surfaces	X		X		X				
Scrub & wax floors								X	
Strip and wax floors									X
Empty trash	X	X	X	X	X	X			
Remove interior/exterior cobwebs	As Needed								
Clean all drinking fountains	X	X	X	X	X	X			
Clean vending machines	X		X		X				
Empty ashtrays and trash cans inside and outside of building. Clean same.	X	X	X	X	X	X			
Clean ceiling diffusers & light fixtures								X	
Restrooms									
Clean & disinfect: Toilets, sinks and urinals	X	X	X	X	X	X			
Clean and polish fixtures & dispensers	X	X	X	X	X	X			
Mop floors with germicide/disinfectant	X	X	X	X	X	X			
Restock paper products & soap	X	X	X	X	X	X			
Spot clean walls, partitions	X	X	X	X	X	X			
Clean mirrors	X	X	X	X	X	X			
Scrub quarry floor tiles							X		
Entryways									
Clean glass	X	X	X	X	X	X			
Clean/vacuum floor mats	X	X	X	X	X	X			
Sweep sidewalks	X		X		X				
Hose down sidewalks	X								
Windows									
Clean all exterior glass inside & outside									1X
Replace lights as needed									

Cemetery Office

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
General Areas									
Vacuum & spot clean carpet					X				
Dust mop all hard surfaces					X				
Extract carpet	As needed								
Empty trash					X				
Remove interior/exterior cobwebs	As needed								
Scrub & wax floor								X	
Strip & wax floor									X
Restrooms									
Clean & disinfect: Toilets, sinks and urinals					X				

Clean and polish fixtures & dispensers					X				
Mop floors with germicide/disinfectant					X				
Restock paper products & soap					X				
Spot clean walls, partitions					X				
Clean mirrors					X				
Scrub & wax floors								X	
Strip & wax floors									X
Kitchen Area									
Clean sink & fixtures, empty trash, dust & damp mop floor, restock paper products					X				
Scrub & wax floors								X	
Strip & wax floors									X
Windows									
Clean exterior glass inside and out									1X

Emergency Management Building

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
General Areas									
Vacuum & spot clean carpet					X				
Dust mop all hard surfaces					X				
Extract carpet	As needed								
Empty trash					X				
Remove interior/exterior cobwebs	As needed								
Scrub & wax floor								X	
Strip & wax floor									X
Restrooms									
Clean & disinfect: Toilets, sinks and urinals					X				
Clean and polish fixtures & dispensers					X				
Mop floors with germicide/disinfectant					X				
Restock paper products & soap					X				
Spot clean walls, partitions					X				
Clean mirrors					X				
Scrub & wax floors								X	
Strip & wax floors									X
Kitchen Area									
Clean sink & fixtures, empty trash, dust & damp mop floor, restock paper products					X				
Scrub & wax floors								X	
Strip & wax floors									X
Windows									
Clean exterior glass inside and out									1X

Pasco Library

	Mon	Tues	Wed	Thur	Fri	Sat	Monthly	Quarterly	Annually
Office and General Areas									
Vacuum & spot clean carpet	X		X		X				

Detail edge vacuum carpets								X	
Extract all accessible carpets									X
Dust mop all hard surfaces	X		X		X				
Damp mop all hard surfaces	X		X		X				
Scrub & wax floors								X	
Strip and wax floors									X
Empty trash	X		X		X				
Clean partition glass & door trim	X		X		X				
Dust office furniture							X		
Clean all drinking fountains	X		X		X				
Clean light switch plates, door glass, window sills, chairs, file cabinets, tables, ledges, shelves within reach.	X		X		X				
Clean ceiling diffusers & light fixtures								X	
Remove all interior/exterior cobwebs	As Needed								
Restrooms									
Clean & disinfect:Toilets, sinks and urinals	X		X		X	X			
Clean and polish fixtures & dispensers	X		X		X	X			
Mop floors with germicide/disinfectant	X		X		X	X			
Restock paper products & soap	X		X		X	X			
Spot clean walls, partitions	X		X		X				
Clean mirrors	X		X		X	X			
Seal floors								X	
Strip & wax floors									X
Employee Lounge									
Clean sink & empty trash	X		X		X				
Mop or vacuum floor	X		X		X				
Restock paper products & soap	X		X		X				
Seal floor								X	
Strip & wax floors									X
Entryways									
Clean glass	X		X		X				
Windows									
Clean exterior glass inside & out									1X
Replace lights as needed									
Windows									
Clean exterior glass inside and out									1X

MLK Center

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
Office and General Areas									
Vacuum & spot clean carpet	X		X		X				
Detail edge vacuum carpets								X	
Extract all accessible carpets									X
Dust mop all hard surfaces	X		X		X				
Damp mop all hard surfaces	X		X		X				
Scrub & wax floors								X	
Strip and wax floors									X

Empty trash	X		X		X				
Clean partition glass & door trim	X		X		X				
Dust office furniture							X		
Clean all drinking fountains	X		X		X				
Clean light switch plates, door glass, window sills, chairs, file cabinets, tables, ledges, shelves within reach.	X		X		X				
Clean ceiling diffusers & light fixtures								X	
Remove all interior/exterior cobwebs	As Needed								
Restrooms									
Clean & disinfect:Toilets, sinks and urinals	X	X	X	X	X				
Clean and polish fixtures & dispensers	X		X		X				
Mop floors with germicide/disinfectant	X	X	X	X	X				
Restock paper products & soap	X	X	X	X	X				
Spot clean walls, partitions	X		X		X				
Clean mirrors	X	X	X	X	X				
Seal floors								X	
Strip & wax floors									X
Entryways									
Clean glass	X		X		X				
Windows									
Clean exterior glass inside & out									1X
Gym - Dust & damp mop	X				X				
Replace lights as needed									

Rd 68,Lewis St, Alderwood and Kurtzman Mini Stations

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
General Areas									
Vacuum & spot clean carpet				X					
Dust mop all hard surfaces				X					
Extract carpet	As needed								
Empty trash				X					
Remove interior/exterior cobwebs	As needed								
Scrub & wax floor								X	
Strip & wax floor									X
Restrooms									
Clean & disinfect:Toilets, sinks and urinals				X					
Clean and polish fixtures & dispensers				X					
Mop floors with germicide/disinfectant				X					
Restock paper products & soap				X					
Spot clean walls, partitions				X					
Clean mirrors				X					
Scrub & wax floors								X	
Strip & wax floors									X
Kitchen Area									

Clean sink & fixtures, empty trash, dust & damp mop floor, restock paper products				X					
Scrub & wax floors							X		
Strip & wax floors									X
Windows									
Clean exterior glass inside and out									1X
Replace lights as needed									

Water Treatment Plant (1015 S. Grey)

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
Offices, Common & Public Areas					X				
Vacuum & spot clean carpet					X				
Extract all accessible carpets									X
Detail edge vacuum carpets					X				
Dust mop all hard surfaces					X				
Damp mop all hard surfaces					X				
Empty trash					X				
Clean partition glass					X				
Clean all drinking fountains					X				
Clean light switch plates, door glass, window sills, chairs, file cabinets, tables, ledges					X				
Scrub & wax floors								X	
Strip & wax floors									X
Remove all interior/exterior cobwebs					X				
Clean all ceiling diffusers & light fixtures								X	
Clean exterior glass inside and out									1X
Restrooms									
Clean & disinfect: Toilets, sinks and urinals					X				
Clean and polish fixtures & dispensers					X				
Mop floors with germicide/disinfectant					X				
Restock paper products & soap					X				
Spot clean walls, partitions					X				
Clean mirrors					X				
Break room									
Clean sink					X				
Empty trash					X				
Mop or vacuum floor					X				
Restock paper & soap products					X				
Entryways									
Clean glass, ashtrays, floor					X				
Clean/vacuum floor mats					X				
Sweep and mop tile					X				
Replace lights as needed									

Public Works Building & Office Building (1025 S Grey)

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
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Office and General Areas									
Vacuum & spot clean carpet									
Detail edge vacuum carpets								X	
Extract all accessible carpets			X	X					
Dust mop all hard surfaces			X	X					
Damp mop all hard surfaces			X	X					
Maintain hard floors to standard							X		
Empty trash			X	X					
Clean partition glass			X	X					
Clean all drinking fountains									
Clean door trim, light switch plates, door knobs, door glass window sills, file cabinets, tables, ledges, shelves within reach.			X	X					
Clean ceiling diffusers & light fixtures								X	
Remove all interior/exterior cobwebs	As Needed								
Restrooms									
Clean & disinfect: Toilets, sinks and urinals			X	X					
Clean and polish fixtures & dispensers			X	X					
Mop floors with germicide/disinfectant			X	X					
Restock paper products & soap			X	X					
Spot clean walls, partitions			X	X					
Clean mirrors			X	X					
Scrub & wax floors								X	
Strip & wax floors									X
Employee Lounge			X	X					
Clean sink & empty trash			X	X					
Mop or vacuum floor			X	X					
Restock paper products & soap									
Maintain hard floors to standard									
Scrub & wax floor								X	
Strip & wax floors									X
Entryways			X	X					
Clean glass			X	X					
Vacuum carpet									
Extract carpet								X	
Windows									
Clean exterior glass inside & out									1X
Replace lights as needed									

Fire Station 84 Admin Area

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
Office and General Areas									
Vacuum & spot clean carpet									
Detail edge vacuum carpets								X	
Extract all accessible carpets			X		X				
Dust mop all hard surfaces			X		X				
Damp mop all hard surfaces			X		X				
Maintain hard floors to standard							X		

Empty trash			X		X				
Clean partition glass			X		X				
Clean all drinking fountains									
Clean door trim, light switch plates, door knobs, door glass window sills, file cabinets, tables, ledges, shelves within reach.			X		X				
Clean ceiling diffusers & light fixtures								X	
Remove all interior/exterior cobwebs	As Needed								
Restrooms									
Clean & disinfect: Toilets, sinks and urinals			X		X				
Clean and polish fixtures & dispensers			X		X				
Mop floors with germicide/disinfectant			X		X				
Restock paper products & soap			X		X				
Spot clean walls, partitions			X		X				
Clean mirrors			X		X				
Scrub & wax floors								X	
Strip & wax floors									X
Employee Lounge			X		X				
Clean sink & empty trash			X		X				
Mop or vacuum floor			X		X				
Restock paper products & soap									
Maintain hard floors to standard									
Scrub & wax floor								X	
Strip & wax floors									X
Entryways			X		X				
Clean glass			X		X				
Vacuum carpet									
Extract carpet								X	
Windows									
Clean exterior glass inside & out									1X
Replace lights as needed									

Water Treatment Plant (1306 W. "B")

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
Offices, Common & Public Areas									
Vacuum & spot clean carpet							X		
Dust mop all hard surfaces							X		
Damp mop all hard surfaces							X		
Strip, wax and buff vinyl floors									X
Remove all interior/exterior cobwebs	As needed								
Clean stairs							X		X
Restrooms									
Strip & Seal Floors									X
Breakroom									
Vacuum and extract carpet									

Modular Building

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
Office and General Areas									
Vacuum & spot clean carpet		X							
Detail edge vacuum carpets								X	
Extract all accessible carpets									X
Dust mop all hard surfaces		X							
Damp mop all hard surfaces		X							
Scrub & wax floors									
Strip and wax floors									
Empty trash		X							
Clean partition glass & door trim		X							
Dust office furniture		X							
Remove interior/exterior cobwebs	As Needed								
Clean all drinking fountains									
Clean light switch plates, door glass, window sills, chairs, file cabinets, tables, ledges, shelves within reach.		X							
Clean ceiling diffusers & light fixtures								X	
Clean exterior glass inside & out									1X
Service Bar									
Damp wipe counters		X							
Dust mop floors		X							
Damp mop floors		X							
Restrooms									
Clean & disinfect: Toilets, sinks and urinals		X							
Clean and polish fixtures & dispensers		X							
Mop floors with germicide/disinfectant		X							
Restock paper products & soap		X							
Spot clean walls, partitions		X							
Clean mirrors		X							
Entry									
Vacuum carpet		X							
Replace lights as needed									

Lewis Street Post Office

	Mon	Tues	Wed	Thur	Fri	2x mo	Monthly	Quarterly	Annually
Office and General Areas									
Vacuum & spot clean carpet		X			X				
Dust mop all hard surfaces		X			X				
Damp mop all hard surfaces		X							
Empty trash		X			X				
Clean door trim, light switch plates, door knobs, door glass window sills, file cabinets, tables, ledges, shelves within reach.		X			X				
Remove interior/exterior cobwebs	As Needed								
Clean all drinking fountains		X			X				
Clean ceiling diffusers & light fixtures								X	

Restrooms									
Clean & disinfect: Toilets, sinks and urinals	X			X					
Clean and polish fixtures & dispensers	X			X					
Mop floors with germicide/disinfectant	X			X					
Restock paper products & soap	X			X					
Spot clean walls, partitions	X			X					
Clean mirrors	X			X					
Scrub & wax floors							X		
Strip & wax floors									X
Elevator									
Clean floor	X			X					
Spot clean doors & walls	X			X					
Interior stairwells									
Clean steps	X			X					
Wipe down walls & handrails	X			X					
Exterior stairwells									
Clean									At least once a week
Back loading dock door									
Clean					X				
Replace lights as needed									