



Administrative Services
Purchasing Division

CITY OF FORT COLLINS

ADDENDUM No. 1

BID #5808

CARPET MAINTENANCE

SPECIFICATIONS AND CONTRACT DOCUMENTS

Description of Bid #5808 Carpet Maintenance

OPENING DATE: October 27, 2003, 2:00p.m. (Our Clock)

To all prospective bidders under the specifications and contract documents described above, the following changes are hereby made.

Due to a change in procedures related to background checks, Service Providers must conduct their own background checks using the City's criteria. The revised text is as follows:

ACCESS TO CITY FACILITIES

Prior to beginning work under this Contract, the Service Provider must conduct a criminal check from CBI (Colorado Bureau of Investigation) through a 3rd party investigating firm for any person who needs access to City facilities to perform the Service Provider's obligations under this Contract. The following criteria must be used to clear them to work in City Buildings. The contractor will provide The City Representative with a copy of the determination from CBI for each person seeking clearance. The City may deny clearance to any person who does not meet the following criteria:

- a) Has an active criminal arrest warrant;
- b) Has a felony arrest or conviction;
- c) Has a drug-related misdemeanor or a petty offense conviction;
- d) Has a non-drug-related misdemeanor or a petty offense conviction within the past three (3) years;
- e) Is a suspect in an active criminal investigation;
- f) Was previously terminated from employment by the City of Fort Collins;
- g) Is determined to be a threat to the safety of persons or property or to the confidentiality of City information.

Human Resources shall provide the contractor with identification cards for all persons given clearance. Such identification cards shall be displayed, in an easily seen manner, on the person of all employees and representatives of the Contract at all times such persons are in City facilities.

Identification cards and access cards and keys to City facilities of persons who no longer work for the Contractor or who no longer work in City facilities shall be immediately returned to the City representative. Any employee or representative of the Service Provider in a City facility without a properly displayed identification card is subject to immediate eviction from the facility.

The Service Provider shall provide the City with a current and complete list of the names, I.D. card numbers, address and telephone numbers of all employees and representatives of the Service Provider. The Service Provider shall keep this list current and shall immediately inform the City of all personnel changes.

All information needed for ID's to be issued, is to be provided to the City's representative before Notice to Proceed is issued.

Please see attached page for additional changes.

If you have any questions please contact Jim Hume, CPPO, Senior Buyer, at 970-221-6776.

RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED BY A WRITTEN STATEMENT ENCLOSED WITH THE BID/QUOTE STATING THAT THIS ADDENDUM HAS BEEN RECEIVED.

An error was discovered in the Carpet Maintenance Building Locations spreadsheet. The corrected spreadsheet is show below.

Carpet Maintenance Building Locations - 2004			Total	S. F. Designation		
Building	Location	Map Location	Approx. Carpeted SF	Orange High – 12 x yr.	Blue Medium 4x yr.	Yellow Low – 1 x yr.
215 Mason – 1 st Floor	215 N. Mason	B - 30	14,676	3,206	3,484	7,986
215 Mason – 2 nd Floor			17,355	1,260	3,874	12,221
215 Mason – 3 rd Floor			17,912	1,358	2,013	14,541
281 N. College - 2 nd Floor	281 N. College	B - 11	8,993	1,318	454	7,221
281 N. College - 1 st Floor			14,326	2,907	1,895	9,524
CIS – 330 S. College	330 S. College	B - 26	6,045	1,961	210	3,874
Meter Readers – 330 S. College	330 S. College	B - 26	1,576	567	1,009	
Budget Cottage	321 Maple	B - 37	1,837		370	1,467
City Hall - Main/2 nd Floor	300 Laporte	B - 7	9,227	674	3,776	4,777
City Hall - Basement/1 st Floor			8,853	200	1,442	7,211
City Park Center	1599 City Park	A - 19	168	168		
EPIC - 1 st Floor	1801 Riverside	A - 22	8,126	1,273	6,260	593
EPIC – 2 nd Floor			1,678		1,678	
Fleet Services	835 Woods	A - 5	2,512	719	1,793	
Grandview Office	1900 W. Mt.	A - 46	454		454	
Library – 2 nd Floor	201 Peterson	B - 14	15,376	3,611	305	11,460
Library – 1 st Floor			9,077	4,158	325	4,594
Mulberry Pool – 1 st Floor	424 Mulberry	B - 15	1,504	475	1,029	
Mulberry Pool – 2 nd Floor			3,445		2,571	874
Museum – 1 st /Mezzanine	200 Matthews	B - 32	4,173		2,563	1,610
Museum - Basement			1,563		1,563	
Nix Farm Office	Hoffman Mill Rd.	A - 52	2,365	727	1,638	
Northside Atzlan Center	112 Willow	B - 6	2,452	1,378	1,074	
Operations Services	117 N. Mason	B - 12	5,451		1,900	3,551
Park Shop	413 S. Bryan	A - 20	4,500	1,333	889	2,278
PFA – 2 nd Floor	102 Remington	B - 24	2,098	998	214	886
PFA – 1 st Floor			1,918	530	358	1,030
Police Services – 2 nd Floor	300 Laporte	B - 8	6,278	722	1,015	4,541
Police Services – 1 st Floor			5,666	1,404	2,143	2,119
Police Services - Basement			2,100		754	1,346
Recreation	214 N. Howes	B - 34	4,646	1,347	1,232	2,067
Senior Center	1200 Raintree	A - 20	10,786	6,084	3,627	1,075
Transfort	6570 Portner	A - 48	2,905	1,202	851	852
Transit Center	250 N. Mason	B - 10	4,007	1,483	1,343	1,181
Water Reclamation	Drake Rd.	A - 3	5,491	1,296	2,951	1,244
Utilities Services	700 Wood St.	A - 50	40,177	8,735	10,709	20,733
Totals			249,716	51,094	67,766	130,856

**ATTENDANCE RECORD
PRE CONFERENCE
Project: 5808 CARPET MAINTENANCE
Time: 10:00A.M.
Date: October 9, 2003
Location: 117 N. Mason, Conference Room**

NAME	FIRM NAME	ADDRESS	TELEPHONE	FAX #	E-MAIL ADDRESS
Chad Brady	Service Master Clean	912 Smithfield Dr	484-0588	482-2754	svmskpmgr@aol.com
Steve Bethel	Professional Carpet Cleaners	P.O. Box 1436, Loveland	223-8977	330-0107	Procarp@peakpeak.com
Ben Wyatt	Flooring Spectra Contract	221 South Cherokee CO 81223 277 South 2 Denver	303-778-8665	8489 303-778-	ben.wyatt@spectracontract.com
GREG JONES	Porter		970.667.5239		Comcast, ca greg.jones@e
Ken Sargent	Porter	5202 Granite Level LCO	-	970-635-2566	Ken.Sargent@industries.com
DARWIN KNOX	Sears	3919 Candy Ct. Loveland	970-203-9933	970-278-1634	dandakiz@att.net