



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

09/09/2015

TO: ALL OFFERORS  
FROM: Theresa Newman  
STATE CONTRACT PROCUREMENT OFFICER  
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.:GSS16612-JANITORIAL

**ADDENDUM # 2**

**The purpose of this addendum is to update Appendix E- walk through schedule and add to Appendix C.**

- **APPENDIX E -**  
**MANDATORY WALK-THROUGH SCHEDULE**  
(see below for updated schedule)
- **APPENDIX C – Adding location specifications**  
(see below for detailed updates)
  - Stockley Campus - ARMS/ Division of Management Services
  - Lukens Drive / DNREC
  - New Castle Court House Museum
  - TASC Dover
  - TASC Georgetown
  - Lewes Field Office/DNREC Division of Watershed Stewardship

**All other terms and conditions remain the same.**

## New Castle County

LOCATIONS	ADDRESS	Contact Person	County	Walk - Through	
				Date	Time
<b>WILMINGTON</b>					
DSCYF Admin Building*	1825 Faulkland Road Building #2 Wilmington, DE 19805	Brian Calio	NCC	Tuesday, September 08, 2015	9am -12pm
DSCYF Training Academy*	1825 Faulkland Road Wilmington	Brian Calio-	NCC	Tuesday, September 08, 2015	9am -12pm
Multi-Purpose Building	1825 Faulkland Road Wilmington	Brian Calio	NCC	Tuesday, September 08, 2015	9am -12pm
Grace Cottage*	1825 Faulkland Road Wilmington	Brian Calio	NCC	Tuesday, September 08, 2015	9am -12pm
Snowden Cottage*	1825 Faulkland Road Wilmington	Brian Calio	NCC	Tuesday, September 08, 2015	9am -12pm
Mowlds Cottage*	1825 Faulkland Road Wilmington	Brian Calio	NCC	Tuesday, September 08, 2015	9am -12pm
Ferris School*	959 Centre Rd., Wilmington, DE 19805	Brian Calio	NCC	Tuesday, September 08, 2015	9am -12pm
New Castle Detention Center*	963 Centre Rd., Wilmington, DE 19805	Brian Calio	NCC	Tuesday, September 08, 2015	9am -12pm
<b>*MEET AT DSCYF ADMINISTRATION BLDG Building #2 - Walk- Throughs will be conducted by personnel to each building -LEAVE ALL ITEMS IN VEHICLE - ONLY BRING:PHOTO ID REQUIRED; CAR KEYS; PEN; NOTEPAD</b>					
Ashley Manor	15 Ashley Place Wilmington, DE	Tim Read/Ray Knappenberger	NCC	Tuesday, September 08, 2015	1:00pm
DSAMH-TASC	801 S. Harrison St. Wilmington, DE	Patricia Brooks	NCC	Tuesday, September 08, 2015	1:30pm
Office of the Chief Medical Examiner	200 S. Adams St. Wilmington, DE 19801	Doug Minner	NCC	Tuesday, September 08, 2015	2:00pm

Porter	509 West 8th St. Wilmington, DE	Tim Read/Ray Knappenberger	NCC	Tuesday, September 08, 2015	2:30pm
Northeast	1624 Jessup St. Wilmington, DE	Tim Read/Ray Knappenberger	NCC	Tuesday, September 08, 2015	3:00pm
<b>New Castle-Newark</b>					
DeLa Warr	500 Rogers Rd. New Castle, DE	Tim Read/Ray Knappenberger	NCC	Wednesday, September 09, 2015	9:00am
Terry Children's Center*	10 Central Ave New Castle	Brian Calio	NCC	Wednesday, September 09, 2015	9:45am
Lukens Drive (Site Investigation & Restoration)	391 Lukens Drive New Castle, DE 19720	Tim Ratsep	NCC	Wednesday, September 09, 2015	10:30am
New Castle Co. Courthouse Museum	211 Delaware St, New Castle, DE 19720	Cheri Bryon-Dodge	NCC	Wednesday, September 09, 2015	11:15am
Churchmans – 84A & 84B	84A Christiana Rd New Castle, DE	Tim Read/Ray Knappenberger	NCC	Wednesday, September 09, 2015	11:45am
Hudson	501 Ogletown Rd. Newark, DE	Tim Read/Ray Knappenberger	NCC	Wednesday, September 09, 2015	12:30am

<b>Sussex County</b>					
LOCATIONS	ADDRESS	Contact Person	County	Walk – Through	
				Date	Time
<b>Rt.113-Sussex County</b>					
Ellendale Crisis Management	700 Main St. Ellendale, DE	John Fox	S	Thursday, September 10, 2015	8:30am
Watershed Stewardship–Georgetown	21309 Berlin Road, Unit #6 Georgetown, DE 19947	Matt Grabowski	S	Thursday, September 10, 2015	9:30am
TASC Georgetown	21309 Berlin Road, Suite 7 Georgetown, DE 19947	Cathy Leyden	S	Thursday, September 10, 2015	10:00am
Stockley Campus – State Medical Examiner Complex	26351 Patriots Way Georgetown, DE	Don Gerardi	S	Thursday, September 10, 2015	10:30am

Stockley Campus - ARMS	C-5 Campbell Circle Georgetown, DE 19947	Crystal Baynard	S	Thursday, September 10, 2015	11:00am
Stockley Campus – Wellness Center	23421 Lloyd Lane Georgetown, DE	John Fox	S	Thursday, September 10, 2015	11:30am
Thurman Adams (Georgetown)	546 S. Bedford St. Georgetown, DE	John Fox	S	Thursday, September 10, 2015	12:00pm
P&P Sussex Administrative Service- Georgetown	22883 Dupont Blvd Georgetown, DE 19947	Perry Allfather	S	Thursday, September 10, 2015	12:30pm
P&P Townsend Building - Georgetown	22855 Dupont Blvd Georgetown, DE 19947	Perry Allfather	S	Thursday, September 10, 2015	1:00pm
Groundwater Discharge Office	20653 DuPont Boulevard, Unit 5 Georgetown, DE 19947	Jane Greenwell	S	Thursday, September 10, 2015	2:00pm
Child Advocate	<del>6 West Market Street, Suite 1 Georgetown, DE 19947</del>	Amanda Sipple	<del>S</del>	<del>Thursday, September 10, 2015</del>	<del>2:30pm</del>
DOJ – Georgetown	114 East Market St Georgetown, DE	Amanda Wright/Earl McCloskey	S	Thursday, September 10, 2015	2:30pm
<b>Route 1- Sussex County</b>					
Shoreline and Water Management	901 Pilottown Road Lewes, DE 19958	Cynthia Clavette	S	Friday, September 11, 2015	9:00am
Troop 7	18006 Coastal Highway Lewes, DE 19958	Ben Parsons	S	Friday, September 11, 2015	9:45am
Indian River Marina per Cottage	39415 Inlet Road Rehoboth Beach, DE 19971	Jill Deflice	S	Friday, September 11, 2015	10:30am
Pyle State Service Center	Omar Roxana Rd. Frankford, DE	John Fox	S	Friday, September 11, 2015	11:30am
Public Defender Office- Citizens Bank Building	14 The Circle # 2 Georgetown, DE 19947	Denise Matz	S	Friday, September 11, 2015	1:30pm
Child Advocate	6 West Market Street, Suite 1 Georgetown, DE 19947	Amanda Sipple	S	Friday, September 11, 2015	2:00pm

## KENT COUNTY

LOCATIONS	ADDRESS	Contact Person	County	Walk – Through	
				Date	Time
<b>Townsend - North Dover</b>					
Blackbird Creek Reserve	801 Blackbird Landing Road Townsend, DE	Kim Cole	NCC	Monday, September 14, 2015	8:15am
DEMA	165 Brick Store Landing Road Smyrna, De 19977	Doug Minner	K	Monday, September 14, 2015	9:00am
JP Court #8	100 Monrovia Avenue Smyrna, De 19977	Doug Minner	K	Monday, September 14, 2015	9:30am
McKay House	6180 Haypoint Landing Road Smyrna, DE 19977	Julia Adams	K	Monday, September 14, 2015	10:00am
Aquatic Resource Education Center	4876 Haypoint Landing Road Smyrna, DE 19977	Gary Kreamer	K	Monday, September 14, 2015	10:30am
Mallard Lodge	4876 Haypoint Landing Road Smyrna, DE 19977	Gary Kreamer	K	Monday, September 14, 2015	11:00am
Agriculture Building & New Lab	2320 South DuPont Hwy Dover, De 19901	Doug Minner	K	Monday, September 14, 2015	12:00pm
State Police Bureau of Identification	1441 N DuPont Hwy PO Box 430 Dover, DE 19901	Doug Minner	K	Monday, September 14, 2015	1:00pm
State Police Community Relation Building	1441 N DuPont Hwy PO Box 430 Dover, DE 19901	Doug Minner	K	Monday, September 14, 2015	1:30pm
State Police Crime Lab	1441 N DuPont Hwy PO Box 430 Dover, DE 19901	Doug Minner	K	Monday, September 14, 2015	2:00pm
State Police Garage	1441 N DuPont Hwy PO Box 430 Dover, DE 19901	Doug Minner	K	Monday, September 14, 2015	2:30pm
State Police Headquarters	1441 N DuPont Hwy PO Box 430 Dover, DE 19901	Doug Minner	K	Monday, September 14, 2015	3:00pm

DOWNTOWN DOVER					
Kent County Family Court	400 Court Street Dover, DE 19901	Doug Minner	K	Tuesday, September 15, 2015	8:30am
Capitol Police	150 Martin Luther Blvd Dover, De 19901	Doug Minner	K	Tuesday, September 15, 2015	9:00am
DOJ – Dover	102 W. Water Street Dover, DE 19904	Earl McCloskey	K	Tuesday, September 15, 2015	9:30am
Murphy House	417 South State Street Dover, De 19901	Doug Minner	K	Tuesday, September 15, 2015	10:00am
Sykes Building	45 The Green Dover, DE 19901	Doug Minner	K	Tuesday, September 15, 2015	10:30am
Supreme Court Building	55 The Green, Dover, DE 19901	Doug Minner	K	Tuesday, September 15, 2015	11:00am
JP Court 7/16	480 Bank Lane Dover, De 19904	Doug Minner	K	Tuesday, September 15, 2015	11:30am
Massey Station	516 W. Loockerman Street Dover, De 19904	Doug Minner	K	Tuesday, September 15, 2015	12:00pm
DNREC State Park Office, Dover	152 S. State St. Dover, DE 19901	Robert Zimmerman	K	Tuesday, September 15, 2015	1:00pm
W.A.R. Building	60 The Plaza Dover, DE 19901	Doug Minner	K	Tuesday, September 15, 2015	1:30pm
Maintenance Facility	192 Transit Lane Dover, De 19901	Doug Minner	K	Tuesday, September 15, 2015	2:00pm
Rose Cottage	102 South State Street dover,de 19901	Doug Minner	K	Tuesday, September 15, 2015	2:30pm
Public Advocate Office	29 South State Street Dover, DE 19901	Andrea Maucher	K	Tuesday, September 15, 2015	3:00pm
EAST DOVER					
James Williams Service Center	805 River Road Dover, De 19901	Doug Minner	K	Wednesday, September 16, 2015	9:00am
James Williams Service Center-Dental	805 River Road Dover, De 19901 Dental Dept. Floor Maintenance	Doug Minner	K	Wednesday, September 16, 2015	9:30am
Public Safety Building	303 Public Safety Blvd. Dover, DE	Doug Minner	K	Wednesday, September 16, 2015	10:00am
Dover Inspection Lane	303 Transportation Circle PO Box 698 Dover, De 19903	Doug Minner	K	Wednesday, September 16, 2015	10:30am
<del>Air Resource Section – Blue Hen Mall</del>	<del>655 S. Bay Road, Suite 5N Dover, DE 19901</del>		<del>K</del>	<del>Wednesday, September 16, 2015</del>	<del>1115</del>

TASC Dover	655 S. Bay Road, 1D Corporate Center Dover, DE 19901	Cathy Leyden	K	Wednesday, September 16, 2015	11:00am
St. Jones Reserves	818 Kittshummock Rd Dover, De 19901	Kim Cole	K	Wednesday, September 16, 2015	1:00pm
Fisheries Office	3002 Bayside Dr. Dover, DE 19901	Mark Ostroski	K	Wednesday, September 16, 2015	1:45pm
Stone Tavern	254 Main St Little Creek, DE 19961	Nick Couch	K	Wednesday, September 16, 2015	2:30pm
Little Creek Hunter Ed Center	3010 Bayside Drive Dover, DE 19901	Mark Ostroski	K	Wednesday, September 16, 2015	3:00pm
State Police – Starlifter Complex	34 Starlifter Rd Dover, DE	Daniel Meadows	K	Wednesday, September 16, 2015	3:30pm
<b>MILFORD-LAUREL</b>					
Mosquito Control Headquarters Building	1161 Airport Road Milford, DE	Anne Newlin	K	Thursday, September 17, 2015	8:30am
Stevenson House Detention Center	700 N. DuPont Hwy Milford, DE	Brian Calio	K	Thursday, September 17, 2015	9:00am
Annex-Milford	13 SW Front St. Milford, DE	John Fox	K	Thursday, September 17, 2015	9:30am
Walnut Street - Milford	18 N. Walnut St. Milford, DE	John Fox	K	Thursday, September 17, 2015	10:30am
Windsor Building	24 N. W. Front St., Suite 100 Milford, DE 19963	John Fox	K	Thursday, September 17, 2015	11:30am
RiverWalk - Milford	253 NE Front St. Milford, DE	John Fox	K	Thursday, September 17, 2015	12:30pm
Bridgeville Service Center	400 Mills St Bridgeville, DE 19933	John Fox	S	Thursday, September 17, 2015	2:00pm
Anna C. Shipley State Service Center	350 Virginia Ave. Seaford, DE	John Fox	S	Thursday, September 17, 2015	2:45pm
Laurel State Service Center	31039 North Poplar Street Laurel	John Fox	S	Thursday, September 17, 2015	3:30pm
<b>WEST DOVER-CAMDEN</b>					
Pre-School Youth & Diagnostic Center	449 N. DuPont Hwy Dover, DE	Doug Minner	K	Friday, September 18, 2015	9:00am
William Penn Building – OIS	801 Silver Lake Blvd Dover DE 19904	Doug Minner	K	Friday, September 18, 2015	9:30am
Fire Marshall Office	1761 Chestnut Grove Road Dover, DE	Doug Minner	K	Friday, September 18, 2015	10:00am
Kent County Fire School (Monday-Friday)	1461 Chestnut Grove Rd Dover De 19904	Doug Minner	K	Friday, September 18, 2015	10:30am

Eden Hill Court	836 West North St. Dover, DE 19901	Doug Minner	K	Friday, September 18, 2015	11:00am
Government Support Services	100 Enterprise Place Suite 4, Dover, DE 19904	Rose Stayton	K	Friday, September 18, 2015	11:30am
State Communications	3050 Upper King Rd Dover, De 19904	Doug Minner	K	Friday, September 18, 2015	12:30pm
State Police Troop #3	3036 Upper King Rd, Dover, DE 19904	Doug Minner	K	Friday, September 18, 2015	1:00pm
State Police Troop #3 Maintenance Garage	3036 Upper King Rd Dover, DE 19904	Doug Minner	K	Friday, September 18, 2015	1:30pm
State Police Troop #3 (NEW Location)	3759 South State St Camden- Wyoming, DE	Doug Minner	K	Friday, September 18, 2015	2:00pm



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
 PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

## SITE SPECIFICATIONS

### Stockley Campus - ARMS/ Division of Management Services

#### **A. LOCATION**

23558 Campbell Circle  
Georgetown, DE 19947

#### **B. BUILDING SPECS**

Usable Sq. Feet: - Total square feet 3,046  
-Vinyl: - Yes (two bathrooms and kitchen/break area)  
-Carpet: Yes  
-Restroom Sq. Feet (Vinyl): Two bathrooms both with vinyl  
-Restroom Sq. Feet: Approximately 300 sq. ft.

**Total Cleanable Square Feet: (Approximately 2748 sq. ft) Cleaning services to be provided twice per week on Tuesday and Thursday with a start time between 1:30-2:30**

#### **C. FREQUENCY (Twice per week)**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas)- Vacuuming (carpeted areas): lobbies, entries, and offices
2. Trash removal- removal of all trash and replace all liners
3. Cleaning and disinfecting- clean all interior glass surfaces and water fountains.
4. Sanitize break room table, chairs, and countertop sink (if dishes are removed)
5. Sanitize restrooms to include restocking of all paper products, hand soap, clean fixtures, partitions, toilets, wet mopping floor surfaces, clean all glass mirrors
6. Dusting: dust all surfaces under 6' with spot dusting of higher surfaces, including window blinds and ledges
7. Additional requirements:
  - a. Monthly – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - b. Monthly - Dust venetian blinds; sweep outside vestibule areas

#### **D. SPECIAL REQUIREMENTS**

This is a secure building. All persons coming into the building must sign a confidentiality agreement. Cleaning staff enter or stay in the building if ARMS personnel are not present.

#### **E. RATE REQUIREMENT**

The Department seeks a Monthly price for servicing this location as described above.

## SITE SPECIFICATIONS

### Lukens Drive / DNREC

#### **A. LOCATION**

391 Lukens Drive  
New Castle, DE 19720

#### **B. BUILDING SPECS**

21,150 Usable Sq. Feet:  
-Vinyl: 400 (in addition to restrooms)  
-Carpet: 17,000  
-Restroom Sq. Feet (Vinyl): 1,500  
- Restroom Sq. Feet (Ceramic): 0  
**Total Cleanable Square Feet: 18,900**

#### **C. FREQUENCY**

8. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
9. Vacuuming (carpeted areas): Vestibules, lobbies, conference rooms, and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
10. Trash & recycle removal: Daily
11. Cleaning and disinfecting restrooms: Daily
12. Polishing: Daily
13. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: dust venetian blinds; clean and sanitize all interior of holding cells.
14. Showers (Five total): Weekly
15. Kitchen: Weekly
16. Wax Vinyl Floors: Bi-Annual

#### **D. SPECIAL REQUIREMENTS**

No vacuuming prior to 4:30 pm

#### **E. RATE REQUIREMENT**

The Department seeks a Monthly price for servicing this location as described above.

## SITE SPECIFICATIONS

### New Castle Court House Museum Division of Historical and Cultural Affairs

#### **A. LOCATION**

211 Delaware Street  
New Castle, DE 19720

#### **B. BUILDING SPECS**

Usable Sq. Feet:

-Vinyl:

-Carpet: -Restroom Sq. Feet (Vinyl):

-Restroom Sq. Feet (Ceramic):

**Total Cleanable Square Feet:**

#### **C. FREQUENCY**

17. Cleaning services will be provided per week on Thursday or Friday starting between 8-9 a.m.
18. Empty and replace liners in all receptacles
19. Remove dust/dirt and wet mop all hard finished surfaces not including unfinished hardwood flooring.
20. Vacuum all carpeted areas.
21. Sanitize all desk, countertops, and light switches.
22. Dust all surfaces under 6' including windows blinds and ledges.
23. Dust and sweep all unfinished hardwood flooring.
24. Sanitize restrooms to include restocking of all paper products and hand soaps, clean all fixtures, partitions, toilets/urinals, removing dirt/dust and wet mopping floor surfaces, and clean all glass mirrors.

#### **D. SPECIAL REQUIREMENTS**

All paper goods, soaps, liners will be provided by the New Castle Court House Museum and all cleaning materials, tools, and equipment will be provided by Vendor.

#### **E. RATE REQUIREMENT**

The Department seeks a Monthly price for servicing this location as described above.

## SITE SPECIFICATIONS

### Lewes Field Office/DNREC Division of Watershed Stewardship

#### **A. LOCATION**

901 Pilottown Road  
Lewes, DE 19958

#### **B. BUILDING SPECS**

-Vinyl: 1,286  
-Carpet: 2,483  
-Restroom Sq. Feet (Ceramic): 821  
**Total Cleanable Square Feet: 4,590**

#### **C. FREQUENCY**

##### **WEEKLY**

1. Vacuum all carpeted areas
2. Sweep and mop all tile areas
3. Clean and sanitized restrooms (4)
4. Wipe down appliances, tabletops and countertops
5. Dust furniture & fixtures
6. Take trash out to dumpster
7. Make sure recycling goes into proper receptacles
8. Clean offices, wipe down desks and phones

##### **MONTHLY**

1. Burnish floors
2. Clean corners of walls/ceilings to remove cob webs, etc.
3. Pour clean water in all bathroom floor drains

##### **QUARTERLY**

1. Clean light fixtures
2. Wipe down walls in restrooms and break room from floor to ceiling
3. Clean windows
4. Dust and clean all ceiling vents

##### **ANNUALLY**

1. Steam clean carpets
2. Wax VCT floors

#### **D. SPECIAL REQUIREMENTS**

Secure facility that requires key card access

## **SITE SPECIFICATIONS**

### **TASC-GEORGETOWN**

#### **E. LOCATION**

21309 BERLIN ROAD, SUITE 7  
GEORGETOWN, DE 19947

#### **F. BUILDING SPECS**

**Total Cleanable Square Feet:**

#### **G. FREQUENCY**

**Cleaning service will be provided one time per week on Wednesday.**

- Sweeping, dust mopping and wet mopping (uncarpeted areas).
- Empty and replace liners as needed on interior and exterior trash receptacles.
- Vacuuming (carpeted areas)
- Cleaning all interior glass.
- Cleaning and disinfecting of all surfaces free of any employees persona items.
- Polishing of all dispensers, and all common surfaces free of any personal items of employees.
  
- Clean all restrooms:
  - Clean all fixtures with germicidal cleaner
  - Clean all partitions including hi-low areas
  - Refill all paper and soap products
  - Spot clean mirrors and partitions
  - Remove dirt/debris from hard surfaces, and damp mop
  - Dusting of all surfaces less than 6"

## SITE SPECIFICATIONS

TASC-Dover

### A. LOCATION

655 S. Bay Road  
ID Corporate Center  
Dover, DE 19901

### B. BUILDING SPECS

**Total Cleanable Square Feet:**

### C. FREQUENCY

**Cleaning service will be provided one time per week on Wednesday.**

- Sweeping, dust mopping and wet mopping (uncarpeted areas).
- Empty and replace liners as needed on interior and exterior trash receptacles.
- Vacuuming (carpeted areas)
- Cleaning all interior glass.
- Cleaning and disinfecting of all surfaces free of any employees personal items.
- Polishing of all dispensers, and all common surfaces free of any personal items of employees.
  
- Clean all restrooms:
  - Clean all fixtures with germicidal cleaner
  - Clean all partitions including hi-low areas
  - Refill all paper and soap products
  - Spot clean mirrors and partitions
  - Remove dirt/debris from hard surfaces, and damp mop
  - Dusting of all surfaces less than 6"