

**ADDENDUM NO. 3
TO
BID DOCUMENTS
FOR
CLEANING AND JANITORIAL SERVICES
AT**



Will Rogers World Airport

**And
Wiley Post Airport**

OKLAHOMA CITY, OKLAHOMA

DECEMBER 16, 2009

ADDENDUM NO. 3
TO
BID DOCUMENTS
FOR
CLEANING AND JANITORIAL SERVICES
AT WILL ROGERS WORLD AIRPORT AND WILEY POST AIRPORT
OKLAHOMA CITY, OKLAHOMA

Prepared for the
Oklahoma City Airport Trust

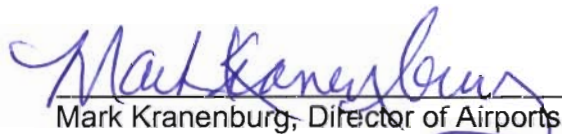
December 16, 2009

THIS ADDENDUM CONSISTS OF:

- 1 Signature Page
- 1 Detailed Description Pages
- 2 Attachments

APPROVAL RECOMMENDED:

OKLAHOMA CITY AIRPORT TRUST



Mark Kranenburg, Director of Airports

Donald D. Bown, Chairman

ATTEST: (SEAL)

Frances Kersey, Trust Secretary

REVIEWED for form and legality.



Jami Blocker
Assistant Municipal Counselor/
Attorney for the Trust

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This Addendum issued January 2, 2010, although actually dated December 16, 2009, shall take precedence over the original specifications and any subsequent addenda thereto.

Each bidder shall read this Addendum in its entirety to determine to what extent its bid and the agreement conditions will be affected.

ITEM NO. 1, RE: SECTION D – TECHNICAL SPECIFICATIONS

1. Page C-27 and Page C-28 – Revision to Paragraph 20, Subparagraphs B, “Alternate No. 2 – Airport Snow Barn (5920 Air Cargo Road, Oklahoma City, Oklahoma) Located at Will Rogers World Airport” and C, “Alternate No. 3 – Fuel Farm (6131 S. Meridian, Oklahoma City, Oklahoma) Located At Will Rogers World Airport.” This addendum changes the Fuel Farm from Alternate No. 3 to Alternate No. 2, and changes the Airport Snow Barn from Alternate No. 2 to Alternate No. 3. Discard Pages C-27 and C-28 and replace with the attached Revised C-27 and Revised C-28.

ITEM NO. 2, RE: ACKNOWLEDGE RECEIPT OF THIS ADDENDUM NO. 3 ON PAGE D-17 OF THE CLEANING AND JANITORIAL SERVICES CONTRACT DOCUMENT.

Spray buff all hard surface floors. Hand brush or vacuum all carpet edges, and other inaccessible areas.

B. Alternate No. 2 – Fuel Farm (6131 S. Meridian, Oklahoma City, Oklahoma) Located At Will Rogers World Airport

- Services provided shall consist of at least two hours per day between hours of 6:00 a.m. to 3:00 p.m. (Two Days Per Week – Tuesday and Thursday.)
- Scope of Work includes offices and restrooms (floor plan drawings attached hereto as Exhibit "O").
- In offices and break room: Empty and damp wipe ashtrays and wastebaskets and dispose of trash to designated location outside of building. Dust all desks, chairs, file cabinets, tables, lamps, windowsills, directory signs, miscellaneous furniture and equipment; provided however, dusting will not be done if moving of paperwork or items on desk is involved.

Sweep entire floor area using a treated cloth and specialized sweeping tool. Dust mop and damp mop hard surface flooring. Vacuum and spot clean carpeted areas. Mop up any liquid spillage on floor promptly.

Spot clean glass surfaces, partitions, doors, vending machines, walls, equipment, baseboards, air registers, air intake grilles, etc. Wash and sanitize all tabletop surfaces; dust blinds. Damp wipe and polish all wood surfaces as necessary. Clean and sanitize water fountains. Damp wipe fire extinguishers. Wash all sinks and wipe off all countertops, if clear of dishes or other items.

- Clean restroom: Restock toilet tissue, paper towel, and soap dispensers. Empty trash containers and wipe clean. Wash all porcelain, glass and chrome of sinks, shelves, and soap dispensers; rinse with clear water. Clean mirror. Dust top of partitions. Clean urinals and commodes using a brush and a solution of detergent-sanitizer-odor counteractant material scrub interior surface; flush device to rinse solution from inside surfaces. Damp wipe the exterior surface of the urinals, commodes, and chrome fixtures with a solution of detergent-sanitizer-odor counteractant material. Damp wipe paper towel and other dispensers, and trash receptacles, and remove fingerprints from partitions, doors, and wall surfaces. Clean air registers and air intake grilles. Wash all vinyl and tile walls, partitions, and dust exterior of light fixtures in the restrooms.

Sweep and mop the floor. Scrub and rinse the complete floor using a solution of detergent-sanitizer-odor counteractant material. Spray buff all hard surface floors. Hand brush or vacuum all carpet edges and other inaccessible areas.

C. Alternate No. 3 – Airport Snow Barn (5920 Air Cargo Road, Oklahoma City, Oklahoma) Located At Will Rogers World Airport

- Services provided shall consist of at least two hours per day between hours of 8:00 a.m. to 4:00 p.m. (Three Days Per Week – Monday, Wednesday, and Friday).
- Scope of Work includes offices, a break room, corridors, locker rooms, and restrooms (floor plan drawings attached hereto as Exhibit "P").
- In all offices, break room, and corridors: Empty and damp wipe trash receptacles and recycling containers (if applicable), and dispose of trash to designated location outside of building. Dust walls, desks, chairs, file cabinets, tables and lamps, windowsills, directory signs, miscellaneous furniture and equipment; provided however, dusting will not be done if moving of paperwork or items on desk is involved.

Sweep entire floor area using a treated cloth and specialized sweeping tool. Dust mop and damp mop hard surface flooring in lobby, corridor, and passageways. Vacuum and spot clean carpeted areas. Mop up any liquid spillage on floor promptly.

Spot clean glass surfaces, partitions, doors, vending machines, walls, equipment, baseboards, air registers, air intake grilles, etc. Wash and sanitize all tabletop surfaces. Dust blinds. Damp wipe and polish all wood surfaces as necessary. Clean and sanitize water fountains. Damp wipe fire extinguishers. Wash all sinks and wipe off all countertops, if clear of dishes or other items.

- Restrooms and locker rooms: Restock toilet tissue, paper towel, and soap dispensers. Empty all trash containers and wipe clean. Wash all porcelain, glass and chrome of sinks, shelves, and soap dispensers; rinse with clear water. Clean mirrors. Dust top of partitions. Dust and damp wipe lockers and locker faces. Clean urinals and commodes using a brush and a solution of detergent-sanitizer-odor counteractant material to scrub interior surface; flush device to rinse solution from inside surfaces. Damp wipe the exterior surface of the urinals, commodes, and chrome fixtures with a solution of detergent-sanitizer-odor counteractant material. Damp wipe paper towel and other dispensers, trash receptacles, and remove fingerprints from partitions, doors, and wall surfaces. Clean air registers and air intake grilles. Wash all vinyl and tile walls, partitions, and dust exterior of light fixtures in the restrooms monthly.
- Sweep and mop the floor. Scrub and rinse the complete floor using a solution of detergent-sanitizer-odor counteractant material. Spray buff all hard surface floors. Hand brush or vacuum all carpet edges and other inaccessible areas.