



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

**Winner 2000- 2006 Achievement of Excellence in Procurement Award
National Purchasing Institute**

Jerome Noble, Director



Date: July 24, 2008

Re: **08ITB62261YC-BL, Janitorial Services for Fulton County Facilities**

Dear Proposer:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **08ITB62261YC-BL, Janitorial Services for Fulton County Facilities.**

Except as provided herein, all terms and conditions in the Request for Proposal referenced above remain unchanged and in full force and effect.

Sincerely,

William E. Long, Jr., CPPB
Chief Assistant Purchasing Agent

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below is to be added to Section 3 of the solicitation:

SECTION 7, SCOPE OF WORK, PAGE 81 & 82, Facility List square footage for Groups F and G have been revised as follows.

**GROUP F
OTHER OFFICES (NORTH)**

<u>Building Name</u>	<u>Address</u>	<u>Tot Sq Ft</u>
1. Grounds Division Office (Excludes arehouse/workshop)	125 Willis Mill Road SW 30311	7,202
2. Drug Court Training Ctr.	1135 Jefferson Street 30318	8,000
3. Drug Court Training Ctr	1135 Jefferson Street(Trailer) 30318	2,300
4. Central Maint. Facility	895 Marietta Boulevard 30318	3,232
5. Public Works	6500 Old Riverside Drive 30328	1,200
6. Public Works	9695 Dogwood Dr. 30075	1,429
7. PW-Big Creek(1&2)	1030 Marietta Parkway 30075	2,613
8. Public Works	11575 Maxwell Road 30004	10,606
9. Public Works	8100 Holcomb Bridge Rd 30318	1290
10. Grounds Greenhouse	11595 Maxwell Road 30004	869
11. Tax Office	3155 Royal Drive, Suite 165 30318	1,911
12. Finance	2181 Strickland Road 30004	3,825
Police Precinct	10205 Medlock Bridge Pkwy 30022	2,005
Total Gross Square Footage of Group F		39,280 46,482 (Revised)
Estimated Total Square Footage to be Cleaned		39,045

**GROUP G
SENIOR CITIZEN SERVICE CENTERS**

<u>Building Name</u>	<u>Address</u>	<u>Total Sq Ft</u>
1. H. J. C. Bowden	2885 Church Street 30349	34,652
2. Camp Truitt	4320 Hershel Road 30337	5,000
3. Dogwood	1953 Bankhead Hwy. NW 30318	7,155
4. H. G. Darnell	677 Fairburn Road 30331	33,000
5. Edgewood (Auburn)	300 Edgewood Avenue NE 30303	5,451
6. South Fulton (Fairburn)(Temporarily Closed)	30213	00000
7. New Horizons	745 Orr Street 30314	7,000
8. Palmetto	510 Turner Avenue, 30268	10,000
9. North Fulton (Warsaw)	1250 Warsaw Road 30076	11,102
10. Quality Living Services	4001 Danforth Road SW 30331	30,085
11. D. C. Benson	6500 Vernon Woods Road 30328	43,918
12. Helene S. Mills	515 John Wesley Dobbs 30312	34,000
13. Southeast	1650 Newtown Circle SE 30315	7,660
14. Hapeville	527 King Arnold Street, 30354	8,522
15. Camp Truitt 4-H Ed Ctr	4300 Herschel Drive 30337	6,000
16. New Beginnings	66 Brooks Drive, Fairburn, 30213	13,400
Total Gross Square Footage of Group G		255,945 (Revised 256,945)
Estimated Total Square Footage to be Cleaned		214,994 (Revised 215,834)

Bid package page 82 (Revised to add address information for #8 Palmetto, #13 Southeast and #14 Hapeville and adding #15 Camp Truitt)

BASIS OF AWARD: This award will be made to the lowest responsive and responsible bidder(s) for each group

QUESTION SUBMITTED:

Question: What are the ADDENDUM #,s required on in (section 2) page 23, BID FORM ?

RESPONSE: Only one addendum has been issued and it must be attested to by the bidder indicating that they have knowledge of the addendum.

QUESTION: Does contractor supply paper products

RESPONSE: Yes

QUESTION: Can the two groups "G" and "F" be bid on separately?

RESPONSE: Yes

QUESTION: Does group "G" require day porter service only?

RESPONSE: Both porter and general night cleaning required. See bid for porter locations.

QUESTION: Should Price Sheets be submitted with bid package?

RESPONSE: Yes

QUESTION: Can Senior Citizen centers be bid on separately?

RESPONSE: Yes

QUESTION: Who were the bidders who bid for the last Janitorial Services Contract and what was the pricing bid?

RESPONSE:

- Atlanta Building Maintenance
- GMI Group
- The Coleman Group/Dust Away
- General Building Maintenance
- C&W Cleaning
- Rite-Way Cleaning
- OJS Systems
- Quality Cleaning Services
- Building Maintenance Services
- Mid-South Cleaning
- Georgia building maintenance

The price bid on the last contract was distributed at the Pre-Bid conference.

QUESTION: Who are the current contractors providing Janitorial Services?

RESPONSE: Rite-Way Cleaning, American Facility Services, The Coleman Group

QUESTION: Page 84, Pricing Sheet – Is a price requested for the South Fulton (Fairburn) Center, which is temporarily closed, at this time?

RESPONSE: No

QUESTION: Do the Senior Citizen Centers currently have day porters? If yes, what is the number of work hours per facility?

RESPONSE: Yes. All requirements have been identified in the bid.

QUESTION: Is there estimated poly and paper usage, and or could we get the number of occupants/visitors per building?

RESPONSE: No estimates are available. Use BOMA Standards

Facility	# Participants	Average Attendance
Benson	3,094	260
Bowden	3,733	292
Darnell	1,016	299
Mills	664	263

QUESTION: What is the number of holidays per year when service is not required?

RESPONSE: Fulton County Observed Holidays

- (1) New Year's Day - January 1
- (2) Dr. Martin Luther King Jr 's Birthday - Third Monday in January
- (3) Memorial Day - Last Monday in May
- (4) Independence Day - July 4
- (5) Labor Day - First Monday in September
- (6) Veteran's Day - November 11
- (7) Thanksgiving Day - Fourth Thursday in November
- (8) Day after Thanksgiving - Fourth Friday in November
- (9) Christmas Eve - December 24
- (10) Christmas Day - December 25

QUESTION: Should total square foot of Group F be 46,482 gross and 39,045 cleanable?

RESPONSE: Yes

QUESTION: Should day porter hours be 133 daily for total annual of 33,383?

RESPONSE: 34,638

QUESTION: Are we going to be required to provide paper products for external events?

RESPONSE: Not for Facility Rental Special Events. Yes, when there are Fulton County Sponsored Events.

QUESTION: Is there going to be a number of hours required to clean each building?

RESPONSE: Yes, in some instances based on porter hour requirements and square feet. SEE BID

QUESTION: As it pertains to window cleaning, interior and exterior, how high do we have to clean?

RESPONSE: 17', SEE BID, PP.72, 79

QUESTION: What is the volume of people visiting the Senior Centers by each location?

RESPONSE:

Facility	# Participants	Average Attendance
Benson	3,094	260
Bowden	3,733	292
Darnell	1,016	299
Mills	664	263

QUESTION: On Form A, Non-Collusion Affidavit of Bidder/Offeror, are signatures for both our President/Vice President and our Secretary/Assistant Secretary required?

RESPONSE: Either the President or Vice President must sign and then have the Secretary/Assistant Secretary notarize the form.

QUESTION: Also, on that same form, what information appropriately completes the blanks in paragraphs 1 – 3? Our understanding is that the name of the person authorized to submit the bid is to be inserted in paragraph #1, the name of the company in paragraph #2, and our bid total (dollar amt) in paragraph #3. Please confirm if this is correct.

RESPONSE: The name of the person signing the form for the company.

QUESTION: Item #6 of the Bid General Requirements states that “Prices are to be quoted F.O.B. Destination”. What does **F.O.B.** stand for?

RESPONSE: Freight on Board, however, this does not apply to this bid

QUESTION: If we propose to self-perform 100% of the contract, but will receive materials/supplies from an outside Supplier, is information regarding our Supplier required in Section 5 (Contract Compliance Requirements) on Exhibits B, C, F or G?

RESPONSE: Yes, you would have to identify the subcontractor who will provide materials/supplies on Contract Compliance Exhibit C. The subcontractor would need to complete Contract Compliance Exhibits A, B and D.

QUESTION: What is the present monthly cost for each vendor for Group G & F?

RESPONSE:

Group G(Senior Centers)

\$29,404.65Porters

\$12,733.63General Cleaning

Group F North

\$6,600.00

QUESTION: For Group G & F--Is the square footage in the present contract the same as it is quoted in this solicitation?

RESPONSE: No

QUESTION: What is the anticipated contract start up date? **September 1, 2008**

The Standard Insurance Limits for Janitorial – Maintenance Services are as follows:

**Insurance and Risk Management Provisions
Janitorial – Maintenance Services**

It is Fulton County Government’s practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER’S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer’s Liability Insurance BY ACCIDENT - EACH ACCIDENT	\$1,000,000.
Employer’s Liability Insurance BY DISEASE - POLICY LIMIT	\$1,000,000.
Employer’s Liability Insurance BY DISEASE- EACH EMPLOYEE	\$1,000,000.

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence -	\$1,000,000
(Other than Products/Completed Operations) General Aggregate-		\$2,000,000

To include Designated Per Project/Location Endorsement #CG2503/CG2504

Products\Completed Operations	Aggregate Limit-	\$2,000,000
Personal and Advertising Injury Limits	-	\$1,000,000
Fire Damage	Limits	- \$100,000

3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**
Combined Single Limits Each Occurrence - \$1,000,000
(Including operation of non-owned, owned, and hired automobiles).

4. **UMBRELLA LIABILITY**
(In excess of Auto GL and Employers Liability) Each Occurrence - \$2,000,000

5. **CONTRACTOR'S POLLUTION LIABILITY** Each Occurrence - \$1,000,000
Or by endorsement to General Liability Policy for sudden and accidental
If Pollution provided by General Liability Endorsement and sudden and accidental,
Completed Operations would not be a requirement.

(To include three (3) years of extended Completed Operations coverage or a three (3)
year extended reporting period.

6. **FIDELITY BOND and CRIME**
(Employee Dishonesty) (Theft) Each Occurrence - \$ 100,000
Above to include 3rd Party Coverage

Certificates:

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government, Its Employees, Servants and Agents as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Subcontractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices shall be sent to:

Fulton County Government – Department of Purchasing & Contract Compliance
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

Important:

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, or the performance, or nonperformance, of its obligations under this agreement. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor's obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County,

its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

**Pricing Sheet
(Initial Contract Term - 12 Months)
GROUP F– Other Offices (North) (Cleanable Square Feet)**

Period	\$ / SqFt*	Additional Svcs \$ / Hr**	Monthly \$ Amount	Annual \$ Amount
12-Month Contract				

DAY PORTERS (Group G) (Senior Centers)

Period	\$ / Hour	Monthly \$ Amount	Annual \$ Amount
12-Month Contract			

GROUP G – Senior Citizens Service Center (Cleanable Square Feet)

Period	\$ / SqFt*	Additional Svcs \$ / Hr**	Monthly \$ Amount	Annual \$ Amount
12-Month Contract				

**Minimum Required Day Porter Service
Group G
Day Porters**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Bowden Senior Center	16	251	4,016	\$	\$
Camp Truitt	5	251	1,255	\$	\$
Dogwood	5	251	1,255	\$	\$
H.G. Darnell	16	251	4,016	\$	\$
Edgewood/Auburn	5	251	1,255	\$	\$
South Fulton (Fairburn)	16	251	4,016	Temporarily closed	
New Horizons	5	251	1,255	\$	\$
Palmetto	5	251	1,255	\$	\$
North Fulton (Warsaw)	5	251	1,255	\$	\$
QLS	8	251	2,008	\$	\$
D.C. Benson	16	251	4,016	\$	\$
Mills	16	251	4,016	\$	\$
Southeast	5	251	1,255	\$	\$
Hapeville	5	251	1,255	\$	\$
Camp Truitt 4-H Ed Ctr.	5	251	1,255	\$	\$
New Beginnings	5	251	1,255	\$	\$
TOTAL	128	251	34,638		\$

TOTAL COST FOR *INITIAL CONTRACT TERM*: \$ _____

Pricing Sheet
(1st Renewal Term - 12 Months)
GROUP F– Other Offices (North) (Cleanable Square Feet)

Period	\$ / SqFt*	Additional Svcs \$ / Hr*	Monthly \$ Amount	Annual \$ Amount
12-Month Renewal Option				

DAY PORTERS (Group G) (Senior Centers)

Period	\$ / Hour	Monthly \$ Amount	Annual \$ Amount
12-Month Renewal Option			

GROUP G – Senior Citizens Service Center (Cleanable Square Feet)

Period	\$ / SqFt*	Additional Svcs \$ / Hr*	Monthly \$ Amount	Annual \$ Amount
12-Month Renewal Option				

Minimum Required Day Porter Service
Group G
Day Porters

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Bowden Senior Center	16	251	4,016	\$	\$
Camp Truitt	5	251	1,255	\$	\$
Dogwood	5	251	1,255	\$	\$
H.G. Darnell	16	251	4,016	\$	\$
Edgewood/Auburn	5	251	1,255	\$	\$
South Fulton (Fairburn)	16	251	4,016	Temporarily closed	
New Horizons	5	251	1,255	\$	\$
Palmetto	5	251	1,255	\$	\$
North Fulton (Warsaw)	5	251	1,255	\$	\$
QLS	8	251	2,008	\$	\$
D.C. Benson	16	251	4,016	\$	\$
Mills	16	251	4,016	\$	\$
Southeast	5	251	1,255	\$	\$
Hapeville	5	251	1,255	\$	\$
Camp Truitt 4-H Ed Ctr.	5	251	1,255	\$	\$
New Beginnings	5	251	1,255	\$	\$
TOTAL	128	251	34,638		\$

TOTAL COST FOR 1ST CONTRACT RENEWAL TERM: \$ _____

Pricing Sheet

(2nd Renewal Term - 12 Months)

GROUP F- Other Offices (North) (Cleanable Square Feet)

Period	\$ / SqFt*	Additional Svcs \$ / Hr*	Monthly \$ Amount	Annual \$ Amount
12-Month Renewal Option				

DAY PORTERS (Group G) (Senior Centers)

Period	\$ / Hour	Monthly \$ Amount	Annual \$ Amount
12-Month Renewal Option			

GROUP G – Senior Citizens Service Center (Cleanable Square Feet)

Period	\$ / SqFt*	Additional Svcs \$ / Hr*	Monthly \$ Amount	Annual \$ Amount
12-Month Renewal Option				

Minimum Required Day Porter Service

Group G

Day Porters

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Bowden Senior Center	16	251	4,016	\$	\$
Camp Truitt	5	251	1,255	\$	\$
Dogwood	5	251	1,255	\$	\$
H.G. Darnell	16	251	4,016	\$	\$
Edgewood/Auburn	5	251	1,255	\$	\$
South Fulton (Fairburn)	16	251	4,016	Temporarily closed	
New Horizons	5	251	1,255	\$	\$
Palmetto	5	251	1,255	\$	\$
North Fulton (Warsaw)	5	251	1,255	\$	\$
QLS	8	251	2,008	\$	\$
D.C. Benson	16	251	4,016	\$	\$
Mills	16	251	4,016	\$	\$
Southeast	5	251	1,255	\$	\$
Hapeville	5	251	1,255	\$	\$
Camp Truitt 4-H Ed Ctr.	5	251	1,255	\$	\$
New Beginnings	5	251	1,255	\$	\$
TOTAL	128	251	34,638		\$

TOTAL COST FOR 2ND RENEWAL CONTRACT TERM: \$ _____

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time, **July 30, 2008**, 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2008.

Legal Name of Bidder

Signature of Authorized Representative

Title