



# Department of Purchasing & Contract Compliance

November 4, 2014

Re: **15ITB94539C-DR, JANITORIAL SERVICES for FULTON COUNTY GOVERNMENT CENTER COMPLEX (GROUP A, C, D, & G)**

Dear **Proposer(s)**:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **15ITB94539C-DR, JANITORIAL SERVICES for FULTON COUNTY GOVERNMENT CENTER COMPLEX (GROUP A, C, D, & G)**

Except as provided herein, all terms and conditions in the **15ITB94539C-DR** referenced above remain unchanged and in full force and effect.

Sincerely,

*Donald R. Riley*

**Donald R. Riley, CPPB  
Assistant Purchasing Agent**

Winner 2000 - 2009 Achievement of Excellence in Procurement Award • National Purchasing Institute



**15ITB94539C-DR, JANITORIAL SERVICES for FULTON COUNTY GOVERNMENT CENTER COMPLEX (GROUP A, C, D, & G)**

**Addendum No. 1  
Page Two**

This Addendum forms a part of the contract documents and modifies the original ITB documents as noted below:

**Attached hereto are responses to questions submitted in reference to the above ITB and a Schedule of Time for Complex C, D, & G.**

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

Failure to return a signed copy of this addendum could render your bid non-responsive.

**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 ITB due date and time **November 19, 2014 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

## **Complex C North Libraries – site visit Wednesday, November 5, 2014**

- |                           |                  |
|---------------------------|------------------|
| 1. Central Library        | 10:00 – 10:30 am |
| 2. Peachtree Library      | 10:45 - 11:15 am |
| 3. M. L. King Library     | 11:30 – 11:40 am |
| 4. Mechanicsville Library | 11:45 -12:10 am  |
| 5. Georgia Hill Library   | 12:15 -12:45am   |

## **Complex D North Libraries – site visit Thursday, November 6, 2014**

- |                          |                  |
|--------------------------|------------------|
| 1. Sandy Springs         | 10:00 – 10:20 am |
| 2. Roswell               | 10:35 - 10:55 am |
| 3. Alpharetta            | 11:10 – 11:30 am |
| 4. Kirkwood Library      | 11:55 -12:10 am  |
| 5. Ponce De Leon Library | 12:25 -12:45am   |
| 6. Buckhead Library      | 1: 00 – 1:15 pm  |

## **Complex G North Libraries – site visit Friday, November 7, 2014**

- |                                  |                  |
|----------------------------------|------------------|
| 1. Helene Mills Seniors Services | 10:00 – 10:30 am |
| 2. Auburn Senior Center          | 10:40 - 11:15 am |

These are added revisions to the current solicitation

### **Section 2 Bid Form**

#### **I. Group A- GOVERNMENT CENTER COMPLEX- (Original Term)**

Core operating hours are 8:30 a.m. to 5:30 p.m. Monday-Friday. These locations require day porter support and night cleaning. In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

#### **II. Group A- GOVERNMENT CENTER COMPLEX- (1<sup>ST</sup> Renewal Term)**

Core operating hours are 8:30 a.m. to 5:30 p.m. Monday-Friday. These locations require day porter support and night cleaning. In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

### **III. Group A- GOVERNMENT CENTER COMPLEX- (2<sup>nd</sup> Renewal Term)**

Core operating hours are 8:30 a.m. to 5:30 p.m. Monday-Friday. These locations require day porter support and night cleaning. In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

## **Section 2 Bid Form**

### **I. Group D- North Libraries- (Original Term)**

All libraries are open Monday thru Saturday and require nightly cleaning six days/week. Those marked with \* are also open Sunday and require nightly cleaning seven days/week.

### **II. Group D- North Libraries- (1<sup>st</sup> Renewal Term)**

All libraries are open Monday thru Saturday and require nightly cleaning six days/week. Those marked with \* are also open Sunday and require nightly cleaning seven days/week.

### **III. Group D- North Libraries- (2<sup>nd</sup> Renewal Term)**

All libraries are open Monday thru Saturday and require nightly cleaning six days/week. Those marked with \* are also open Sunday and require nightly cleaning seven days/week.

## **Section 2 Bid Form**

### **I. Group G- North Senior Centers- (Original Term)**

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

### **II. Group G- North Senior Centers- (1<sup>st</sup> Renewal Term)**

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and

removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

### **III. Group G- North Senior Centers- (2<sup>nd</sup> Renewal Term)**

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

## **Section 2 Bid Form**

### **I. Group G- Central Senior Centers- (Original Term)**

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours

### **III. Group G- Central Senior Centers- (1<sup>st</sup> Renewal Term)**

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours

### **IV. Group G- Central Senior Centers- (2<sup>nd</sup> Renewal Term)**

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc.,

and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours

**Section 4**  
**Scope of Work and Technical Specifications**

**SERVICES REQUIRED**

**G. Special Areas**

- 6. **Pool Deck Cleaning:** Pool Deck is considered clean when all areas are clean and free of dirt, mold and mildew. All surfaces must be thoroughly cleaned and free from encrustation and excess water. All seats and cushions must be cleaned thoroughly and be free from mold and mildew. Pool deck cleaning will also include emptying and cleaning all trash receptacles, inserting new liners, wiping all reflectors and light panels, and cleaning all dressing rooms thoroughly. Return all bath towels and wash cloths to designated area. Periodic pressure washing must be done with chemicals prescribed and provided by Fulton County and/ or its designated representative.

<b>Table H – Pool Deck Cleaning Services to be Performed</b>		<b>Frequency of Service</b>
1	Clean deck around pool with a suitable germicidal disinfectant.	Daily
2	Clean all seats and cushions with mold and mildew disinfectant and cleaner	Daily
3	Empty and clean all waste receptacles, replacing liners	Daily
4	Clean all ledges, walls, doors & glass.	Daily
5	Clean all light fixtures and vents.	Monthly
6	Scrub Pool Deck utilizing approved chemicals	Monthly

- 7. **Medical Area Cleaning:** Contractor must wear gloves at all times while working within the medical area. At no time is the contractor to handle Medical Hazardous Waste. This waste must be handled by a separate medical waste management contractor through the site manager. All cleaning is to be done with a substance/germicide/disinfectant suitable for killing germs and disinfecting, and must be cleaned in accordance with JCAHO standards. All staff cleaning medical areas must be trained in proper use of Personal Protective Equipment and procedures associated with handling hazardous materials.

<b>Table I – Medical/Dental Office Cleaning Services to be Performed</b>		Frequency of Service
1	Empty wastebaskets and other trash receptacles, taking contents to designated area.	Daily
2	Clean all waste receptacles and replace liners	Daily
3	Dust office furniture and damp wipe or polish all desk tops where papers are cleared.	3 x Week
4	Dust window sills and other surfaces up to 70"	3 x Week
5	Remove dirt and streaks from doors, doorframes, walls, threshold plates, windows, partitions, brass and light switches.	Daily
6	Dust Venetian blinds	Weekly
7	Vacuum all carpets including edges, corners, rugs and all floor coverings.	3 x Week
8	Vacuum upholstered furniture.	Monthly
9	Clean all light fixtures and vents.	Monthly
10	Clean Venetian blinds.	2 x Year

- 8. Beauty Salon:** The Beauty Salon is considered clean when all areas are clean and free of dusts, spots, stains, rust, mold, encrustation and excess moisture. Beauty Salon cleaning includes vacuuming, sweeping, scrubbing, and wet mopping all floors, cleaning all fixtures, including metal, porcelain, brass and chrome surfaces, water closets, shelves, wash basins and mirrors. All cleaning is to be done with a substance suitable for cleaning and disinfecting the surfaces. Beauty Salon cleaning will also include emptying and cleaning waste receptacles and replacing trash liners, cleaning graffiti from all surfaces, and filling all dispensers with soap and paper supplies.