



Department of Purchasing & Contract Compliance

November 13, 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 2, 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. 2
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.

See the attached 2013 Bid Tabulation Sheet & Pricing Sheet Per Square Foot

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. 2

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. 2, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title

15ITB94539C-DR, Janitorial services for Fulton County Government Center Complex (Group A, C, D, & G)

Below are questions for Bid #: 15ITB94539C-DR, Janitorial services for Fulton County Government Center Complex (Group A, C, D, & G)

1. When is the next facility tour being held for buildings C, D, & G?

Response: See addendum #1 for the next tour dates and times.

2. Is there a current contract in place for the Fulton County Government Center Complex (A, C, D, & G)? If not, when was the last contract?

Response: Yes, there is a current contract in place and it was issued in 2013.

3. What is the current contract price for Complex A, C, D, & G)?

Response: You may obtain that information from the Fulton County Government bid board, Purchasing Department. For additional information concerning pricing on the previous contract, vendors may request an open records request on solicitation # 13ITB87106C-MT, Janitorial Services for Selected Facilities.

It is the policy of Fulton County, that review of Purchasing files are conducted in the Department of Purchasing & Contract Compliance located in the Fulton County Government Center, 130 Peachtree Street, Public Safety Building, 1st Floor, Suite 1168, Atlanta, Georgia 30303-3459. The department hours of operations are Monday through Friday, 8:30 a.m. to 5:00 p.m.

4. If there isn't a current contract, what was the previous contract price?

Response: For additional information concerning pricing on the previous contract, vendors may request an open records request on solicitation # 13ITB87106C-MT, Janitorial Services for Selected Facilities.

It is the policy of Fulton County, that review of Purchasing files are conducted in the Department of Purchasing & Contract Compliance located in the Fulton County Government Center, 130 Peachtree Street, Public Safety Building, 1st Floor, Suite 1168, Atlanta, Georgia 30303-3459. The department hours of operations are Monday through Friday, 8:30 a.m. to 5:00 p.m.

5. Is the scope of work the same? If not, what has changed?

Response: Make your decisions and bid based off the current Scope of Work.

6. How many Day Porters are required at the Complex A?

Response: All pertinent information is listed in 15ITB94539C-DR for questions 6, 7, 8, and 9.

7. How many Day Porters are required at the Complex C?

Response: See Section 4 of the bid document concerning Complex C.

8. How many Day Porters are required at the Complex D?

Response: See Section 4 of the bid document concerning Complex D.

9. How many Day Porters are required at the Complex G?

Response: See Section 4 of the bid document concerning Complex G.

10. What brand and types of paper towel dispensers are currently being used? Or what type of paper towels are required-Large roll with hand wave automatic feeder, folded paper towels, etc.?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

11. Are paper towels only required for the restrooms? Or will supplier have to supply paper towels for the employee break rooms? If so, what type of paper towel is required for break rooms?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

12. What type of toilet paper is required? Single large roll? Individual Single Ply rolls? Individual Double Ply rolls?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

13. Is there a current usage for toilet tissue, toilet liners, paper towels, hand soap, sanitary napkins, urinal screens and deodorant blocks, paper cups, etc.?

Response: No. For additional information concerning usage on the previous contract, vendors may request an open records request..

It is the policy of Fulton County, that review of Purchasing files are conducted in the Department of Purchasing & Contract Compliance located in the Fulton County Government Center, 130 Peachtree Street, Public Safety Building, 1st Floor, Suite 1168, Atlanta, Georgia 30303-3459. The department hours of operations are Monday through Friday, 8:30 a.m. to 5:00 p.m.

14. Who is responsible for supplying the trash bags at complex A, C, D & G? If the vendor is responsible, what brand, type, and size trash bags are required? Is there a current usage for trash bags for Complex A, C, D, & G?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

15. What brand and type of toilet tissue dispensers are currently being used in Complex A, C, D & G?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

16. What brand and type of paper towel dispensers are currently being used in Complex A, C, D & G?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

17. What brand and type of hand soap dispensers are currently being used in Complex A, C, D & G?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

18. What brand and type of water dispensers are currently being used in Complex A, C, D & G?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

19. What brand, type and size of cups are required at Complex A, C, D & G?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

20. Section Scope of Work pg. 47. What "other required supplies" is the vendor responsible for supplying for each complex?

Response: There is no list; it means exactly what it states. If other required supplies are needed to provide the highest quality of janitorial services, then the Vendor must purchase them at no cost to the County.

21. What feminine products does the vendor have to supply other than sanitary napkins?

Response: Feminine products that are being used on the commercial market.

22. Section Scope of Work pg. 48. Which facilities do not have locker rooms?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

23. Section Scope of Work pg. 50 Does the Project/Site Manager has to be a non-working manager? Or is a working manager acceptable?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

24. Section Training pg. 50 Can you provide the Fulton County Floor Technician II job description?

Response: No, you will have to obtain a copy from the Personnel Department.

25. What is the cost of keys if they are lost or not returned by the employee?

Response: Whatever the cost is for replacement—it can vary depending on what was lost. There will be no cost to the County.

26. What is the cost of false alarms? If accidentally, set off by vendor employees?

Response: Whatever the Law Enforcement Agency charges for the infraction.

27. Services Required – Scrubbing & Re-Coating Floor #3 pg. 62 How many coats of wax are required to re-coat the floors?

Response: As many coats as necessary to meet service requirements in accordance with 15ITB94539C-DR. Please read the ITB carefully. It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications.

28. General Cleaning C – Window Cleaning #8 pg. 64 How many ground level windows are in Complex A?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

29. General Cleaning C – Window Cleaning #8 pg. 64 How many ground level windows are in Complex C?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

30. General Cleaning C – Window Cleaning #8 pg. 64 How many ground level windows are in Complex D?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

31. General Cleaning C – Window Cleaning #8 pg. 64 How many ground level windows are in Complex G?

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

32. Waste Removal D – Recycling Program #2 pg. 65 Does the Recycling Program Plan have to be submitted with the bid? Or is this required by the successful bidder?

Response: Submit with your bid-- It can be part of your Training Plan

33. Break Room Cleaning F –Does clean sofas and couches mean shampooing the sofas and couches? If so, How often must the shampooing is completed? How many sofas and chairs are in each break room(s) in complex A, C, D, & G that require shampooing?

Response: Only the best commercial practices are to prevail. It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

34. Special Areas G - #1 Pressure Washing- How often is pressure washing required?

Response: It is at the discretion of the County.

35. Special Areas G - #2 Elevator Cleaning- How often is shampooing the carpet is required?

Response: See Table D—Floor Care Services to be Performed.

36. Table D - Floor Care Services to be Performed #7 Strip and refinish all hard flooring- Does this include all VCT, hardwood, cement? What other types of floors does Fulton County have that require stripping & refinishing? How many coats of refinish are required? Only the best commercial practices are to prevail.

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

37. How many feet from the entrance of the building are ground maintenance required for Complex A, Complex C, Complex D, & Complex G? Or is ground maintenance required for the entire exterior facility? Area and distance may vary between each Group of Buildings—meet or exceed requirements in Table F.

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

38. How many ground maintenance associates are required to maintain the entry ways, exterior grounds, parking lots and landscape areas? As many as necessary to meet the requirements of Table F.

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

39. Group C Libraries-pg. 70 What type of service does the Georgia Hill Library require? Day Porter? Night Cleaning? Or both: Day Porter and night time cleaning?

Response: Georgia Hill Library requires the same service as MLK, Peachtree, and Mechanicsville—six (6) days a week, night cleaning.

40. How many days per week is the Georgia Hill Library open?

Response: 6 Days visit www.afpls.org/

41. Please explain: What is meant by “Less Multipurpose Kitchen” in Group G and (North Senior Centers) & Central Senior Centers on pg. 71 & 72 in the charts?

Response: This is the square footage minus the kitchen cleanable square footage. For example, the total cleanable square footage for H.G. Darnell is 27,720. The cleanable square footage of the Kitchen is 3,701; therefore, the cleanable square footage that falls within the responsibility of the Janitorial Contractor is 24,019. The Janitorial Contractor is responsible for the cleaning of the Kitchen Offices and Kitchen Restrooms. The Head Cook and Cook are responsible for the cleaning and sanitation of the Multipurpose Kitchens.

42. Comprehensive Janitorial Training Program pg. 50 Does the Comprehensive Janitorial Training Program have to be submitted with the bid? Or is this required by the successful bidder?

Response: Submit with your bid.

43. What is the percentage of VCT vs Carpet vs Cement vs Hardwood vs Laminate in Complex A?

Response: Not Available.

It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

44. What is the percentage of VCT vs Carpet vs Cement vs Hardwood vs Laminate in Complex C? Not Available.

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if

awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

45. What is the percentage of VCT vs Carpet vs Cement vs Hardwood vs Laminate in Complex D? Not Available.

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

46. What is the percentage of VCT vs Carpet vs Cement vs Hardwood vs Laminate in Complex G? Not Available.

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

47. Is the dry cleaning carpet cleaning method preferred for all carpet cleaning? Or is hot water extraction an acceptable method?

Response: The best commercial practices will prevail—results are what matters—any material being used which is not achieving desired results will be replaced with a more effective product.

48. How many days per week is night service required for the North Senior Centers? Number of service hours may vary.

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

49. How many days per week is night service required for the Central Senior Centers? Number of service hours may vary.

Response: It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if

awarded. What's required is in the Scope of Work Summary and Technical Specifications. Please read 15ITB94539C-DR carefully.

50. What is meant by "Premium Events=100" under the North & Central Senior Centers?

Response: This is an estimate; 100 hours of possible support needed throughout the year for emergencies or special support within the centers. Submit an Hourly Day Porter cost for supporting this cause, if necessary.

51. How many employees are required for the premium events?

Response: No specific number—can vary from event to event.

52. What is the estimated attendance of individuals for the premium events?

Response: Not available.

53. The 5% bid bond of the TOTAL AMOUNT of the base bid...Does the "base bid" include all day porter services pricing? Due to the fact that a 5% bid bond is required and that answers to questions are necessary for accurate and concise pricing to be determined, and that an adequate amount of time to secure a bid bond once pricing has been determined...Would it be possible to amend the bid due date to a minimum of seven (7) working days after the answers to all questions have been posted?

Response: Yes all vendor's pricing shall be all inclusive including day porters, supplies, management, staffingetc to perform all services included in the bid specifications.

The bid due date is November 19, 2014 at 11:00 a.m. est.

54. Is the bridge included in the scope of work?

Yes, it would require the cleaning outlined in the cleaning schedule.

55. Is the contractor required to complete ground maintenance for the entire facility and parking lots (Group A, C, D & G)? If not, what is the radius from the entrance of the building that is required for ground maintenance cleaning at all locations (Group A, C, D & G)?

Response: Area and distance may vary between each Group of Buildings—meet or exceed requirements in Table F. It is highly recommended that bidders visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve bidder of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded. What's required is in the Scope of Work Summary and Technical Specifications.

Please read 15ITB94539C-DR carefully. Once awarded, if a Vendor is still confused, responsibilities will be thoroughly discussed with the awarded bidder.

56. Central Library-Is cleaning required for the 8th floor? If so, what specialized training is required for employees to clean this section of the library?

Response: Presently, the 8th floor is closed for repairs. Once the repairs are completed, the awarded Vendor will be responsible for the cleaning of the 8th floor. The 8th floor is already included in the cleanable square footage (247,800).

57. Can gas blowers be used at the libraries?

Response: No, battery or electric blowers are the preferred method due to the risk involved in utilizing equipment with flammable liquids; however, if a Contractor uses equipment that requires a flammable liquid, vapor, or gas, they are responsible for any damage or accidents resulting from the use of that equipment and may be terminated from the Janitorial Contract. The use of propane burnishing equipment is prohibited.

58. Helene S. Mills, H.G. Darnell & D.C Benson-Are the kitchens required to be cleaned under this contract? The square footage states that the kitchens are not included. However, during the tour of the Helene S. Mills tour it was referenced that the kitchens were included in the scope of work. The document states the following for the Kitchens: G Special Areas #5 pg. 66 **Kitchen Cleaning-** Clean all Kitchen Offices & Restrooms: Offices and Restrooms in accordance with existing standards described in the bid document. Please clarify what has to be cleaned in the kitchen.

Response: The "Less Multipurpose Kitchen" column: This is the square footage minus the kitchen cleanable square footage. For example, the total cleanable square footage for H.G. Darnell is 27,720. The cleanable square footage of the Kitchen is 3,701; therefore, the cleanable square footage that falls within the responsibility of the Janitorial Contractor is 24,019. The Janitorial Contractor is responsible for the cleaning of the Kitchen Offices and Kitchen Restrooms. The Head Cook and Cook are responsible for the cleaning and sanitation of the Multipurpose Kitchens at H.G. Darnell (3,701 sq. ft.), D.C. Benson (3,123 sq. ft.) and Helene S. Mills (3,046 sq. ft.).

In accordance with the ITB, Kitchen Cleaning—Offices & Restrooms: Clean all Kitchen Offices and Restrooms in accordance with existing standards described in the bid document. Once awarded, if a Vendor is still confused, responsibilities will be thoroughly discussed and clarified with the awarded bidder.

59. Who is the point of contact that will allow me to inspect the facilities ?

Response: See addendum #1; however, all inquiries must go through Donald R. Riley.

60. What is the time for the general cleaners to exit the government Center?

Response: Normally, general night cleaning must be accomplished by 11:30pm; however, if more time is needed for the accomplishment of Janitorial Periodic Work, you can coordinate with the Building Maintenance Manager and you may stay as long as needed to accomplish the cleaning/periodic.

61. Will you give me a copy of the bid tabulation sheet from the last time this contract let?

Response: No, you may obtain it through open records request or you may get the information from the Fulton County Government Website, Purchasing Department.

62. Can you give me information on the staff population for each facility, or do you have data for the paper product usage in the pass?

Response: No, you may obtain it through open records request.

It is the policy of Fulton County, that review of Purchasing files are conducted in the Department of Purchasing & Contract Compliance located in the Fulton County Government Center, 130 Peachtree Street, Public Safety Building, 1st Floor, Suite 1168, Atlanta, Georgia 30303-3459. The department hours of operations are Monday through Friday, 8:30 a.m. to 5:00 p.m.

63. On the Group G. You have a Central and North. Are they considered as two different groups. If so can you bid on North and not Central or do you bid on group g as a whole group. On the bid form they appear to be separate. Also are there night time cleaning or just day porters. If so is it M-F or M-S (etc) for service days. It doesn't specify as all the others building do at the bottom of each of the bid sheets.

Response: Yes they are separate Groups and you can bid on both.

Day Porter support and night cleaning are required at the Senior Centers. Number of service hours may vary for each facility. Please have the Vendor to refer to Addendum 1.