



FULTON COUNTY PURCHASING DEPARTMENT

Winner 2000 -2005 Achievement of Excellence in Procurement Award -

National Association of Purchasing Management

Jerome Noble, Director

February 7, 2006

Addendum 1

JANITORIAL SERVICES

06ITB47254YA

The submittal deadline for the bid listed above has been changed. The new date is as follows.

Thursday, February 23, 2006 at 11:00 am

I. There will be a **MANDATORY WALKTHROUGH** for this project. Bidder must visit several named representative sites in the North, South, and Central Fulton County areas with the appointed General Services Department representatives. Schedules are as follows:

Central Fulton Facilities: The tour for all facilities within Groups A, B, and C are scheduled for **February 10, 2006** beginning at **7:00am** and ending at approximately **11:00am**. All vendors should meet the Fulton County representative in the lobby of the Justice Center Tower, 185 Central Avenue, Atlanta GA, 30303. Vendors are responsible for their own transportation to the various sites.

Greater Fulton (North) Facilities: The tour for the seven (7) listed facilities will begin at **9:00am** and end at approximately **2:00pm** on **February 13, 2006**. All vendors should meet the Fulton County representative at Sandy Springs Library, 395 Mt. Vernon Hwy, NE, Sandy Springs, GA. Vendors are responsible for their own transportation to the various sites. The facilities are as follows:

Sandy Springs Library; Benson Senior Center; Abernathy Arts Center; Roswell Library; Roswell Senior Center; Maxwell Trailers (Public Works) and Alpharetta Tag Office.

Greater Fulton (South) Facilities: The tour for the six (6) listed facilities will begin at **9:00am** and end at approximately **2:00pm** **February 14, 2006**. All vendors should meet the Fulton County representative at Southwest Regional Library, 3665 Cascade Road SW, Atlanta, GA. Vendors are responsible for their own transportation to the various sites. The facilities are as follows:

Southwest Regional Library; Quality Living Services; Southwest Arts Center; Bowden Senior Center; East Point Library and Hapeville Senior Center.

II. Video recording viewing

I will make the Audio/Video recording available for viewing on February 8, 2006. Any vendors that did not attend the Pre-Bid Conference and desire to view the tape should report to the Fulton County Government Center, 141 Pryor Street SW, Suite G-119, Atlanta, GA., 30303. The start time is 11:30am and will end approximately 12:45am. I will be present to answer questions.

III. Please add the following information to Section III. of the addendum.

Section 9-25, Group F, Other Offices (South), please delete the address (4710 Campbell Dr. , 30312) and insert the following correct address: It is as follows:

Public Safety Training Center, 3025 Merk Rd., College Park, GA., 30349

VI. Here are questions and answers regarding the Invitation to Bid Document.

1. Question: Should pricing for the external clearing of the fountain at 141 Pryor Street be included in the contract?

Answer: No, the cleaning/clearing of the fountain is maintained by the Fulton County Maintenance Department. However, it will be a requirement to remove all debris and trash from around the fountain if found during the daily exterior cleaning. Please refer to "Exterior Cleaning", Section 9-15 and Table F-"Exterior Cleaning to be Performed" Section 9-20.

2. Question: How many and which buildings have pools?

Answer: Presently, there are four (4) Senior Citizen Service Centers that have pools. They are as follows: H.J.C Bowden, H.G. Darnell, D.C. Benson, and Helene S. Mills Multi-purpose Senior Citizen Service Centers.

3. Question: Can you provide a list of the most "challenging" buildings in all groups that are known to have problems (e.g. maintenance problems, leaking roof, etc.)?

Answer: No, as stated during the Pre-Bid Conference, each facility will present a unique cleaning experience for cleaning contractors. A tour of each facility will give an experienced contractor a good idea of what is needed to properly clean the facility in accordance with the contractual specifications.

4. Question: Can you please provide a list of buildings that you or General Services recommend that you visit, that will give a good sample of the buildings that should be used when estimating costs?

Answer: No. As stated in the Invitation to Bid-2, Paragraph G., "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.

5. Question: Will the awarded vendor be responsible for replacing toilet tissue holders or paper towel holders if they are not working properly? If so, can the vendor assume when bidding that all equipment will be working upon award of the contract?

Answer: No, vendors will not be responsible for the replacement of toilet tissue or paper towel holders if it is found to have been destroyed/damaged through normal wear and tear. The vendor will be responsible for replacement of toilet tissue or paper towel holders if equipment is destroyed or damaged due to negligent employees. It is the intent of Fulton County to have all equipment working properly upon award of the contract, but there are never any guarantees when dealing with the maintenance of public facilities on a daily basis. So, Fulton County can not guarantee that all equipment will be working upon award of the contract. Notify the Contract Administrator if any equipment is found to be damaged or not working properly.

6. Questions: Will all repairs be handled by General Services or should a cost or rate for repairs be included?

Answer: For assistance, I would strongly suggest that all vendors read the "Scope of Work Summary" located at Invitation to Bid-1, the "Materials, Supplies, Equipment & Utilities" section located at Section 9-11 thru 9-12, and the "Services Required" section located at Section 9-12 thru 9-22 to assist them with their bid process.

7. Question: I would like to find out if Fulton County has a list of cleaning supplies that are required for the above Bid?

Answer: No, Fulton County does not provide a list of cleaning supplies that are required for the above Bid. However, for assistance, I would strongly suggest that all vendors read the "Scope of Work Summary" located at Invitation to Bid-1, the "Materials, Supplies, Equipment & Utilities" section located at Section 9-11 thru 9-12, and the "Services Required" section located at Section 9-12 thru 9-22 to assist them with their bid process.

8. Question: In the prebid meeting, James Morehead indicated to bid according to BOMA standards with regard to cleanable sq footage per hr. The question our company has relates to the Full Time Equivalent Breakdown in Section 10-10. If you take your recommendations and Divide the cleanable sq footage by the recommended hours, the cleanable sq footage rate comes to around 3,000 ft per hr, which is an old BOMA standard. The new BOMA standard is around 4,500 per hr. If most of the companies use the recommendations in the proposal, the likelihood is your going to get inflated numbers. Should we bid based upon on the recommendations or by the actual BOMA standard? Thanks.

Answer: To submit a proper bid there are several factors that must be taken in account. Again, it is highly recommended that Vendors **thoroughly read the entire bid** document with special emphasis on the "Scope of Work Summary", "Material, Supplies, Equipment & Utilities" section and the "Services Required "

sections. You must look at **what is required** to be successful on this contract. For example, because you have cleaned 600,000 cleanable square feet in other parts of the state or country does not mean that you will successfully clean the same amount of square footage in Fulton County. You must be cognizant of the fact that not all specifications are the same nor are all buildings the same.

Please refer to the **BOMA Exchange Experience Report** for assistance in preparing bids. It will give you a pretty good idea of what the low, median, and high cost is in the Georgia and Southeast Area. The Full Time Equivalent Breakdown was placed in the bid document because it will serve as a minimum staffing tool for these particular facilities. In the past, some vendors have not successfully staffed these facilities to insure consistent cleaning in accordance with contract specifications. The successful bidder may increase their staffing level as they see fit during the contract, if they choose to do so, with no additional cost to the County; however, bidders may not fall below the recommended daily FTE level during the contract. The daily FTE level does not include day porter support.

9. Question: What contractor or contractors now provide service for Group G (Senior Centers)

Answer: General Building Maintenance

10. Question: What contractor or contractor now provide service for Group H (Art Centers & Hammond House)

Answer: Atlanta Building Maintenance

V. Section 9-25, Group F, Other Offices (South), please delete Human Services WFD, 4842 Old National Hwy, Atlanta GA, 30349, Total Sq Ft---3,052

Insert: Total Gross Square Footage of Group F -----37,750

Insert: Estimated Total Square Footage to be Cleaned----31,710

VI. Section 11: Contractor's Disclosure Form

CONTRACTOR'S DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Contractor's officers, directors, affiliates and other employees, agents or representative of this form, the subject project **Janitorial Services 06ITB47254YA**.

For the purposes of this form, the term "affiliate" of any Contractor shall mean any person or entity that directly or indirectly controls or is controlled by, or is under common control with, such Contractor. "Control" means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through ownership of voting securities, by entreat, or otherwise.

Describe accurately, fully and completely, their respective relationships with said Contractor, including their ownership interests and their anticipated role in the management and operations of said Contractor.

2. Please describe the general development of said Contractor's business during the past five (5) years, or such shorter period of time that said Contractor has been in business.
3. Please state whether any employee, agent or representative of said Contractor who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Contractor. If any answer is yes, explain fully the following:
 - (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Contractor, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Contractor;

- (b) whether Contractor was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Contractor from engaging in any type of business practice, or otherwise eliminating any type of business practice; and
- (c) whether said Contractor's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Contractor, which directly arose from activities conducted by the business unit or corporate division of said Contractor which submitted a bid or proposal for the subject project. If so please explain.

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Circle One: YES NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government, or

Circle One: YES NO

4. Have you or any member of your firm or team been involved in any claim or litigation with Fulton County or any other federal, state or local government, or private entity during the last ten

Circle One: YES NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Contractor's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of

clarity, Contractor should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Contractors, joint venture partners and first-tier subcontractor.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

Under penalty or/ of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2005

(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

(Title)

Sworn to and subscribed before me,

this _____ day of _____, 2005

(Notary Public) (Seal)

Commission Expires _____
(Date)

For additional information regarding this addendum, contact Alonzo Arnold, Assistant Purchasing Agent at (404) 730-4215.

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.

Sincerely,


Alonzo Arnold
Assistant Purchasing Agent