



OCTOBER 6, 2015

**Re: 16ITB98998C-DR, JANITORIAL SERVICES for SELECTED FULTON
COUNTY FACILITIES**

Dear **Proposer(s)**:

Attached is one (1) copy of Addendum 1, hereby made a part of the above-referenced Invitation to Bid (ITB).

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

Sincerely,

Donald R. Riley

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

16ITB98998C-DR, JANITORIAL SERVICES for SELECTED FULTON COUNTY FACILITIES

Addendum No. 1

Page Two

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

The deadline for this project has been extended from Wednesday, October 14, 2015 until Wednesday, November 4, 2015 and the deadline for submitting questions has been extended until October 16, 2015 @ 2pm along with a Site Visit on Monday, October 12th, 13th, 14th & 15th at various sites throughout the County.

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 two (2) copy of this form with the bid package to the Department of Purchasing, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the ITB due date and time **NOVEMBER 4, 2015 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

Questions regarding 16ITB98998C-DR, JANITORIAL SERVICES for SELECTED FULTON COUNTY FACILITIES

Monday, October 12, 2015 @ 9 A.M. est – Justice Center Tower, FCC, 137 Peachtree, 185 Central (We will meet in the Purchasing Department bid room)

Tuesday, October 13, 2015 @ 9 A.M. est – Drug Court, Drug Court, North Service Center. (We will meet at the front door steps of Drug Court).

Wednesday, October 14, 2015 @ 9 A.M. est - WolfCreek, WolfCreek Amphitheatre/Public Safety Training Facility, WolfCreek Library, SouthWest Performing Arts Center. (We will meet in the rear of the Public Safety Building (Contractors must park in the front parking lot and walk to the rear of the building)).

Thursday, October 15, 2015 @ 9 A.M. est - Bowden Center, HJC Bowden Senior Multi-Purpose Facility, College Park Library, Camp Truitt Senior Facility/4-H, South Annex Facility. (We will meet at the front door of the Bowden Center).

All site visits will begin at 9 am at each location specified above.

1. So that I can submit an accurate bid I would like to have the current cost for this (Bid #16ITB98998C-DR.pdf) project. What will be the latest time can you start the cleaning of the buildings and what must be the completion time.

Response: At this point in time, we are unable to give a current cost for this project. 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. Start and end times for cleaning may be determined by which group of Facilities bidders are awarded. Some Facilities require nightly cleaning and some require Day Porter support and nightly cleaning. Start and end times will be discussed in more detail at the pre-bid conference.

2. I am sure that your morning is busy and bustling but I wanted to reach out and make sure you received my request to visit Groups F, H, and I.

Response: See schedule at the beginning of Section 1 questions regarding 16ITB98998C-DR, JANITORIAL SERVICES for SELECTED FULTON COUNTY FACILITIES

3. Who is the incumbent contractor and how long have they been providing their services?

Response: This solicitation is made up of several different contracts that expired within the last three (3) years (GBM; Rite Way/Diversified Maintenance; Chi-Ada Inc., and Quality Cleaning. All are in their 3rd year) and different

locations have been constructed and added to this solicitation. Contractors may request an open records request on projects for janitorial services within the past three (3) years for additional information concerning this request and/or search the bid board for additional information concerning this request.

4. What is the current contracted monthly price and yearly price?

Response: Contractors may request an open records request on projects for janitorial services within the past three (3) years for additional information concerning this request.

5. Can you provide us with the bid tab sheet form the last bid opening?

Response: Contractors may visit the bid board and search for the 2013 janitorial services for selected facilities to view this information or a contractor may request an open records request concerning this information.

6. Is it possible to get the current supply usages from the current contractor?

Response: It is the responsibility of the contractor to provide their own supplies; therefore, the County is unable to provide this information because this information is at the discretion of the existing Contractor to disclose their cost.

7. Is the scope/size of this bid identical with the current contract?

Response: No. The County has added additional sites to this current solicitation that was not in the previous solicitation.

8. Have there been any changes from the previously awarded contract to current request for bid?

Response: Yes, additional buildings have been added. You may obtain a copy of the existing bid via the open records act or Fulton County Web-Site and compare with the new bid.

9. Are there any significant changes from the last bid?

Response: For clarification purposes, a few minor changes were made to the Scope of Work and Technical Specifications. Also, some new Facilities were added to the new bid.

10. What are the criteria for awarding the contract?

Response: The County will be making a recommendation to award to the overall lowest responsive and responsible contractor/contractors.

11. Is the contract being bid out due to poor performance from the incumbent contractor?

Response: No. The current contract is expiring on December 31, 2015.

12. How soon after winning a bid are funds available to obtain/hire subcontractors?

Response: It is the responsibility of the Bidder to have adequate personnel and equipment to do the work expeditiously, and have suitable financial means to meet obligations incidental to the work.

13. Will you give me the staff population for each group? I don't have the Staff Population for each group. The Staff Population would be of little help to you because all of the Facilities are public Facilities and the customer base changes from day to day.

Response: I highly recommend that you visit the Facilities that you are interested in preparing a bid response before you submit your bid.

14. How many holidays are in this contract?

Response: There are eight (8) days that the County observes: (New Year's Day; MLK Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving & Christmas)

15. What is the present monthly cost for the facilities in this contract?

Response: Request an open records request see #19 for additional information.

16. Who are the present contractors and how long have they had this contract?

Response: GBM; Rite Way/Diversified Maintenance; Chi-Ada Inc., and Quality Cleaning. All are in their 3rd year.

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

Response: That information is located on the Purchasing Department's bid board for or you may request an open records request via the Purchasing Department home page for additional information concerning this response see response #19.

18. Do you have data on the restroom paper usage per group you may share?

Response: The County does not track this information.

19. Can you please walk me through how to make the public records request. I know you said you would put it out in an addendum; but, I am trying to find it sooner to get a head start and make a decision. I would like to get the last two bids, please if possible. I would really appreciate it, thank you.

Response: Click on the link below and it will guide you thru the open records process. <http://fultoncountyga.gov/fcpccd-open-records-request> The addendum will be posted later on today with the detailed information below: The Department of Purchasing policy for an Open Records Request pursuant to O.C.G.A §50-18-70 is as follows:

The Department of Purchasing applies an hourly charge for administrative and clerical staff related to the search, retrieval, review, preparation and copying of the department's records. The hourly charge is \$13.00 per hour.

The Act also authorizes the department to charge 25¢ per page, for copies of documents.

It is the policy of Fulton County, that review of Purchasing files are conducted in the Department of Purchasing 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.

Written Open Records Request can be forwarded via the following methods:

Open Records Request must apply only to Department of Purchasing solicitations. To submit an Open Records Request Form [click here](#)

Or

Mail: Felicia Strong-Whitaker
Director
Department of Purchasing
130 Peachtree Street, Suite 1168
Atlanta, Georgia 30303-3459
Fax: [\(404\) 893-6273](tel:(404) 893-6273)

Full payment must be received prior to delivery of any records. Payment options are limited to cash, check or money order payable to "Fulton County Government".