



ADDENDUM #1

RFP 21-003

JANITORIAL SERVICES

This addendum is being issued to address questions submitted on RFP 21-003. Please take into consideration most questions will be addressed in the **mandatory pre-bid meeting on October 14, 2020.**

Q1). Who is the incumbent contractor and how long have they been providing their services?

A1). **Five (5) years**

Q2). What is the current contracted monthly price and yearly price?

A2). **There is currently no set monthly price.**

Q3). Can you provide the contract price if it has been increased for the past years?

A3). **There is no current contract. The vendor is paid per hour.**

Q4). Can you provide us with the bid tab sheet form the last bid opening?

A4). **There is no bid sheet on record.**

Q5). Is the scope/size of this bid identical with the current contract?

A5). **The current contractor and service history does not reflect the City's desires listed in RFP 21-003.**

Q6). Have there been any changes from the previously awarded contract to current request for bid?

A6). **Yes, this RFP does not include the Civic Center and is less days a week at other locations.**

Q7). Are there any significant changes from the last bid?

A7). **Yes, this RFP does not include the Civic Center and is less days a week at other locations.**

Q8). Why did these facilities come up for bid at this time?

A8). **The City wishes to review its service providers to get the best use of tax payers' dollars.**

Q9). What are the criteria for awarding the contract?

A9). **History of vendor, including qualifications and demonstrated experience, submitted price, and other selected values deemed most advantageous to the City.**

Q10). Can you specify the percentage of each category; price, qualification, experience, etc.?

A10). **Mostly equal, but final contract may be negotiable.**

Q11). Who is responsible for furnishing supplies; paper products, trash can linear, hand soaps, and chemicals? If contractor provides, can you provide the usage data: Kind of products, quantities etc.

A11). **The City provides these items and maintains an inventory of such and orders replacements per the contractor's request.**

Q12). Is it possible to get the current supply usages from the current contractor?

A12). No

Q13). Who is responsible for providing day porters' services for each building?

A13). The City workers.

Q14). How many hours per day porter services are required per day for each building?

A14). This will be addressed at the Mandatory meeting on October 14, 2020.

Q15). What is the time frame for day porter's services and night shift?

A15). This will be addressed at the Mandatory meeting on October 14, 2020.

Q16). Can you provide scope of services required such as daily services, and periodic services including carpet cleaning and hard floor refinish (strip/wax)?

A16). This will be addressed at the Mandatory meeting on October 14, 2020.

Q17). Can you provide the flooring type breakdown of all locations? Carpet, Concrete, VCT, Tile, etc.?

A17). This will be addressed at the Mandatory meeting on October 14, 2020.

Q18). Please provide the size of each building for staffing calculation and Pricing.

A18). This will be addressed at the Mandatory meeting on October 14, 2020.

Q19). Can you clarify the frequency of services for each building?

A19). This will be addressed at the Mandatory meeting on October 14, 2020.

Q20). In Cost table, Estimated Visits are listed and it doesn't look like daily services. It will be better if you can clarify 4 days a week or 2 days a week services with days you are requesting.

A20). This will be addressed at the Mandatory meeting on October 14, 2020.

Q21). Are you requesting 1-original, 1-copy and 1-USB of bid proposal and 2 copies of RFP you published?

A21). Yes, no copy of the RFP published by the City is required. Only 1-original, 1-copy, and 1-electronic version via email or USB.

Q22). Can you clarify for required copies of proposal?

A22). Yes, see #21 above.

Q23). Who is the current contractor and what is their price?

A23). See # 1 and 2 above.

Q24). Can you please tell me if services for the Civic Center is part of this RFP?

A24). No, the Civic Center is not included in this RFP.

Q25). Do you anticipate extending the bid due date?

A25). No

Q26). What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

A26). This will be addressed at the Mandatory meeting on October 14, 2020.

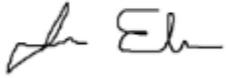
Q27). Was this bid posted to the nationwide free bid notification website?

A27). No

Q28). Other than your own website, where was this bid posted?

A28). This was also posted on the Georgia Procurement Registry for Team Georgia Market Place at <https://fscm.teamworks.georgia.gov/> .

This addendum should be signed and returned with your proposal.



James Elrod
Accounting Manager

Company Name _____

Authorized Representative _____