

Oconee County Board of Commissioners

Addendum 1

DATE: April 25, 2024
TO: All Prospective Bidders
FROM: Procurement Officer
RE: Addendum 1, RFP# 24-04-009 Custodial Services

The following changes are to be incorporated into the solicitation documents dated **April 2, 2024**. All those receiving this addendum should modify their documents to show the below described changes.

- 1. Pre-Bid Meeting Minutes/Questions & Answers**
- 2. Pre-Bid Meeting Sign-in Roster**
- 3. Square Footage Charts**
- 4. Answers to questions submitted prior to the deadline of 5:00 pm on April 18, 2024.**

All questions shall be directed to Ms. Jessica Ellis, Procurement Officer via email at ocbids@oconee.ga.us

1. Pre-Bid Meeting Minutes/Questions & Answers

- Jessica Ellis opening the meeting. Listed below are notes from the meeting and additional procurement procedures.
- The meeting was held on April 11, 2024 in the North High Shoals conference room located at the Oconee County Administrative Building 7635 Macon Highway Watkinsville, Georgia 30677. The meeting began at approximately 10:05 am and ended approximately at 10:35 am. The bid number, description and timeline were announced.
- County Representatives included Lisa Davol Parks & Recreation Director, Whitney Sperlik Parks & Recreation Deputy Director, Pat Sebring Parks Manager, Merry Howard Senior Center Director, Christi Bittle Senior Center Assistant Director and Jessica Ellis Procurement Officer.
- The meeting was mandatory and attendance was required to qualify as a respondent.
- Any additional questions must be submitted in writing and can be emailed to ocbids@oconee.ga.us. The deadline for these questions is 5:00 pm on April 18, 2024.
- Any questions received will be answered vis an addendum posted to the County's website by 5:00 pm on April 25, 2024.
- The deadline for bid submissions is 10:00 am on May 2, 2024. Submissions received after this time will not be accepted. Following that deadline, the bid opening will be held at the Administrative Building in the North High Shoals conference room where all submissions received will be opened publicly and announced out loud.
- The contract was reviewed and the meeting was opened up to questions:
 - This contract will start July 1, 2024.

- All cleanings have to occur outside of business hours.
- The Bogart Library will be cleaned 2x a week.
- The Watkinsville Library has moved to Wire Park and is approximately 20,000 square feet.
- Watkinsville Library will be cleaned 5x a week, Monday thru Thursday and Saturday.
- Wiping down the metal benches/tables outside of the Watkinsville Library should be included in the scope of services.
- Oconee Veterans Park (OVP) is the largest of the four (4) parks and includes the Community Center, meeting rooms, offices, fitness center and gymnasium. It also has 4 outlying buildings with restrooms.
- Herman C Michael (HCM) has a gymnasium, offices, restrooms and one (1) outdoor restroom building.
- Bogart Sports Complex (BSC) has two (2) outdoor restrooms buildings.
- Heritage Park (HP) is just an outdoor restroom building that stays locked except during scheduled events. It will only require a deep cleaning a couple times a year.
- Cleaning schedules will be dependent on the time of year. More frequent in Fall and Spring due to heavier use. This only refers to the outlying restrooms at OVP and BSC, not OVP Community Center and HCM Brannen Building. Please refer to the "Custodial Services Schedule" for parks on page 29.
- All facilities except HP are open to the public during the day.
- All facilities are diverse in age and looks. The level of cleaning will vary at each. Please refer to the Schedule of Services Attachment for specifics.
- They all get a lot of use but are well maintained. We have high standards that the awarded vendor will have to meet.
- If a special event is taking place at one of the facilities, County staff will notify the awarded vendor ahead of time so everyone can be prepared.
- It will be the vendor's responsibility to provide all cleaning supplies as well as paper products, hand soap and dispensers.
- OVP Community Center and HCM Brannen Building will need to be cleaned after hours, while the outlier buildings should be cleaned early in the morning.
- The Scope provided in the bid documents is very specific and awarded vendor will be held responsible in meeting all expectations.
- County personnel will meet with awarded vendor in July to walk through each facility and make sure everyone is on the same page on what is expected.
- County staff expects and appreciates open communication from both sides.
- The expectations at the Senior Center are very similar to those at the parks.
- The Senior Center has an on-site kitchen that has to be cleaned daily. Staff does everything but the floors and mats.
- The Senior Center has increased its floor space by adding a fitness area that requires daily mopping and restrooms requiring daily cleaning.

Q1: Are the site visit hours listed in the RFP still valid?

A1: Yes, the hours listed in the RFP are the hours open to the public. Vendors are welcome to visit anytime during them. However; if you want a staff led visit, it will need to be scheduled in advance by contacting the email address listed in the RFP for that facility.

Q2: On page 10 of the bid documents under insurance requirements, it states that the vendor shall add the Oconee County Board of Commissioners and its officers, employees and agents as an additional insurance under the commercial general, automobile and professional liability policies. Please explain this statement.

A2: The following shall replace the statement on page 10 of the bid documents:

'The vendor shall add the Oconee County Board of Commissioners as an additional insured under the commercial general, automobile and professional liability policies.'

Q3: Do any of the facilities currently have daytime custodial employees?

A3: No, they do not.

Q4: Can you provide the ratio of tile to carpet in all of the buildings?

A4: Please see attached charts.

Q5: What is the vendor responsible for when it comes to the recycling containers around the parks?

A5: OVP, HCM and BSC has a dumpster onsite specifically for recyclables. The vendor is responsible for emptying the recycling containers into that dumpster. Heritage Park has recycling containers at the arena for any recyclable items.

Q6: When it comes to the scope of work listed in the bid documents, is the County flexible on frequency? For example, a task is listed for twice a week but we believe it should be three times a week.

A6: Awarded contractor is expected to meet the Schedule of Services as listed, any variations must be approved in advance by the Parks Manager, or designee.

Q7: Who should the inventory report sheets go to?

A7: Parks & Recreation - Pat Sebring, Parks Manager

Senior Center – Christi Bittle, Assistant Director

Library – James Mitchell, Manager

Q8: Is the vendor expected to use specific cleaning products?

A8: As long as the products meet the green requirements listed in the bid documents, the vendor can use the products they prefer.

Q9: Can you provide an inventory of the number of supplies used in the last year to assist in pricing?

A9:

Senior Center: Does not track inventory of supplies utilized

55 gallon heavy duty kitchen waste

7 gallon office/restrooms

10.25 gallon office/restrooms/classrooms

Parks & Recreation: Per year estimates

Toilet Paper 100-120 cases (12/case)

Paper Towel 50-60 cases (6/case)

Hand Soap 50-60 cases (3/case)

Trash bags (23x31" clear), (38x58" black), (24x33" black) Parks & Rec does not track amount of trash bags utilized

Libraries: Previously provided supplies but per year estimates.

Bogart

Toilet Paper 4 cases (96 rolls/case)

Paper Towels 7 cases (16 packs of 250/case)

Hand Soap 1 gallon 1 case (4/case)

44 Gallon Liners 3 cases (100/case)

12-16 Gallon Liners

1 case (500/case)

Watkinsville

Toilet Paper

4 cases (96 rolls/case)

Toiler Paper

6 cases (12 rolls/case)

Paper Towels

10 cases (16 packs of 250/case)

Hand Soap 1 Gallon

7 cases (4/case)

Toilet Seat Covers

1 case (5,000/case)

60 Gallon Liners

4 cases (100/case)

16 Gallon Liners

1 case (500/case)

Q10: Can you provide a list of square footage for each building?

A10: Please see attached charts.

Pre-Proposal Meeting Sign-In Roster

Requesting Department: Parks & Rec/Senior Center/Library

RFP Number: 24-04-009

Date/Time: April 11, 2024 at 10:00 AM

Description: Custodial Services

PLEASE PRINT INFORMATION & ATTACH A BUSINESS CARD			
COMPANY REPRESENTATIVE	COMPANY NAME	PHONE	EMAIL
Alisha Barfield/Mark Thompson	Quality 1st Cleaning	(214) 624-2065	mark@quality1stcleaning.com
Trevor Shipes	American Facility Services	(770) 379-3501	tshipes@amfacility.com
Ken Williams	ICS	(678) 530-0401	ics.emails@gmail.com
F. Nazir Hill	Complete Facility Services	(404) 759-6967	fhill@cfacilityservices.com
Charmaine Broughton	C&C Janitorial	(706) 742-7055	charmaine@wecleanathens.com
Annemarie Edward	C&C Janitorial	(706) 742-7055	annemarie@wecleanathens.com
Christi Bittle	Oconee County Senior Center	(706) 769-3979	cbittle@oconee.ga.us
Merry Howard	Oconee County Senior Center	(706) 769-3979	mhoward@oconee.ga.us
Lisa Davol	Oconee County Parks & Rec	(706) 769-3965	ldavol@oconee.ga.us
Pat Sebring	Oconee County Parks & Rec	(706) 769-3965	psebring@oconee.ga.us
Whitney Sperlik	Oconee County Parks & Rec	(706) 769-3965	wsperlik@oconee.ga.us
Leslie Palmer	Tribond	(678) 677-0022	lpalmer@tribond.net

**Pre-Proposal Meeting
Sign-In Roster**

Requesting Department: Parks & Rec/Senior Center/Library

RFP Number: 24-04-009

Date/Time: April 11, 2024 at 10:00 AM

Description: Custodial Services

PLEASE PRINT INFORMATION & ATTACH A BUSINESS CARD			
COMPANY REPRESENTATIVE	COMPANY NAME	PHONE	EMAIL
Alice Myers	Sizemore Inc.	(706) 993-8499	amyers@sizemoreinc.com
Thomas Cobb	A. Action Inc	(904) 397-1425	thomas@aactioninc.com
Jessica Ellis	Oconee County Finance	(706) 769-2944	ocbids@oconee.ga.us

OCONEE VETERANS PARK

PARK	DESCRIPTION	DIMENSIONS	SQ. FT.	FLOOR
SOCCER COMPLEX				
	Men's Restroom	23 x 11	253	Stained Concrete
	Women's Restroom	23 x 11	253	Stained Concrete
BASEBALL/SOFTBALL COMPLEX				
	Men's Restroom	23 x 11	253	Painted Concrete
	Women's Restroom	23 x 11	253	Painted Concrete
MULTIPURPOSE COMPLEX				
	Men's Restroom	25 x 12	300	Stained Concrete
	Women's Restroom	25 x 12	300	Stained Concrete
	Family Restroom	13 x 8	104	Stained Concrete
TENNIS COMPLEX				
	Restroom - East	7 x 7	49	Painted Concrete
	Restroom - West	7 x 7	49	Painted Concrete
COMMUNITY CTR				
	Entrance Foyer	16 x 9	144	Tile
	Lobby	73 x 39	2,847	Tile/Carpet
	Office	28 x 19	532	Carpet
	Reception/Waiting Area	10 x 11	110	Carpet
	Office Corridor	6 x 63	378	Carpet
	Director's Office	16 x 13	208	Carpet
	Office	11 x 13	143	Carpet
	Office	11 x 13	143	Carpet
	Office	11 x 13	143	Carpet
	Office	11 x 13	143	Carpet
	Office	11 x 13	143	Carpet
	Office	11 x 13	143	Carpet
	Break Room	22 x 25	550	VCT Tile
	IT Room	5 x 19	95	VCT Tile
	Staff Restroom	8 x 8	64	VCT Tile
	Work Room	7 x 9	63	VCT Tile
	Storage	9 x 15	135	VCT Tile
	Gym Entry Corridor	14 x 25	350	Ceramic Tile
	Restroom/Elevator Entrance Area	12 x 18	216	Ceramic Tile
	Janitor Closet	8 x 18	144	VCT Tile
	Men's Restroom	12 x 23	276	Bathroom Tile
	Men's Shower	12 x 16	192	Tile
	Women's Restroom	23 x 14	322	Bathroom Tile
	Women's Shower	11 x 16	176	Tile
	Central Hallway	131 x 14	1,834	Ceramic Tile
	Executive Meeting Room	28 x 33	924	Carpet
	Meeting Room	27 x 28	756	VCT Tile
	Hallway	7 x 30	210	Ceramic Tile

PARK	DESCRIPTION	DIMENSIONS	SQ. FT.	FLOOR
	Community Room "B"	34 x 31	1,054	VCT Tile
	Community Room "A"	27 x 31	837	VCT Tile
	Storage	12 x 14	168	VCT Tile
	Kitchenette	12 x 17	204	VCT Tile
	Gymnasium	106 x 100	10,600	Wood
	Janitorial Storage/Sink	12 x 7	84	VCT Tile
	Race Track	295 x 8	2,360	Padded Vinyl
	Fitness/Workout Area	100 x 33	3,300	Padded Vinyl

PARK	DESCRIPTION	DIMENSIONS	SQ. FT.	FLOOR
HERMAN C. MICHAEL PARK				
BRANNEN BUILDING/GYM/OFFICES				
	Men's Restroom	9 X 30	270	Tile
	Women's Restroom	9 X 30	270	Tile
	Lobby	19 X 30	534	VCT Tile
	First Floor Front Office	15 X 15	225	Carpet
	First Floor Copy Room	10 X 10	100	Carpet
	First Floor Back Office	19 X 19	361	Carpet
	Second Floor Offices	14 X 20	280	Carpet
	Second Floor Middle Offices	13 X 16	208	Carpet
	Second Floor Meeting/Activity Room	20 X 43	860	Rubber Tile
	Stairs			
	Gym	52' X 81'	4212	Wood
	Gym Floor Perimeter	16 X 86 X 118	5504	Carpet
	Gym Floor Entranceway	12 X 118	1416	VCT Tile
	Snack Room	19 X 20	380	VCT Tile
	J-Closet	6 X 6	36	Concrete
BROWN BUILDING RESTROOMS				
	Men's Restroom	13 X 17	221	Staind Concrete
	Women's Restroom	13 X 17	221	Staind Concrete
	ADA Restroom	7 X 7.5	53	Staind Concrete
	ADA Restroom	7 X 7.5	53	Staind Concrete
BOGART SPORTS COMPLEX				
	Quad Men's Restroom	15 X 18	270	Painted Concrete
	Quad Women's Restroom	15 X 18	270	Painted Concrete
	CXT Restroom	6 X 8	48	Painted Concrete
	CXT Restroom	6 X 8	48	Painted Concrete
HERITAGE PARK				
	North Men's Restroom	10 x 12	120	Painted Concrete
	North Women's Restroom	10 x 12	120	Painted Concrete
	South Men's Restroom	10 x 12	120	Painted Concrete
	South Women's Restroom	10 x 12	120	Painted Concrete

SENIOR CENTER			
DESCRIPTION	DIMENSIONS	SQ. FT.	FLOOR
Main Entrance/Foyer	44 x 34	1,496	Tile
Admin Work Area	26 x 18	468	Carpet
Reception Office	12 x 15	180	Carpet
Copy Room	10 x 12	120	Carpet
Director's Office	18 x 12	216	Carpet
Office	12 x 12	144	Carpet
Admin Restroom	7 x 7	49	VCT Tile
North Hall	49 x 7	343	Tile Ceramic
Dining Room	35 x 50	1,750	VCT Tile
Kitchen	39 x 26	1,014	Tile Ceramic
Data Room	10 x 10	100	VCT Tile
Dance Room	35 x 21	735	VCT Tile
Large Storage Room	26 x 13	338	VCT Tile
Craft Room	53 x 27	1,431	VCT Tile
South Hall	55 x 7	385	Tile Ceramic
Men's Restroom	31 x 14	434	Tile Ceramic
Women's Restroom	31 x 14	434	Tile Ceramic
Game/Billiards Room	26 x 25	650	VCT Tile
Janitorial Storage	8 x 10	80	VCT Tile
North Storage Room	21 x 8	168	VCT Tile
Class Room	21 x 18	378	VCT Tile
Art Room	21 x 16	336	VCT Tile
Wellness Center	50 x 20	1000	Padded
Wellness Center Restroom/Showers	16 x 12	192	Tile
Wellness Center Restroom/Showers	16 x 12	192	Tile
Storage/Data Room	10 x 10	100	VCT Tile
TOTAL SQUARE FOOTAGE		12,733	

4. Answers to questions submitted prior to the deadline of 5:00 pm on April 18, 2024.

Q1: On page 20 of 81 of the PDF, in the “BID BONDS, PERFORMANCE AND PAYMENT BONDS” section, I see that the bid requires a 5% bid bond and the contract requires a “Performance and Payment Bond”. In our experience, it is more common and a more of a standard for Janitorial and Custodial contracts to require a “Janitorial Bond” or “Fidelity Bond” for these services. Because this is a bid for custodial services, is it possible to either waive the requirement for a “Performance and Payment Bond” and just do a bid bond OR require a Bid Bond and a Fidelity Bond (instead of the “Performance and Payment Bond”)? Thank you in advance for your consideration and response.

A1: Bid, Performance, and Payment bonds are not required for this bid.

Q2: Who is the incumbent and what was the contract awarded amount?

A2: This information can be obtained through an open records request.

Q3: Is a bid/performance bond required for this RFP? if so, are we required to submit bond guarantee with proposal?

A3: Bid, Performance, and Payment bonds are not required for this bid.

Q4: What is size(s) type of each liner for trash bins we will be required to provide?

A4:	Senior Center	55 gallon heavy duty liners for kitchen waste 7 gallon liners for office/restrooms 10.25 gallon liners for office/restroom/classrooms
	Parks & Recreation	23x31 clear liners 38x58 black liners 24x33 black liners
	Library	12-16 gallon liners 60 gallon liners 44 gallon liners