

# ADDENDUM 1

## RFP#1903-17

DATED: MARCH 29, 2019



FOR THE

### ANNUAL CUSTODIAL SERVICES

ON BEHALF OF

THE OCONEE COUNTY BOARD OF COMMISSIONERS  
PARKS & RECREATION/SENIOR CENTER DEPARTMENTS  
OCONEE COUNTY, GEORGIA

THIS ADDENDUM FORM IS PART OF THE RFP DOCUMENTS ISSUED MARCH 13, 2019

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The following questions in reference to **RFP#1903-17: Annual Custodial Services** were asked at the mandatory pre-submittal meeting held on March 21, 2019 at 10:30 a.m. Please see the responses in **RED**. Attached is the sign in roster from meeting. Only the qualified contractors that attended may submit a proposal for this solicitation. Other attachments include a revised cost sheet with changes to items 3 & 4 under I. Base Services and chart with the estimated square footage of the facilities.

**Karen Barnett opened the meeting by going over procurement procedure:**

1. RFP opening is April 4, 2019 at 10:30:00 a.m. local time. Questions deadline is March 28, 2019 at 10:30 a.m. local time. Please deliver proposals to the Oconee County Finance Department, 23 N. Main St. Suite 203, Watkinsville, GA 30677 prior to the opening time and date. Proposals will be opened in the Commission Chambers, Suite 205, at precisely 10:30:00 a.m. local time at the address referenced above.
2. The pre-submittal meeting is mandatory - any changes and/or amendments shall be communicated by email to each potential respondent on the sign in roster and posted on the County's website.
3. All interested Respondents are encouraged to check the Oconee County Website before the opening to make sure they have all the updates.
4. Nothing discussed that materially affects the RFP documents can be relied upon unless contained in an addendum issued after the pre-submittal meeting.
5. Requesting one (1) unbound original, three (3) copies and one (1) electronic submittal of the technical and cost proposal. Please put your cost proposal in a separate envelope from the technical.
6. All questions shall be directed to Procurement and will be answered via Email to all participants of the pre-submittal meeting in the form of an addendum to the website. Karen Barnett will be your contact throughout the bidding process. Her email is [kbarnett@oconee.ga.us](mailto:kbarnett@oconee.ga.us).
7. A bid bond is NOT required for this project.

8. This is a Request for Proposal and only the names of the Respondents will be announced at the opening.
9. Notification of award could be anywhere from 30-60 days from the date of opening.
10. Standard Required Information: Please be sure to include all required forms with your proposal. Having a complete submittal is important to the review committee. Please include the completed, notarized E-Verify form (Contractor's Affidavit) with the proposal or it will be deemed non-responsive.
11. A document showing the estimated square footage of all the facilities to be cleaned was distributed at the meeting. It will also be included as part of this addendum.

**The floor was opened to Questions/Answers:**

1. Who is the contact person for this RFP?
  - a. The information is located on the cover page:
    - 1) Name: Karen Barnett
    - 2) Email: [kbarnett@oconee.ga.us](mailto:kbarnett@oconee.ga.us)
    - 3) Phone Number: (706) 769-2944
2. Do you have a list of scheduled tournaments?
  - a. We cannot provide on annual basis a comprehensive list of tournaments. We do our best to notify in advance of large events or tournaments. Our staff handles on site trash during tournaments/large events. We do have custodial staff come in before each day of tournament/large event to clean and restock.
3. So all of that cleaning goes on at what time?
  - a. Normal schedules have staff leaving around 9:00 PM, however, in some cases (ie tournaments) operations run until midnight or later. The expectation is that when staff members start their day in the morning, the restrooms have been completely serviced. This means cleaning can occur in the evening, after hours, or in the morning before programming starts.
4. What hours are the current contractors working?
  - a. Typically this building and the main building, the "indoor restrooms," are serviced at night between 9:00 PM and 12:00 AM on a nightly basis. Outlying restrooms are typically cleaned during the day.
5. How about the Senior Center?
  - a. Everything should occur after 4:00 PM.
6. Do you know how many custodians the current contractor is using?
  - a. No, however, as many as five of them were seen working together at one time.
7. Will the price for the current contract be posted online?
  - a. That information can be obtained through an open records request, but yes.

8. Are the specifications of this contract different than the existing one/ has the RFP changed in the last 5 years?
  - a. Yes, the level of service that we are asking for in this RFP is above and beyond what we have requested in the previous RFP.
9. What is the name of the current contractor?
  - a. This information can be obtained through an open records request.
10. This will be the lowest bid qualified, correct?
  - a. No, whoever scores the highest on the scorecard is selected (most qualified, not lowest Respondent). The scoring breakdown is in the RFP document. Cost is only one factor to the decision.
11. Is your daily seven days a week?
  - a. Correct, all of Parks and Recreation is seven days a week.
12. What about keeping the gym floors shiny?
  - a. We did not include that in this RFP. That is a separate contract.
13. Is the floor all carpeted?
  - a. There is carpet and tile.
14. Is there a supply room?
  - a. Yes, there is a supply room for your janitorial supplies in this facility.
15. Are there showers?
  - a. Yes, in the Herman C. Michael Brannen Building and the Oconee Veterans Park Community Center.
16. Is the gym floor square footage included in the overall square footage provided?
  - a. The gym floor square footage is included in the overall square footage, however, cleaning the gym floor is not a part of this contract. You are welcome to measure the area of the gymnasium hardwood flooring and remove total from the overall square footage provided.
17. Any idea how much paper (per month/ annual) we use (toilet/ paper towels)?
  - a. Supplier estimates 2.5 to 3 cases of toilet paper (2 ply 9" 12/case) and 1.5 to 2 cases of roll paper towels (SCOTT White Essential 8 x 950' 6/cases) per week on an overall average. March 1 through October 31 will see heavier usage compared to November 1 – February 29.
18. Windows and doors, do we clean those?
  - a. Yes, the contractor is responsible.

**Attachments:**

- A. Revised Cost Form
- B. Facilities Estimated Square Footage
- C. Mandatory Pre-Submittal Meeting Sign-In Roster

**END OF ADDENDUM 1**

**Please note this addendum on the addendum acknowledgment form located in the RFP package.**



## Oconee County Board of Commissioners

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### Request for Proposal

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#### ATTACHMENT D

1. **Revised** Cost Proposal

**Oconee County Board of Commissioners**  
**Revised Cost Schedule**  
**Request for Proposal#1903-17**  
**Annual Custodial Services**

Place: Oconee County Courthouse, Watkinsville, Georgia

Date: Wednesday April 3, 2019

Time: 10:30 AM

Proposal of \_\_\_\_\_ (hereinafter called "Respondent") a corporation organized and existing under the laws of the State of \_\_\_\_\_ a partnership, or an individual doing business as \_\_\_\_\_.

To: Oconee County Board of Commissioners (hereinafter called "Owners")  
23 N. Main Street  
Watkinsville, Georgia 30677

Ladies and Gentlemen,

The Respondent, in compliance with your Request for Proposal and having examined the specifications with related contract documents and the site of the work, and being familiar with all of the conditions surrounding the proposed service including the availability of the materials and labor, hereby proposes to furnish all labor, materials, and supplies and to provide custodial services in accordance with the contract documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents of which this proposal is a part.

Respondent assumes the responsibility to download all addenda published on the Oconee County's website prior to submittal of his proposal and accepts that failure to acknowledge receipt of each addendum individually as grounds for finding the proposal non-responsive. Respondent hereby acknowledges receipt of the addenda by submitting a signed addenda acknowledgement form with their proposal. The unit and/or lump sum prices shown shall include all labor, materials, bailing, overhead, profit, insurance, etc., to cover the services of the several kinds called for.

Respondent agrees that this proposal shall be good and may not be withdrawn for a period of 90 days after the scheduled closing time for receiving proposals.

The Respondent understands that the Owners reserve the right to reject any or all proposals and to waive any informalities in the solicitation process.

The Respondent understands the quantities mentioned are only approximates and are

**Oconee County Board of Commissioners**  
**Revised Cost Schedule**  
**Request for Proposal#1903-17**  
**Annual Custodial Services**

subject to either increase or decrease and hereby propose to perform any increased or decreased quantities of work or extra work on the basis provided in the specifications.

The Respondent understands that the Owner reserves the right to reduce services through the reduction of line item quantities. This option may be exercised to bring the cost of these services within the Owner's budget.

The Respondent hereby agrees to commence work under this contract with adequate forces and equipment on the date and time specified and to fully complete the work by the date and time specified.

The Respondent must provide an affidavit of citizenship/alien status for "public benefits" as set forth in O.C.G.A. §50-36-1. Also, O.C.G.A. §50-36-1(e), which became effective January 1, 2012, requires applicants for "public benefits" to provide at least one "secure and verifiable document" of identification, such as a photocopy of a valid driver's license.

The Respondent is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders were notified that all bids for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. The bidder who subcontracts for labor and services, as well as the subcontractors of bidder's subcontractors, in furtherance of that contract is also subject to this requirement.

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Please use this Cost Schedule to indicate the cost for these services. Your total cost must include **ALL** fees, travel, and any other costs needed fulfill your services to the County. Please answer the questions below:

1. Federal Tax ID# \_\_\_\_\_
2. Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, please provide an attached list of names of subcontractors with your proposal (County form provided).*
3. Anticipated Start Date: \_\_\_\_\_
4. Are there any Exceptions noted in your submittal? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, mark the exceptions in red ink on the RFP document and summarize exceptions on a separate attached sheet of paper. Return both with your cost proposal.*

**Oconee County Board of Commissioners**  
**Revised Cost Schedule**  
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5. Did you submit an Alternate Proposal? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, please submit alternate on a separate sheet of paper, sealed in an envelope marked "Alternate Proposal". Alternate proposals will only be accepted if noted in the RFP documents or issued addenda.*

6. THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING SERVICES IN STRICT CONFORMANCE TO THE RFP SCOPE OF WORK AND RFP INVITATION ISSUED BY OCONEE COUNTY. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF THE RFP. PRICES ARE GOOD FOR 90 DAYS AFTER AWARD:

**I. Base Services**

Item No.	Location	Monthly Cost	Yearly Total
1	Oconee Veterans Park	\$	\$
2	Herman C. Michael Park	\$	\$
3	Bogart Sports Complex (All except quad office)	\$	\$
4	Heritage Park (Quad office only)	\$	\$
5	Senior Center	\$	\$
	<b>Total</b>	\$	\$

**II. Additional Services As Needed**

Item No.	Description	Cost
1	Standard Hourly Rate for General Custodial Services	\$
2	SquareFoot Cost for Carpet Cleaning Using the Extraction Method	\$
3	Square Foot Cost for Stripping and Refinishing VCT Floors (4) Coats	\$

Respondent declares that the full name and resident address of Respondent's Principal is as follows:

Signed, sealed, and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_



**Oconee County Board of Commissioners**  
**Revised Cost Schedule**  
**Request for Proposal#1903-17**  
**Annual Custodial Services**

Respondent Company Name \_\_\_\_\_

Respondent Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email/Telephone Contact: \_\_\_\_\_

\_\_\_\_\_  
BY: Signature of Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

My Commission Expires: \_\_\_\_\_

(END OF COST PROPOSAL)

REQUEST FOR PROPOSAL #1903-17  
Oconee County Annual Custodial Services  
Departmental Square Footage Estimates  
Addendum 1 - Attachment 1

Park	Facility	Square Footage
Oconee Veterans Park	Community Center	30,845
	Soccer Concession/Restroom	1,112
	Youth Fields Concession/Restroom	1,336
	Multi-use Fields Concession/Restroom	1,336
	Pre-Cast Tennis Restroom	119
Herman C. Michael Park	Brannen Building	15,993
	Brown Building Concession/Restroom	2,271
Bogart Sports Complex	Quad Concession/Restroom	2,131
	Pre-Cast Fields 5-6 Restroom	119
Heritage Park	Restrooms (2 Buildings)	960
Senior Center	Facility	10,697

## MANDATORY PRE-SUBMITTAL MEETING

**Requesting Department:** Parks Services

**Solicitation No.:** RFP# 1903-17

**Date/Time:** March 21, 2019; 10:30 AM

**Description:** Annual Custodial Services

COMPANY REPRESENTATIVE	COMPANY NAME & ADDRESS	PHONE/EMAIL
Karen Barnett Lucas Smith	Oconee County Finance Dept	kbarnett@oconee.ga.us; 706-769-2944
Alexis Jacobs	Lurk Enterprise Solutions	alexisj@lurkenterprisesolutions.com; 470-774-4732
Zach Mullis	FiberCare Services	fibercareservices@gmail.com
Charmaine Broughton Emma Foley	C&C Janitorial Services, Winterville, GA	charmaine@WeCleanAthens.com; 706-540-9456 emma@wecleanathens.com 706-742-7055
Anne Douglas	GMI Group INC	kayla.dang@gmigroupinc.com; anne.douglass@gmigroupinc.com 678-482-5288
Michael Sullivan Magali Aguirra	TSG	tsgno@yahoo.com 404-849-1707 magaliaguirraqos@gmail.com 678-986-2964
Fred Mongue	Advanced Building Group,	info@theadvancedbuildinggroup.com 770-224-7244
Pete Ibbotson	Executive Cleaning Inc., Milledgeville, GA	<a href="tel:478-452-0747">478-452-0747</a> / <a href="tel:478-454-7293">478-454-7293</a> (C) pete@executivecleaninginc.com
Kelly B Adamson	ICS Inc., GA Suwanee,	ICS.emails@gmail.com 770-455-6081
Fredericka Ross	A-Action Janitorial Inc, Lithonia, GA	barbara@aactioninc.com fredericka@aactioninc.com 678-526-7421

Lisa Davol, Whitney Spurlik, Tony Lathrup	Oconee County Parks & Recreation Dept.	706-769-3965
Merry Howard	Oconee County Senior Center	706-769-3979