



Oconee County Board of Commissioners

Addendum 1

DATE: March 2, 2023
TO: All Prospective Bidders/Offerors
FROM: Procurement Officer
RE: Addendum 1, RFP# 23-02-009 Administrative Building Custodial Services

The following changes are to be incorporated into the solicitation documents dated **February 16, 2023**. 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

All questions shall be directed to the Owner Contact, Jessica Ellis, Procurement Officer via email to ocbids@oconee.ga.us.

1. Pre-Bid Meeting Minutes/Questions & Answers

- Jessica Ellis opened the meeting. Listed below are notes from the meeting and additional procurement procedures.
- The meeting was held on February 28, 2023 at in the Commissioner's Chambers located at the Oconee County Courthouse 23 N Main Street Suite 205 Watkinsville, Georgia 30677. The meeting began at approximately 10:05 AM and ended at approximately 10:30 AM. The bid number, description, and timeline were announced.
- County representatives included Alex Newell Internal Services Director, Bobby Reno Facilities Director and Jessica Ellis Procurement Officer.
- This meeting was mandatory and attendance was required to qualify as a respondent.
- Any additional questions should be emailed to ocbids@oconee.ga.us. The deadline for these questions is March 6, 2023 at 5:00 PM.
- Any questions received will be answered via an addendum posted to the county's website by March 10, 2023 at 5:00 PM.

- The deadline for bid submissions is March 16, 2023 at 10:00 am. Submissions received after this time will not be accepted. The bid opening will follow and the submissions will be opened and announced out loud.
- The contract was reviewed and the meeting was opened up for questions:
 - The administrative building is currently under construction but is expected to be operational in July 2023.
 - Once open, we will have one (1) full time custodian on staff to provide basic daily cleaning during business hours.
 - We are looking to establish a contract with a company to provide the bulk of deeper cleaning services after hours.
 - In order for the County to complete a cost comparison, we request that submissions include two (2) separate cost proposals.
 - Pricing for services listed in the bid documents at a Weekly, Monthly, Bi-Annually, or Annual frequency should be the same for both cost proposals.
 - Pricing for services listed in the bid documents at a Daily/3x Weekly frequency should be priced if provided **Daily** as well as priced to be provided **3x Weekly**.
 - A cost proposal form is included in the bid documents for bidders to submit total annual pricing; However, if you wish to provide a cost breakdown, please include in addition to provided form.
 - Ultimately, the contract will be awarded/negotiated based on budget and the frequency of cleaning truly needed.

Q1: Does the bid submission need to be submitted in four (4) separate sealed envelopes?

A1: Bid submissions can be submitted in one (1) sealed envelope that contains the original proposal and the three (3) copies.

Q2: What is the total square footage of the building?

A2: The areas of the building that will require cleaning total 41,525 sq. ft.

Q3: Will any of the floors require waxing? If so, how often and what is the total square footage of those areas?

A3: It is currently listed in the bid documents that all VCT flooring is expected to be striped/re-waxed every 6 months. However, after researching the flooring type, the VCT flooring is expected to be sprayed/buffed monthly but no need for waxing.

Q4: Does the County prefer the 5% bid bond as a check or a bond?

A4: This solicitation does not require a bid bond.

Q5: What is your website?

A5: www.oconeecounty.com. Once on the website, hover over the 'Doing Business' tab and select 'Bid Opportunities' from the drop down menu.

Q6: Will we have the opportunity to tour the building site?

A6: Since the building is currently under construction, a tour of the site cannot be permitted.

