



**ACKNOWLEDGEMENT  
RECEIPT OF ADDENDUM #1  
RFP 17-PW02**

Upon receipt of documents, please email, fax or mail this page to:

City of Milton  
Attn: Honor Motes, Purchasing Office  
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Email: [honor.motes@cityofmiltonga.us](mailto:honor.motes@cityofmiltonga.us)

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
Signature  
ADDENDUM #1

\_\_\_\_\_  
Date

**ADDENDUM #1**  
**RFP 17-PW02**

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

**Item 1.** Section 3.4 Contractor's Responsibility, number 5 is amended to delete the requirement that two (2) working supervisors are required per shift. All other requirements of that section shall remain. That section shall read as follows:

5. The Contractor shall furnish only employees who are authorized, competent and skilled for work under this contract. The Contractor shall designate in writing to the City's Facility Maintenance Supervisor, the name of the person assigned as the Contractor's Project Manager with full authority to administer the terms of this contract. The Contractor's Project Manager shall have the capability to receive complaints by telephone, pager, or e-mail to facilitate timely corrective actions. An answering service or answering machine shall NOT be an acceptable means of contact for the Contractor's Project Manager. This representative shall be available Monday through Friday 7:30 a.m. through 5:00 p.m. The Contractor's Project Manager shall be the contract supervisor. The working supervisors shall verify the cleanliness of facilities prior to releasing Contractor personnel each day.

**Item 2.** Delete Section 3.4 Contractor's Responsibility, number (31)(d).

**Item 3.** Delete Section 3.4 Contractor's Responsibility, number (31)(e) and replace with the following:

- e. The Contractor shall maintain a schedule for annual interior window cleaning and provide to the City's Facility Maintenance Supervisor a copy of the scheduled work a minimum of two (2) weeks in advance of the work when that work authorized by the City. Costs for the interior window cleaning at each facility shall be provided as a Supplemental Cost of work. This shall not apply to entry doors and interior glass walls and partitions as those shall be cleaned in accordance with the requirements of Section 3.5 Facility Services.

**Item 4.** Delete page 2 of the Facility Pricing Sheet provided in Section 5 pricing sheet in Section 5: Cost Proposal and replace with the attached revised sheet 2.

## Questions and City of Milton Answers

1. Can you provide information on restroom fixture counts?

*Answer: Including sinks and toilets the fixture count is as follows:*

<i>Thomas S. Byrd House</i>	<i>4</i>
<i>Bethwell Community Ctr</i>	<i>8 (the floor plan does not show the small bathroom that was added to the Brides room)</i>
<i>Broadwell Pavilion</i>	<i>10</i>
<i>City Hall</i>	<i>29, plus a shower room</i>
<i>ommunity Building</i>	<i>8</i>

2. Is there a breakdown of square footage by floor type?

*Answer: No.*

3. Who is the Incumbent Cleaning Company?

*Answer: City Hall is a new facility so there is no incumbent service provider. The other facilities were handled by Optech, RWM as part of a larger Public Works service contract.*

4. What is the Incumbent's pricing annually?

*Answer: This service was part of a larger contract and was not broken out separately.*

5. Could you provide us with an approximate square footage of the Broadwell Pavilion restrooms?

*Answer: Approximately 275 sf each*

6. Square footage of each building?

*Answer: See Section 3.5 Facility Service of the RFP for all the facility square footages*

7. Company years of experience needed in order to bid?

*Answer: There is no minimum years of experience specifically required by the RFP; however, the City intends to evaluate the firms based on the criteria provided in Section 6: Evaluation Criteria and intends to select the firm that provides the best value and service to the City.*

8. Will supplies have to be provided by vendor?

*Answer: See the requirements in Section 3.4 Contractor's Responsibilities, number 30.*

9. Is there a requirement for number of janitorial staff on site at all times?

*Answer: No. The contractor is responsible for determining the staffing needs necessary to meet the scope of services provided in this RFP.*

10. Hours that janitorial staff should be on site (before, during or after business hours)

*Answer: See Section 3.4 Contractor's Responsibility, number 31.*

11. Is there a pre-bid conference?

*Answer: No.*

12. Will there be a dumpster at each location for trash removal? If not, where will we dispose of all trash collected?

*Answer: See Section 3.5 Facility Services for trash requirements at each facility. The Public Works Department does operate a dumpster at their facility located behind Fire Station 43 at 750 Hickory Flat Road that would be available for the contractor's use.*

13. Can we submit a line item for window cleaning, my current city only cleans the windows once a year as a line item?

*Answer: Yes, a revised pricing sheet has been provided in this addendum to accommodate that. However, the new city hall facility has a number of glass walls, partitions and entry doors and they shall be cleaned in accordance with the requirements of Section 3.5 Facility Services.*

*The exterior window sizes and building elevations have been provided in the attached documents for City Hall. We do not have the same documents for the other facilities. The City would anticipate that the contractors are familiar with the facilities prior to submitting the RFP.*

14. Is there a water source at each location to be cleaned? Location?

*Answer: Yes. City Hall, the Thomas S Byrd House and the Broadwell Pavilion have janitor closets. The Bethwell Community Center has standard sinks.*

15. Will this all be night work or can some be done during the day with a day porter?

*Answer: Cleaning schedule shall be required as provided in Section 3.4 Facility Requirements, number 31.*

16. Can paper products be ordered and billed separately? There's no way for me to gage how much products your locations will use?

*Answer: The City anticipates that the Contractor will estimate the material usage based on their previous experience with facilities of similar size and use. The facility pricing sheet in Section 5 provides for reasonable price changes in subsequent years to allow the selected contractor to have a better understanding of actual material usage at each facility.*

17. Can we use our own cleaning products?

*Answer: No, for quality control purposes the chemicals will be provided by the City.*

18. Is there any way around the performance bond?

*Answer: A performance bond is not required for this work.*

19. Do you oppose contracting with a franchise company?

*Answer: No.*

20. Is there a minimal number of staff required for this project?

*Answer: No.*

21. Is there a Mandatory site visit scheduled?

*Answer: Site visits were available upon request.*

22. At the Broadwell Pavilion, are we expected to clean the fireplace and pressure wash the concrete surface?

*Answer: No. Your work would be limited to the restroom facilities at this location.*

23. If possible, would you be able to provide a blueprint/floor plan of the City Hall and Community Building?

*Answer: See attached.*

24. Is the General Contractor responsible for the initial cleaning before the building is move in ready at the City Hall and Community Building?

*Answer: Yes, the facilities will be turned over in a clean condition.*

25. Will the City of Milton be responsible for toiletries, paper towels, toilet seat covers, soap, and feminine products?

*Answer: No, see section 3.4 Facility Requirements, number 30.*

26. Understanding the City is Bronze Certified as a green community and under Scope of Project section 3.4 Contractor's Responsibility #30 the City will supply all cleaning chemicals. Can the city provide a detail disinfectant, cleaning and flooring chemical list of EPA Safe Choice products currently being used?

*Answer: Not at this time. It is anticipated that the City will work with the selected contractor to identify the appropriate materials which will purchased by the City.*

27. Under Scope of Project section 3.4 Contractor's Responsibility #9; it states that contractor's employees who work in building owned by city shall be cleared through the City of Milton Police. If Contractor's HR process is to obtain background/criminal history record checks on all employees through Georgia Technology Authority (GTA) Felon Search website ([www.felonsearch.ga.gov](http://www.felonsearch.ga.gov)); would this meet City's requirements?

*Answer: Yes.*

28. Can PDF floor plans be provided on the four (4) facilities to be serviced?

*Answer: See attached.*

29. Under Scope of Project section 3.3 Performance Standards #12 Frequency; it states for City Hall & Thomas S. Byrd Sr. House services shall be provided in the evening Mon-Fri. However it does not state the hours of operation for these two (2) facilities?

*Answer: Also see Section 3.4, number 31. The current operating hours for the administrative portions of City Hall are 8:30 am to 5:00 pm Monday through Friday. The Council chambers is used for Council meetings as well as Design Review Board and Planning Commission meetings which are typically between the hours of 6pm until the end of the scheduled meeting and occur on a regular basis 6 nights per month. As a community space it may also be used periodically by other groups and that schedule will be shared with the selected contractor as soon as it is known. The City calendar is available on our website at [cityofmiltonga.us](http://cityofmiltonga.us) for a more detailed look at the City calendar.*

*The Thomas S. Bryd House is operated by North Fulton Senior Services Mon-Friday 8 am – 5pm.*

30. Under Scope of Project section 3.4 Contractor's Responsibility #31 Cleaning Schedule a) It states for those facilities not regularly occupied such as Broadwell Pavilion & Bethwell Community Center, Contractor may propose an alternate cleaning schedule. Can a current hours of operations schedule on these two (2) facilities be provided?

*Answer: The Broadwell Pavilion will be open daily to service the new playground facility and is also a rental facility. The rentals are typically on the weekend. Cleaning of this facility may be done at any time with the exception of during a scheduled city event or a facility rental. In 2016 there were 32 events and rentals at this facility.*

*The Bethwell Community Center is a rental facility with varying hours of use. Cleaning may be done at any time other than during a facility rental. In 2016 there were 37 events and rentals at this facility.*

*As there is no way for the City to know when the facilities will be rented in any given year, the selected contractor will just need to coordinate those times with the City.*

31. How many elevators are planned for City Hall building?

*Answer: One.*

32. Approximately how many windows are planned for City Hall building? And what are the window H x W measurements?

*Answer: See attached.*

33. What is the approximate size of Janitorial Closet to be located in City Hall?

*Answer: Approximately 8' x 8'.*

34. How many water fountains are planned inside City Hall?

<i>Answer:</i>	<i>City Hall</i>	<i>4</i>
	<i>Community Building</i>	<i>2 (outside)</i>