

CLAYTON COUNTY WATER AUTHORITY

Request for Bids

Annual Contract for Janitorial Services

Bid Number: 2018-GS-11

Bid Opening: Tuesday, May 1, 2018 at 2:00 p.m. (local time)

ADDENDUM # 1

Dated: April 24, 2018

Acknowledgment of receipt of this addendum *MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFB.*

REVISIONS:

1. **Replace Bid Form of the RFB package with the revised Bid Form provided with this addendum on pages 2-4.1R through 2-4.6R.**

Revision includes the removal of item 12 (Old Casey Administrative Building).

2. **Site Visits:**

CCWA will allow additional self-guided tours of the Forest Park Office, Wetlands Center, Shamrock CUB, and Smith CUB from **Wednesday, April 25 to Friday, April 27, 2018 from 9:00 a.m. to 2:00 p.m. only.**

QUESTIONS:

1. **Regarding the price of the current contracts, can you please forward the information?**

Answer: The current contract is with Intercontinental Commercial Services, Inc. (ICS, Inc.) at the prices shown below:

ICS, Inc. - 2016 Janitorial - bid prices

	Sq. Ft. Info	Monthly	Carpet Clean p/SF	C.U.R. Per Occur	Strip, wax, buff floors p/SF	Monthly (Nov-Feb)	Monthly (Mar-Oct)	TOTAL
HQ ADMINISTRATIVE BLDG	32,091	1,850.00	0.04	35.00				25,607.28
BLDG A		570.00						6,840.00
BLDG B		500.00						6,000.00
BLDG C		450.00						5,400.00
SW		570.00						6,840.00
FOREST PARK OFFICE	902	450.00	0.08					5,544.32
SHAMROCK CUB	5,080			45.00	0.28			7,849.60
OLD CASEY ADMIN BLDG		320.00						3,840.00
J.W. SMITH CUB	2,160			40.00	0.28			1,564.80
WETLANDS CENTER				35.00		200.00	330.00	3,545.00
								73,031.00

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2. **What is CCWA budget for this project? If not available, what is current cost of service per property?**

Answer: Budget information is not currently available. For current pricing, please refer to above table.

3. **Are there any specific changes to scope and previous contract scope?**

Answer: Added removal of the recycled shredded paper and take it to the paper recycling dumpster located at the north side of Building B.

4. **Are there any LEED or other similar certifications on the building that would impact cleaning product choices?**

Answer: No.

5. **Are floor plans available?**

Answer: Not at this time.

6. **What is your policy on service during a state of emergency?**

Answer: Services will resume once the state of emergency is cancelled.

SIGNATURE

COMPANY NAME

DATE

Division 2

Bid Requirements

Section 4: Bid Form – REVISED

The Clayton County Water Authority will evaluate costs based on actual and estimated quantities provided for all items included in this Bid Form.

To be considered responsive to this bid, bidders are required to bid on all individual items (not lump sum) listed on the Bid Form.

Bid of _____
(Hereinafter "Bidder"), organized and existing under the laws of the State of _____,
doing business as _____ (insert "a corporation",
"a partnership," or "an individual", or such other business entity designation, as it is
applicable).

To the Clayton County Water Authority (hereinafter "Owner").

In compliance with the Request for Bids, Bidder hereby proposes to perform all Work for **Annual Contract for Janitorial Services** in strict accordance with the Contract Documents as enumerated in the Request for Bids, within the time set forth therein, and at the prices stated below.

By submission of this bid, Bidder certifies, and in the case of joint bid each party thereto certifies as to the party's own organization that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor. Bidder also certifies compliance with the Instructions to Bidders.

In submitting this bid, Bidder certifies Bidder is qualified to do business in the state of Georgia as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.

CONTRACT EXECUTION AND BONDS:

The undersigned Bidder agrees, if this bid is accepted, to enter into an Agreement with OWNER on the form included in the Documents to perform and furnish Work as specified or indicated in the Documents for the Contract Price derived from the bid and within the times indicated herein and in accordance with the other terms and conditions of the Documents.

Bidder accepts the terms and conditions of the Bid Documents.

Division 2

Bid Requirements

Section 4: Bid Form – REVISED

INSURANCE:

Bidder further agrees that bid amount(s) stated herein includes specific consideration for the specified insurance coverages.

BID:

The undersigned proposes to complete, in all respects, sound, complete and conformable with this Contract Document the following work for the following amounts.

CCWA guarantees no minimum or maximum quantities on the as needed when needed services and additionally reserves the right to purchase more or less at the unit price based on actual need.

ADDENDA:

Bidder acknowledges receipt of the following Addenda:

Division 2

Bid Requirements

Section 4: Bid Form - REVISED

ANNUAL CONTRACT FOR JANITORIAL SERVICES								
CCWA FACILITY			No. of Services Annually	Square Foot	Monthly Cost	Cost per sq/ft	Cost per service	Extended Cost
1	HEADQUARTERS ADMIN BLDG HQ Administrative Offices	Actual	12					
2	Detailed carpet cleaning per square foot (billed monthly as services are completed)	Estimate	2	36,060				
3	HQ Community Use Room - as needed when needed (billed monthly as services are completed)	Estimate	24					
4	BUILDING A	Actual	12					
5	BUILDING B	Actual	12					
6	BUILDING C	Actual	12					
7	STORMWATER BUILDINGS (Front and Rear)	Actual	12					
8	FOREST PARK OFFICE	Actual	12					
9	Detailed carpet cleaning per square foot (billed monthly as services are completed)	Estimate	2	902				
10	SHAMROCK COMMUNITY USE BUILDING	Estimate	48					
11	Strip, wax, and buff floors per square foot (billed monthly as services are completed)	Estimate	4	5,080				

Division 2

Bid Requirements

Section 4: Bid Form - REVISED

ANNUAL CONTRACT FOR JANITORIAL SERVICES							
CCWA FACILITY		No. of Services Annually	Square Foot	Monthly Cost	Cost per sq/ft	Cost per service	Extended Cost
12	DELETED						
13	J.W. SMITH COMMUNITY USE BUILDING	Estimate	24				
14	Strip, wax, and buff floors per square foot (billed monthly as services are completed)	Estimate	1	2,160			
15	WETLANDS CENTER ONCE a week (Fridays) from November - February	Actual	4				
16	WETLANDS CENTER TWICE a week (Tuesdays and Fridays) from March - October	Actual	8				
17	WETLANDS CENTER Saturdays	Estimate	3				
18	WETLANDS CENTER Detailed carpet cleaning per square foot (billed monthly as services are completed)	Estimate	2	816			
TOTAL ANNUAL BID AMOUNT							

COMPANY NAME OF BIDDER: _____

Date: _____

Is your company a SLBE certified with CCWA? Yes No

If yes, provide Certification No. _____

County: _____

Division 2

Bid Requirements

Section 4: Bid Form – REVISED

Submitted by:

(NAME OF BIDDER)

By: _____

(SIGNATURE)

(TITLE)

(DATE)

(ATTEST)

(SEAL)

(ADDRESS)

(PHONE NUMBER)

(FAX NUMBER)

(LICENSE NUMBER) (If applicable)

(E-MAIL ADDRESS)

END OF SECTION