



**Henry County
Purchasing Department**
140 Henry Parkway, McDonough, GA 30253
Phone: 770-288-6027 Fax: 770-288-6047

Website: henrycounty-ga.com/purchasing

ADDENDUM #1
Issued November 6, 2018

BID # 19-15
Janitorial Services – Annual Contract
OPENING: 3:00 PM, November 13, 2018

The following items take precedence over referenced portions of the documents for the above-named project and in executing a contract, will become a part thereof.
Where any item in the documents is supplemented hereby, the original requirements will remain in effect. All supplemental conditions will be considered as added thereto.
Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

This addendum must be signed and attached to bid proposal to acknowledge receipt of addendum.
Failure to acknowledge any addenda will result in a non-responsive bid.

Company's Name

Date

Authorized Representative's Name

Authorized Representative's Signature

Bid #19-15
Janitorial Services – Annual Contract
Questions and Answer

1. **Question:** I would greatly appreciate it if you could provide me with the name of the current contractor and the current monthly contract amount for the above-referenced contract for janitorial services for 26 Henry County facilities. Have there been any changes in size or scope between the current contract and the scope of work in the above RFP? IF so, please provide information as to what has changed. Thank you in advance for your assistance and information.
Answer: The current contractor for janitorial services is Sugar and Spice Janitorial Services, LLC. A copy of the previous sealed bid (16-24) is attached and the specifications can be found on pages 14 – 16. The current contract began on November 16, 2015 (one year with two renewals). Attached is a list of the buildings that are currently included in the contract, the bid tab from the previous bid, and a copy of Sugar and Spice Janitorial Services' bid price sheet.
2. **Question:** Who is the incumbent contractor and how long have they been providing their services?
Answer: Please see question #1.
3. **Question:** What is the current contracted monthly price and yearly price?
Answer: Please see attachments.
4. **Question:** Can you provide us with the bid tab sheet and bid number from the last bid opening?
Answer: Please see attachments.
5. **Question:** Has the contract price been increased for the past years if use outsource?
Answer: No.
6. **Question:** Is the scope/size of this bid identical with the current contract? Have there been any changes from the previously awarded contract to current request for bid?
Answer: Please see attachments.
7. **Question:** Are there any significant changes from the last bid?
Answer: Please see attachments.
8. **Question:** What are the criteria for awarding the contract? Can you specify the percentage of each category; Price, qualification, experience, etc.?
Answer: If awarded, the bid will be awarded to the lowest responsive, responsible bidder. Bids must contain unit prices for all locations in order to be considered responsive and eligible for award. It is the intent to award all locations to one vendor; however, Henry County reserves the right to make multiple awards if that would be the most advantageous to the County.
9. **Question:** Who is responsible for cleaning cafeteria after lunch?
Answer: Please see page 13 - Scope of Work, A d. Kitchens, Breakrooms and Dining Areas.
10. **Question:** Who is responsible for providing day porters' services for each facility?
Answer: If daytime services are specified on the bid price sheet, the building can be accessed from 8:00 AM – 5:00 PM to fulfill the scope of work for that building. If nighttime services are specified, the building can be accessed after 5:00 PM unless noted otherwise.

11. **Question:** How many hours day porter services are required per day for each locations?
Answer: Please see question #10.
12. **Question:** What is the time frame for day porter's services if required?
Answer: Please see question #10.
13. **Question:** Who is responsible for furnishing floor mats of the facilities?
Answer: The County uses a contract for this service.
14. **Question:** Why did these facilities come up for bid at this time?
Answer: The contract is expiring.
15. **Question:** What is the cleanable size of SF of this facilities?
Answer: Please see bid price sheet.
16. **Question:** Who is the current Vendor?
Answer: Please see question #1.
17. **Question:** What is the current approved contract price for the work?
Answer: Please see attachments.
18. **Question:** For the locations that require a day porter, what are the hours by location that required for coverage?
Answer: Please see question #10.
19. **Question:** What are the times for cleaning by location?
Answer: Please see bid price sheet.
20. **Question:** How will stripping and waxing be handled?
Answer: Requests for quotes are obtained when those services are required.
21. **Question:** How will carpet cleaning be handled?
Answer: Requests for quotes are obtained when those type of services are required.
22. **Question:** How will window cleaning be handled?
Answer: Requests for quotes are obtained when those types of services are required.
23. **Question:** Is there a current usage material report available?
Answer: No.
24. **Question:** Some of the locations seem to need strip, wax or buff. Will it be a part of the job description? or should we quote it separately?
Answer: Requests for quotes are obtained when those types of services are required.
25. **Question:** Some of the locations seem to need carpet stains removed. Will it be a part of the job description? or should we quote it separately?
Answer: Requests for quotes are obtained when those types of services are required.
26. **Question:** Some locations have day and some have night. Will the day porters come in for 8 hrs or just to clean and leave? Same with Night?
Answer: Please see question #10.

27. **Question:** Who is the current contractor and what is the amount of the current contract? Is there a tally sheet available showing amount awarded on all 26 locations?
Answer: Please see question #1.
28. **Question:** Day, what is the earliest you can go in and the latest to clean? Night, what is the earliest and the latest?
Answer: Please see question #10.
29. **Question:** Just to verify, the vendor will supply all cleaning supplies and Toiletries such as Liners, toilet paper, soap hand towels, etc.?
Answer: Yes.
30. **Question:** Just to clarify, this is a seal bid due by 3:00pm on Nov 13, 2018?
Answer: Yes.
31. **Question:** Will all 27 locations be awarded to one company or multiple companies?
Answer: Please see question #8.
32. **Question:** What is the price for current contract?
Answer: Please see attachments.
33. **Question:** Are strip/wax, carpet cleaning, window cleaning prices negotiated on as needed basis?
Answer: Requests for quotes are obtained when those types of services are required.
34. **Question:** Under the heading 'B. Supplies 1.' Are toiletries invoiced back to Henry County on a monthly basis or is the price included in the overall bid price?
Answer: These costs are to be included in the overall bid price.
35. **Question:** Under the heading 'B. Supplies 1.' "When equipment, supplies and materials are installed in a County facility, they become the property of Henry County." What is meant by equipment?
Answer: Any and all types of dispensers (tissue, paper towels, deodorizers, soaps, etc.).
36. **Question:** Under the heading 'B. Supplies 1.' "A janitorial supply storage area will be available to store equipment and supplies." Is this equipment and supplies considered "installed"?
Answer: No.
37. **Question:** Under the heading 'C. Contractor's Requirements 1.' Is the fingerprinting done by the Henry County Police Dept.? If so, what is the charge for fingerprinting?
Answer: The Henry County Police Department does not do fingerprinting. It will be up to the awarded vendor to meet this requirement and be responsible for any related fees.
38. **Question:** Under the heading 'C. Contractor's Requirements 2.' Who administers the internet Security and Integrity exam and what is the cost?
Answer: The Henry County Police Department administers this exam at no cost.
39. **Question:** Some, if not all, Senior Centers have event rooms, After 'Events' are the rooms cleaned on the next normal cleaning day? Will there be any unscheduled, meaning other than normal cleaning day, cleans? If so, how do we price it?
Answer: Cleaning for events outside of Monday through Friday is not part of the scope of work for this contract.

40. **Question:** Will there be any ‘emergency’ cleans at any facility? If so, how do we price it?
Answer: Requests for quotes are obtained when those types of services are required.
41. **Question:** Is there any annual stripping and waxing of hard surface floors or annual carpet cleaning expected in this contract?
Answer: Requests for quotes are obtained when those types of services are required.
42. **Question:** What is the current pricing?
Answer: Please see attachments.
43. **Question:** Who is the current janitorial provider?
Answer: Please see question #1.
44. **Question:** What is the contractor's day and night cleaning schedule?
Answer: Please see bid price sheet.
45. **Question:** May we have a copy of the tabulation bid sheet from the last time this contract was let?
Answer: Please see attachments.
46. **Question:** Will you give us a copy of the color code sheet for the twenty seven (27) facilities?
Answer: The bid price sheet includes all 27 facilities.
47. **Question:** Can you please disclose who the current incumbent maintaining the facilities are?
Answer: Please see question #1.
48. **Question:** Can you also disclose the current pricing for incumbent?
Answer: Please see question #1.
49. **Question:** Please provide the name of the current contractor.
Answer: Please see question #1.
50. **Question:** What is the current monthly price for the services provided?
Answer: Please see attachments.
51. **Question:** Have there been any deductions? If yes, what was the amount, frequency, and for what specific deficiency?
Answer: Please see question #1.
52. **Question:** Were the 1st and 2nd year options renewed for the current contractor?
Answer: Yes.
53. **Question:** Please provide the timing of receipt of payment after the end of month invoice is submitted.
Answer: Typically terms are net 30.
54. **Question:** How are the services of carpet cleaning, strip, wax and buff services procured as they are not included in this statement of work?
Answer: Requests for quotes are obtained when those types of services are required.
55. **Question:** Please provide a floor plan for each building.
Answer: Current copies of floor plans are not available.

56. **Question:** Please provide the breakdown of floor surfaces for each building, by floor type (ie VCT, CPT, WOOD, Other).
Answer: Please see bid price sheet.
57. **Question:** Please explain the key, combination procedures for accessing the buildings.
Answer: Access to serviced facilities will be provided by our Facilities Maintenance Department.
58. **Question:** Are all buildings/properties needing 5 or 7 days a week service? Or could we have clarification of what buildings need what amount of days per week for service/cleaning?
Answer: Please see bid price sheet.
59. **Question:** Will this contract only be awarded to one vendor or will each building be award to different vendors?
Answer: Please see question #8.
60. **Question:** Is it mandatory for vendors to bid on all properties or can we select certain ones that we are interested in?
Answer: Bids must contain unit prices for all locations in order to be considered responsive and eligible for award.

Bid #19-15
Janitorial Services – Annual Contract
Bid Price Sheet (Revised)

Item No.	County Building	Contact Information	Est. Clean-able Sq. Feet	Space	Number. of Employees & Estimated Number of Daily Visitors	Service Time Required	Monthly Cost
1	Accountability Court 141 Henry Parkway McDonough, GA 30253	Craig Ogilvie cogilvie@co.henry.ga.us 770-288-6223	2,516	7 Offices – 6 Carpet/1 VCT 2 Conference Rooms – Carpet 1 Hallway – VCT 1 Breakroom/Kitchen- VCT 2 Restrooms - 2 Toilets	Employees - 8 Visitors - 20	2 Nights Tuesday & Friday	\$
2	Aubrey Harvey Building 333 and 337 Phillips Drive McDonough, GA 30253	Lora Bagby lbagby@co.henry.ga.us 770-288-6513	3,993	11 Offices – Carpet 2 Conference Rooms – Carpet 2 Hallways – VCT 1 Breakroom/Kitchen – VCT 2 Restrooms - 2 Toilets	Employees - 10 – 12 Visitors - 20	5 Nights	\$
3	Building Plan & Review 680 Fairview Road Ellenwood, GA 30294	Amelia Ivey aivey@co.henry.ga.us 770-288-6083	500	5 Offices – Vinyl Tile 2 Hallways – Vinyl Tile 2 Restrooms - 2 Toilets	Employees - 4 Visitors - 2	2 Nights Tuesday & Friday	\$
4	Code Enforcement 114 S. Zack Hinton Parkway McDonough, GA 30253	Pam Taylor ptaylor@co.henry.ga.us 770-288-6200	1,440	5 Offices – Carpet 1 Conference Room - Carpet 1 Hallway – Carpet 1 Breakroom/Kitchen – Tile 2 Restrooms - 2 Toilets	Employees - 6 Visitors - 2 per Month	5 Nights	\$
5	DOT Building 533 Hampton Road McDonough, GA 30253	Janet Dix jdix@co.henry.ga.us 770-288-7632	6,767	11 Offices – Carpet 1 Conference Room – Carpet 2 Hallways- Carpet 1 Front Foyer- Tile 2 Breakrooms/Kitchens – 1Tile/1 Carpet 4 Restrooms - 4 Toilets & 4 Urinals	Employees - 9 Visitors - 0	2 Nights Tuesday & Thursday	\$
6	Extension Services 99 Lake Dow Road McDonough, GA 30253	Susan Howington showington@co.henry.ga.us 770-288-8422	11,307	13 Offices – Carpet 2 Conference Rooms – Carpet 2 Hallways- Carpet & Tile 2 Breakrooms/Kitchens –Tile 4 Restrooms - 6 Toilets & 2 Urinals	Employees – 11 Visitors – 30 to 60	5 Nights	\$

Company's Name: _____

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Janitorial Services – Annual Contract
Bid Price Sheet (Revised)

Item No.	County Building	Contact Information	Est. Clean-able Sq. Feet	Space	Number of Employees & Estimated Number of Daily Visitors	Service Time Required	Monthly Cost
7	Facilities Maintenance 45 Work Camp Road McDonough, GA 30253	Lora Bagby lbagby@co.henry.ga.us 770-288-6513	915	1 Hallway – Tile 1 Breakroom/Kitchen – Tile 2 Restrooms - 2 Toilets & 1 Urinal	Employees – 22 Visitors - 0	2 Nights Tuesday & Friday	\$
8	Fire Department 110 South Zack Hinton McDonough, GA 30253	Torrie Story tstory@co.henry.ga.us 770-288-6641	1,500	2 Restrooms 4 Toilets & 2 Urinals	Employees - 35 Visitors - 0	2 Days Monday & Thursday	\$
9	Parks & Recreation (Heritage Office) 99 Lake Dow Road McDonough, GA 30253	Michelle Dunn mdunn@co.henry.ga.us 770-288-7310	10,863	1 Office – Carpet 13 additional small trash containers 1 Conference Room – Carpet 2 Classrooms – Tile 2 Hallways – Tile 4 Restrooms - 5 Toilets & 1 Urinal	Employees – 13 Visitors - 200	5 Nights (After 8:30 PM)	\$
10	Parks & Recreation (Heritage Park) 101 Lake Dow Road McDonough, GA 30253	Michelle Dunn mdunn@co.henry.ga.us 770-288-7310	280	2 Restrooms 3 Toilets & 1 Urinal	Employees – 0 Visitors - 70	3 Days - Mon., Wed. & Fri.	\$
11	Parks & Recreation (Richard Craig Pavilion) 125 S. Zach Hinton Parkway McDonough, GA 30253	Michelle Dunn mdunn@co.henry.ga.us 770-288-7310	400	2 Restrooms 7 Toilets & 1 Urinal	Employees – 0 Visitors - 50	3 Days - Mon., Wed. & Fri.	\$
12	Parks & Recreation (Richard Craig Tennis Center) 125 S. Zach Hinton Parkway McDonough, GA 30253	Michelle Dunn mdunn@co.henry.ga.us 770-288-7310	300	2 Restrooms 4 Toilets & 1 Urinal	Employees – 0 Visitors - 50	3 Days - Mon., Wed. & Fri.	\$
13	Police - Crime Scene Unit 116 South Zack Hinton Parkway McDonough, GA 30253	Sharon Buhse sbuhse@co.henry.ga.us 770-288-8203	1,500	5 Offices – VCT Tile 3 Workspaces – VCT Tile 2 Hallways- VCT Tile 1 Restroom - 1 Toilet & 1 Urinal	Employees- 5 Visitors - 5	1 Day Tuesday	\$

Company's Name: _____

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Item No.	County Building	Contact Information	Est. Clean-able Sq. Feet	Space	Number of Employees & Estimated Number of Daily Visitors	Service Time Required	Monthly Cost
14	Police - Headquarters 108 South Zack Hinton Parkway McDonough, GA 30253	Sharon Buhse sbuhse@co.henry.ga.us 770-288-8203	33,000	66 Offices – VCT & Carpet Tile 5 Conference Rooms – VCT & Carpet Tile 12 Workspaces – VCT & Carpet Tile 10 Hallways- VCT & Carpet Tile 5 Breakroom/Kitchens– VCT & Carpet Tile 9 Restrooms - 7 Toilets & 8 Urinals	Employees – 120 Visitors - 50	5 Days	\$
15	Police – North Precinct 4545 N. Henry Boulevard Stockbridge, GA 30281	Patricia Warren pwarren@co.henry.ga.us 770-288-8239	8,000	10 Offices – Carpet 1 Conference Room - Carpet 5 Hallways – Linoleum 1 Breakroom/Kitchen – Linoleum 6 Restrooms -12 Toilets & 4 Urinals	Employees – 80 Visitors - 40	5 Days	\$
16	Probate Court 99 Sims Street McDonough, GA 30253	Becky Norris bnorris@co.henry.ga.us 770-288-7602	6,800	6 Offices – Carpet 14 Cubicles – Carpet 1 Courtroom – Carpet 1 Record Room – Carpet 4 Hallways – Carpet 1 Lobby – Solid Surface 1 Breakroom/Kitchen – Carpet 4 Restrooms - 6 Toilets	Employees – 20 Visitors – 100 - 150	5 Nights	\$
17	Public Defender’s Office (Main) 30 Atlanta Street McDonough, GA 30253	Tracey Hood thood@co.henry.ga.us 770-288-7465	3,900	13 Offices – Carpet 1 Conference Room – Carpet 1 Common Area – Tile 3 Hallways Tile/Carpet 1 Breakroom/Kitchen – VCT 3 Restrooms - 5 Toilets & 1 Urinal	Employees – 16 Visitors - 5	5 Nights	\$
18	Public Defender’s Office 20 Lawrenceville Street McDonough, GA 30253	Tracey Hood thood@co.henry.ga.us 770-288-7465	2,617	5 Offices – Carpet 1 Conference Room – Carpet 1 Common Area – VCT 1 Hallway – VCT 1 Breakroom/Kitchen – VCT 2 Restrooms - 2 Toilets	Employees – 4 Visitors - 7	5 Nights	\$

Company’s Name: _____

Bid #19-15
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Bid Price Sheet (Revised)

Item No.	County Building	Contact Information	Est. Clean-able Sq. Feet	Space	Number. of Employees & Estimated Number of Daily Visitors	Service Time Required	Monthly Cost
19	Senior Services – Bear Creek 56 McDonough Road Hampton, GA 30228	Diane Reed dreed@co.henry.ga.us 770-288-6971	12,077	2 Offices – 1 Carpet/1 tile (kitchen) 4 Activity Rooms – VCT 2 Hallways – Carpet Commercial Kitchen – Tile (not cleaned) 1 Dining - LVP 4 Restrooms - 9 Toilets & 2 urinals	Employees – 9 Visitors - 125	5 Nights	\$
20	Senior Services - Heritage 1050 Florence McGarity Boulevard McDonough, GA 30253	Diane Reed dreed@co.henry.ga.us 770-288-6971	18,500	11 Offices – 10 Carpet/1 VCT 9 Activity Rooms – 2 VCT/7 Carpet/1 LVP 4 Hallways – Carpet 1 Breakroom Commercial Kitchen -Tile 1 Dining – LVP 6 Restrooms - 12 Toilets & 2 Urinals	Employees – 24 Visitors - 125	5 Nights	\$
21	Senior Services – Hidden Valley 600 Spraggins Memorial Pkwy. Stockbridge, GA 30281	Diane Reed dreed@co.henry.ga.us 770-288-6971	11,330	5 Offices – 4 Carpet/1 VCT 9 Activity Rooms - 1 LVP/2 VCT/6 Carpet 3 Hallways- Carpet Commercial Kitchen – Tile 1 Dining – LVP 4 Restrooms - 9 Toilets & 2 urinals	Employees – 10 Visitors - 100	5 Nights	\$
22	Senior Services – Locust Grove 280 Mose Brown Drive Locust Grove, GA 30248	Diane Reed dreed@co.henry.ga.us 770-288-6971	11,330	5 Offices – 4 LVP/1 VCT 6 Activity Rooms - LVP 1 Hallway- LVP Commercial Kitchen – Tile 1 Dining – LVP 2 Restrooms - 16 Toilets & 4 urinals	Employees – 9 Visitors - 50	5 Nights	\$
23	Sentence Enforcement 530 Hampton Road McDonough, GA 30253	Quanisha Dawson gdawson@co.henry.ga.us 770-288-6597	4,730	18 Offices – Carpet 1 Conference Room – Tile 1 Lobby – Tile 5 Hallways – Carpet/Tile 1 Breakroom/Kitchen – Tile 3 Restrooms - 4 Toilets	Employees – 19 Visitors - 130	3 Nights Mon., Wed., & Friday	\$

Company's Name: _____

**Bid #19-15
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Bid Price Sheet (Revised)**

Item No.	County Building	Contact Information	Est. Clean-able Sq. Feet	Space	Number. of Employees & Estimated Number of Daily Visitors	Service Time Required	Monthly Cost
24	SPLOST 112 S. Zack Hinton Parkway McDonough, GA 30253	Leanna Sims lsims@co.henry.ga.us 770-288-7319	4,000	15 Offices – Carpet 2 Conference Rooms – Carpet 4 Hallways – Carpet 1 Breakroom – VCT 2 Restrooms - 2 Toilets	Employees – 11 Visitors - 10	2 Nights Tuesday, Friday	\$
25	Stormwater Management 347 Phillips Drive McDonough, GA 30253	Debbie Lewis dlewis@co.henry.ga.us 770-288-7246	5,745	15 Offices – Carpet 1 Workspace – Concrete 1 Conference Room - Carpet 1 Breakroom/Kitchen – Linoleum 4 Restrooms - 5 Toilets	Employees – 29 Visitors - 3	5 Nights	\$
26	Tax and Tag Office (Stockbridge) 164 Burke Street Stockbridge, GA 30281	Mesheryl Wimberley mwimberley@co.henry.ga.us 770-288-8181	6,051	14 Offices – Carpet 1 Conference Room – Carpet 3 Hallways – Carpet 2 Lobbies – Tile 1 Breakroom/Kitchen – Tile 4 Restrooms - 5 Toilets	Employees – 13 Visitors - 635	5 Nights 7 PM – 11 PM	\$
27	Transit 530 Industrial Boulevard McDonough, GA 30253	Tammy Chandler tchandler@co.henry.ga.us 770-288-7436	5,305	8 Offices – Carpet 1 Conference Room – Carpet 5 Hallways – Carpet & Laminate 3 Breakroom/Kitchens – Laminate 2 Restrooms - 8 Toilets	Employees – 31 Visitors - 2	5 Nights	\$
*Total Cost							\$

* Bids must contain unit prices for all locations in order to be considered responsive and eligible for award.

Company's Name: _____

Date: _____

Authorized Representative's Name (Print or Type)

Authorized Representative's Signature