

January 8, 2020

TO: All Bidders under **RFP No. 19-500529, Commercial Janitorial Services**

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. # 4

Request for Proposals (RFP) No.: 19-500529, Commercial Janitorial Services is hereby amended as follows:

1. **Correction:** Refer to the Revised Attachment A, Cost Proposal Form, pages 35-38 in Addendum No. 2 of the solicitation document. There is a total of three (3) day porters that service Building location no. 1 (Maloof Administration Building) and Building location no. 2 (Maloof Annex). Both locations share one (1) day porter for janitorial services and one (1) day porter that is assigned to service the grounds and the windows. There is also one (1) day porter that is specifically assigned to service the 5th and 6th floors only of Building location no. 1 (Maloof Administration Building).
2. **Added:** A Janitorial Performance Bond in the amount of 20% of the awarded contract value, on an annual basis, will be required by the successful respondent(s).
3. Questions have been received and their corresponding, *italicized* answers are detailed below:
 - a. **Question:** The first question is regarding #8 section B, page 27, Subcontractor references. Can Building Maintenance Services, Inc as a company provide the required subcontractor references for three separate buildings that are currently being cleaned for BMS?
Answer: *Yes, the SUBCONTRACTOR may utilize three separate buildings under a single contract for the three required references. However, the PRIME may not utilize three separate buildings serviced under a single contract for more than one of the required references.*
 - b. **Question:** Is there a specific number of day porters that Dekalb requires at each building? For this bid you are showing buildings 1 & 2 sharing a day porter. Currently we provide three (3) day porters. Please verify.
Answer: *Yes. Building locations 1 and 2 share a day porter, 1 day porter is assigned to the 5th and 6th floors only and 1 is strictly assigned for grounds and windows.*
 - c. **Question:** I would like to get some clarification as to the site for this bid. Is the janitorial to be done at Maloof Auditorium 1300 Commerce Drive or 1300 Commerce Dr?

Answer: *There are numerous facilities that we are seeking the work to be done via this solicitation. The locations are included on the Revised Attachment A, Cost Proposal Form, pages 35-38 in Addendum No. 2 of the solicitation document.*

- d. **Question:** Who is your current contractor and what is their price?

Answer: *The current contractors are Building Maintenance Services (BMS) and American Facility Services (AFS). Current Price may be obtained via Open Records Request.*

- e. **Question:** For your mandatory meeting scheduled for 12-18-19, can I attend via video conference or does it have to be in person?

Answer: *The LSBE Mandatory Meeting requirements are outlined on the first page of the solicitation, however, you may attend via video conference. Please refer to the solicitation for specific instructions.*

- f. **Question:** Also, for the pre-proposal meeting on 12-19-19, is that mandatory for prospective bidders?

Answer: *The Pre-proposal meeting is non-mandatory.*

- g. **Question:** What is the date the contract is expected to start?

Answer: *We anticipate the contract to begin on April 1, 2020.*

- h. **Question:** Are day porters a separate line item or are they included in the bid?

Answer: *Day Porter services are not a separate bid line item. Day Porters' services must be included within your cost proposal for the locations marked with * on the Revised Attachment A, Cost Proposal Form provided in Addendum No. 2.*

- i. **Question:** What is the preferred/assigned hours of access for cleaning?

Answer: *Hours vary due to the different functions and operations of each facility; however, cleaning hours for all buildings are between the hours of 8:00 am and 8:00 pm. Day Porters are from 8:00 am – 4:30 pm.*

- j. **Question:** Will a day porter be required?

Answer: *Yes, for specific buildings/locations as indicated on the Revised Attachment A, Cost Proposal Form, pages 35-38 in Addendum No. 2 of the solicitation.*

- k. **Question:** How many custodians are currently being used for janitorial services?

Answer: *Currently there are approximately 18-20 Day Porters and 105 part-time custodians; however, that is an estimation since it is the Contractor's responsibility to staff to meet the requirements and scope of work required to meet the contract standards and according to the needs of each the facility.*

- l. **Question:** What is the most recent monthly charge paid for custodial services rendered? If this is not available, can you provide the annual charges?
Answer: *This information may be obtained via Open Records Request.*
- m. **Question:** Who are the current companies providing services?
Answer: *The current contractors are Building Maintenance Services (BMS) and American Facility Services (AFS).*
- n. **Question:** What is the estimated population utilizing each facility/area for service?
Answer: *This information is not available.*
- o. **Question:** What is the square footage of the carpeted areas for each facility/area for service?
Answer: *This information is unavailable. However, the total square footage by building is listed on Revised Attachment A, Cost Proposal Form, pages 35-38 in Addendum No. 2 of the solicitation.*
- p. **Question:** What is the square footage of the hard flooring areas for each facility/area for service?
Answer: *This information is unavailable. However, the total square footage by building is listed on Revised Attachment A, Cost Proposal Form, pages 35-38 in Addendum No. 2 of the solicitation.*
- q. **Question:** What type of flooring (i.e. tile, concrete, etc.) are in each facility?
Answer: *The type of flooring in each building varies.*
- r. **Question:** To clarify, based on the current ‘Statement of Work’, the contractor will be required to provide supplies as noted: paper (hand towels, toilet paper, toilet seat covers, etc.), hand soap, and plastic (trash can liner)] products?
Answer: *Yes.*
- s. **Question:** What is the monthly cost of supplies?
Answer: *The monthly costs of supplies should be included in the service costs and is determined by the responder.*
- t. **Question:** Are we required to provide trash can liners/bags? If so, what are the current trash cans size in use for each facility/area for service?
Answer: *Yes. Trash can sizes vary for each facility.*
- u. **Question:** What year(s) were the facilities built?
Answer: *Not applicable.*
- v. **Question:** Are there any signs of asbestos and/or mold?
Answer: *No.*

- w. **Question:** If awarded the contract, we MUST hire 50% of our staff through WorkSource Dekalb?
Answer: *No. The County encourages each responder to make a good faith effort to hire DeKalb County residents for at least 50% of jobs created. Please refer to Section J. First Source Jobs Ordinance, page 31 and page 70 First Source Jobs Acknowledgment Form for specific instructions. The form must be completed, signed and returned in accordance with the solicitation.*
- x. **Question:** Can you provide us a list of your Top Tier (highest volume/usage) buildings?
Answer: *Tier 1 locations are identified on Revised Attachment A, Cost Proposal Form, pages 35-38 in Addendum No. 2 of the solicitation.*
- y. **Question:** When will we be provided the opportunity to visit the Top Tier buildings?
Answer: *Per Addendum No. 2, a select sampling of Tier 1 locations was scheduled for January 3, 2020. Due to inclement weather, the remaining buildings were scheduled on January 6, 2020 as per Addendum No. 3.*
- z. **Question:** Are night services required in all facilities that have day/porters?
Answer: *Yes, this is the cleaning shift.*
- aa. **Question:** How late will the night crew be allowed to work in the facilities?
Answer: *Hours of availability vary by location; however, all shifts typically end not later than 8:00 pm.*
- bb. **Question:** LSBE Form page 50, if you list more than one LSBE, do you have to use all that are listed?
Answer: *Yes.*
- cc. **Question:** Is Police HQ, 1960 West Exchange Police a night clean or day clean?
Answer: *Both, these buildings house first responders.*
- dd. **Question:** For the 178 Sams Street location, we noted a bid for the renovation and development of this site. Will this site still need to be included in the bid?
Answer: *Yes, this building will be occupied during renovation.*
- ee. **Question:** With the site visits scheduled for a later date, will the question due date be extended to allow for questions that arise after seeing the facilities?

Answer: Yes, the Question Due Date was extended via Addendum No. 3 with questions due, Monday, January 6, 2020 by 5:00 PM.

- ff. **Question:** DeKalb Animal Shelter is listed as being 100,000 sf, is that an accurate square footage?

Answer: Yes.

- gg. **Question:** Is DeKalb 911 Center 5 days or 7 days per week clean?

Answer: It is currently 5 days for Bobby Burgess 911 center and 7 days for 1960 West Exchange Place.

- hh. **Question:** Are there buildings that will require day porters? Who provides day porters?

Answer: Yes. Day Porter services must be included within your cost proposal for the locations marked with * on the Revised Attachment A, Cost Proposal Form provided in Addendum No. 2.

- ii. **Question:** What are the earnings by locations for the commercial janitorial services Pre-Bid?

Answer: This information may be obtained via Open Records Request.

- jj. **Question:** Who is the current vendor for this open Pre-Bid?

Answer: Don't understand the question.

- kk. **Question:** If awarded, what is the time frame for changing out the current janitorial vendor(s)?

Answer: The successful proposer(s) should be prepared to officially start on April 1, 2020.

- ll. **Question:** Will there be an addendum for any new business of locations and janitorial services?

Answer: Yes.

- mm. **Question:** What are the dedicated hours of services for the day and night porters?

Answer: Typical hours for the day porters are 8:00 am – 4:30 pm.

4. It is the responsibility of each proposer to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Jennifer Schofield, Procurement Agent, 404.687.4042; before the Proposals are due to confirm the number of addenda issued.

5. All other conditions remain in full force and effect.

Jennifer Schofield
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT
RFP No. 19-500529, Commercial Janitorial Services

Date: _____

The above Addendum #4 is hereby acknowledged:

(NAME OF FIRM)

jjs/DR

(Name and Signature)

(Title)