



140 Stonewall Avenue West, Ste 204 Fayetteville, GA 30214 Phone: 770-305-5420 www.fayettecountyga.gov

April 5, 2024

Subject: RFQ #2402-A Office Cleaning Services
Addendum #1

Gentlemen/Ladies:

Below, please find responses to questions, clarification, or additional information for the above referenced **RFQ**. You will need to consider this information when preparing your quote.

- 1. A new location (#7) has been added to this RFQ.
 The attached updated Price Sheet must be included in your quote.
- 2. The use of subcontractors is not allowed on this contract.
- 3. All employees of the contractor must pass a county issued background check. The cost of the background check will be the responsibility of the County.
- 4. Who is the current contractor and what is their pricing? The existing contract has been in effect for two years. The detail as listed on the county website https://fayettecountyga.gov/purchasing/bids-and-proposals Request for Quotes #2055-A Office Cleaning Services
- 5. Will I be able to store supplies/equipment on site, if necessary? During the tours a storage space was shown for each location.
- 6. Will any of the locations requires shampooing of carpet, stripping floors and waxing? No. You are only required to damp mop and vacuum.
- **7. Will the breakroom appliances require cleaning?** Outside surfaces of all appliance shall be wiped down.
- 8. Please note the cleaning schedule for the Water System is three (3) times per week, Monday, Wednesday and Friday after 5:30p.m.
- 9. Water Dept Please include cleaning the inside and outside of 5 exterior doors to your quote.
- **10. Should the contractor add cleaning of the blinds to the quote?** No. Blinds are not included in this projects scope of work.

- **11.** Is the contractor responsible for moving the bleachers in the two gyms? No. The contractor will dust and damp mop the area under the bleachers without moving them.
- 12. East Fayette Gym & Kiwanis Gym The activity floor should be damp moped with water only, no chemicals. The restrooms must be cleaned with disinfectants and a different mop than the activity floor.
- **13.** Are the two storage areas to the left of the restroom part of the contract at East Fayette Gym? No. The contractor is responsible for cleaning the main playing room, two restrooms, office area and maintain order in the janitor's closet.
- **14.** Are all the doors and windows in the library part of the scope of work? Only the front entrance door and the meeting room entrance door included in the scope of work. These doors shall be cleaned inside and outside.
- **15.** Are there any maps for the seven (7) locations? The maps we have available are attached.

Received by (Name):	Company	

Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, responding individuals, companies or other organizations will still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this RFQ has not changed. **The opening time and date are 3:00p.m., Thursday, April 12, 2024.** Quotes must be received by the Purchasing Department at the address above, Suite 204, at or before the opening date and time.

The deadline for inquiries has passed, so the Purchasing Department will not be able to accept any additional questions after this time.

If you have questions, please contact Sherry White, Contract Administrator at (770) 305-5314, fax (770) 719-5544 or email at swhite@fayettecountyga.gov.

Sincerely,

Ted L. Burgess

Director of Purchasing

SCOPE AND SPECIFICATION RFQ #2402-A Office Cleaning Services

Fayette County is seeking quotes from qualified contractors for janitorial services in six (6) county locations:

- **1. Fayette County Library,** 1821 Heritage Park Way, Fayetteville, GA 30214 Six (6) times per week, Monday thru Thursday (after 9:00 pm), Friday and Saturday (after 6:00 pm)
- 2. Public Defenders Office, 175 Johnson Avenue, Fayetteville, GA 30214 Two (2) times per week, Tuesday, and Thursday (after 5:30 pm)
- **3.** Emergency Operations Center (EOC), 110 Volunteer Way, Fayetteville, GA 30214 One (1) time per week, Wednesday (after 5:30pm)
- **4. 911 Communications Center**, 110 Volunteer Way, Fayetteville, GA 30214 Three (3) times per week, Monday, Wednesday, and Friday (after 5:30 pm)
- 5. Water System, 245 McDonough Road, Fayetteville, GA 30214 Administrative Offices Five (5) times per week, Monday thru Friday Three (3) times per week, Monday, Wednesday and Friday (after 5:30pm)
- **6. Kiwanis Park Gymnasium**, 936 Redwine Road, Fayetteville, GA 30215 Two (2) times per week, Monday, and Friday (between 8:00a.m. 12:00p.m.)
- 7. East Fayette Gymnasium, 245 Booker Ave., Fayetteville, GA 30215 Two (2) times per week, Monday (between 8:00am 12:00p.m.) and Friday (between 8:00a.m. to 10:00a.m.)

SCOPE OF SERVICES

- 1. The Contractor shall furnish adequate and appropriate labor, materials, supplies, equipment, and supervision for the performance of the projected work.
- 2. The Contractor shall be responsible for cleaning the facility excluding mechanical and electrical rooms and/or any other areas designated by the Contract Administrator.
- **3.** Contractor shall staff accordingly to maintain optimum levels of cleanliness. If the level of cleaning is not at any time considered acceptable, then the Contractor will be required to increase its staff or take whatever measures required.
- **4.** Contractor shall provide schedule with times each site will be cleaned each day.
- **5.** Contractor shall submit weekly reports to the departments listing the cleaning completed and indicating on which date the weekly cleanings were performed. County personnel will periodically inspect sites during the time cleaning crew is on the premises.

Contractor shall maintain high standards of cleanliness in performance, and it is specifically understood that the cleaning specifications will not be construed as complete, but all cleaning

PRICING SHEET

RFQ #2402-A Office Cleaning Services

Responder agrees to perform all the work described in the Contract documents for the following prices:

LOCATION	EST. SQ. FT.	PRICE PER MONTH	ANNUAL AMOUNT (12 MTHS)
Emergency Operations Center (EOC)	5,400		
911 Communications Center	4,360		
Kiwanis Recreation Center	6,500		
Library	32,927		
Public Defenders Office	3,087		
Water System Administration Office	10,600		
East Fayette Gym	10,000		

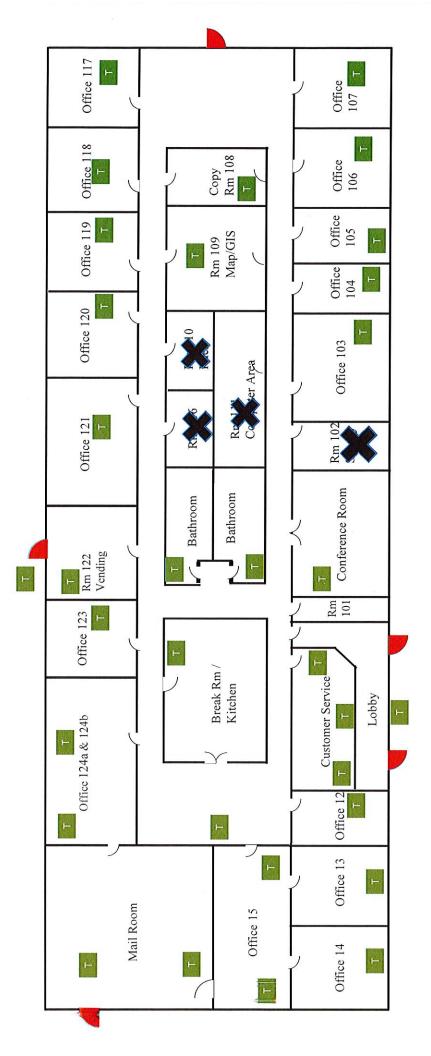
NOTES:

- 1. All applicable charges shall be included in your total quoted amount, including but not limited to materials, equipment, installation, labor, and any other amounts. No additional charges will be allowed after the quote received by date.
- 2. Please note that a responder may be awarded one or more locations, as specified in the General Terms and Conditions #13.

COMPANY'S NAME:		

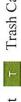






Cleaning supplies kept in Room 101







245 McDonough Road

