

March 31, 2022

Subject: RFQ #2055-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. Two new locations have been added, Kiwanis Park Recreation Center and Kiwanis Park Activities House. See attached specifications. (Attachment 1)
2. An updated pricing sheet has been added. (Attachment 2)

Received by (Name): _____ Company _____

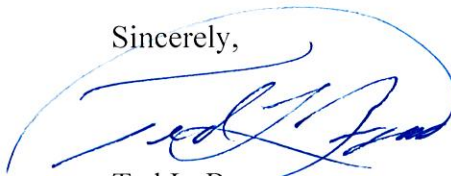
Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, responding individuals, companies or other organizations will still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this RFQ. **The opening time and date are 3:00pm, Monday, April 18, 2022.** Quotes must be received by the Purchasing Department at the address above, Suite 204, at or before the opening date and time.

Questions regarding this solicitation will be accepted until 12:00pm, Friday, April 8, 2022. After that, we will not be able to respond to any inquiries about this project.

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

RFQ #2055-A: OFFICE CLEANING SERVICES
Cleaning Services at Kiwanis Park

SPECIFICATIONS

Fayette County, Georgia is seeking a qualified contractor to provide custodial services for the Kiwanis Park Activities House and the Kiwanis Park Recreation Center.

Contractor shall furnish all equipment necessary to accomplish the specified work. The Contractor shall absorb all costs of equipment including expenses for routine maintenance and any necessary repairs. Contractor must have sufficient back up equipment to assure continuity of cleaning activities in the event of equipment breakdowns.

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 services necessary to maintain the building(s) in a “good housekeeping manner” to the County’s complete satisfaction shall be included.

Contractor shall comply with all applicable O.S.H.A. laws and regulations. The contractor shall furnish the necessary personnel and training for the services to be provided, such personnel are to be employees of the Contractor.

The Contractor and its employees shall have a picture identification badge to identify them with the Contractors name upon it while on premises.

The Contractor and its employees shall have their temperatures checked prior to entering the County Buildings. Anyone with a temperature greater than 100.4 degrees Fahrenheit will not be permitted in the buildings.

The Contractor and its employees shall wear face coverings whenever participants are in the areas being cleaned.

FLOORS:

1. Shall be mopped each visit with a neutral cleaner to prevent dulling or damage of the floor finish. Exception: large open space at Recreation Center shall be mopped weekly. Proper precautions shall be taken to advise Fayette County occupants of wet/slippery floor conditions. Contractor shall obtain and use “Caution Wet Floor” signs.
2. All floors shall be clean and free of dirt streaks. No dirt or litter shall be left in corners, under furniture, behind doors, on stair landings or treads.

RESTROOMS:

1. Paper towels, tissue paper, soap dispensers, and feminine napkin disposal sacks shall be re-supplied each visit as needed.

WEEKLY CLEANING:

1. Dust all surfaces of desks, file cabinets, chairs, tables, and other office furnishings. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets, or similar items, shall be stacked on tables, desks, counters, etc. Upon completion of work, all furniture and equipment must be returned to its original position.

#7) KIWANIS PARK RECREATION CENTER

936 Redwine Road
Fayetteville, Georgia 30215

FREQUENCY: Two (2) times per week.
CLEANING DAYS: Monday and Friday (complete by 12:00 noon)
SQUARE FOOTAGE: 6000

1. Empty all trash containers and dispose of trash in Park Dumpster. Wipe/wash trash cans as needed to maintain proper sanitation. Replace liner.
2. Remove gum from floor.
3. Use disinfectant/deodorizer* to clean inside and outside of all lavatories, commodes, restroom fixtures, registration countertop, bleachers, and door handles. Clean toilet seat with disinfectant and wipe free of all water with dry cloth.
4. Clean and polish all mirrors and chrome fixtures.
5. Clean glass entrance doors inside and outside, front glass, windowpane in door to office area.
6. Remove all cobwebs from corners, ceilings, wall edges, and other areas as needed.
7. Sweep all Gym floors to remove loose soil and debris including area under the bleachers. (Bleachers can be tilted up for easy access but must be returned to down position prior to leaving the building.)
8. Mop and disinfect all floors using disinfectant/deodorizer* taking special note of corners and wall edges. This includes (front foyer, kitchen, restroom entrance, men's, and ladies' restrooms). (Bleachers can be tilted up for easy access but must be returned to down position prior to leaving the building.)
9. Replenish towels, tissue, hand soap, and feminine bags, as needed. Notify Recreation staff if cleaning supplies furnished by Fayette County is running low.
10. Dust all windowsills, ledges, reachable HVAC vents, and items on the wall (e.g. plaques, bulletin board, etc.).
11. Clean kitchen area by disinfectant/deodorizer* any appliances, ice machine, and sink.
12. Sweep front of building entrance and empty containers. Remove all cobwebs from entry doorway and from front windows.
13. Vacuum and clean all floor mats.
14. Disinfectant and deodorize* water fountain.
15. Notify Parks and Recreation Director of any needed repairs (such as leaks, broken fixtures, lights, etc.) not working properly or any condition that could be destructive to the building or hazardous to the occupants.
16. Leave lights on or off as directed.
17. Ensure that exterior doors are properly secured upon leaving. Immediately notify Recreation staff if a door cannot be secured or if another security problem is noted.

WEEKLY CLEANING:

1. Remove all cobwebs from ceilings, corners, along baseboard, etc.
2. Mop and disinfect gym floors using disinfectant/deodorizer* taking special note of corners and wall edges.
3. Clean restroom stalls (walls and partitions) with disinfectant and wipe dry.

ANNUALLY:

1. Clean windows annually, or as needed, to maintain a clean appearance.
2. Clean turnstile annually, or as needed, to maintain a clean appearance.
3. Empty ice machine of ice and damp wipe inside of machine.

NOTE: Contractor shall follow all Scope of Services as listed above and this location's special requirements for all cleaning services

#8) KIWANIS PARK ACTIVITIES HOUSE

980 Redwine Road
Fayetteville, Georgia 30215

FREQUENCY: Two (2) times per week.
CLEANING DAYS: Monday and Friday (between 8:00 a.m. and 5:00 p.m.)
SQUARE FOOTAGE: 5089

1. Empty all trash containers into large container located at the back door. Wipe/wash trashcans as needed to maintain proper sanitation. Replace liners. (This applies to both levels). Dispose of trash in Park Dumpster.
2. Sweep front and back porch areas. Damp clean porch benches. Remove all cobwebs from entry doorway and from front windows on porch and ramp.
3. Damp clean registration ledge located at the registration windows and registration bookcase.
4. Use disinfectant/deodorizer to clean inside and outside of all lavatories, commodes, restroom fixtures, registration counter tops, and door handles. (This applied to both levels). Clean toilet seat with disinfectant and wipe free of all water with dry cloth.
5. Clean and polish all mirrors. (This applies to both levels).
6. Sweep, mop and disinfect all floors using appropriate and approved disinfectant/deodorizer, taking special note of corners and wall edges on both levels.
7. Remove all cobwebs from corners, ceilings, wall edges, and other areas as needed on both levels.
8. Sweep fireplace and damp clean mantle.
9. Replenish towels, tissue, and hand soap, as needed on both levels. Notify Recreation staff if cleaning supplies furnished by Fayette County is running low.
10. Dust all windowsills, ledges, HVAC vents, and pictures on the walls on both levels.
11. Clean kitchen area by damp cleaning all appliances, counter tops and cabinets with disinfectant and wipe free of all water with a dry cloth.
12. Clean sink with disinfectant if sink is empty of all dishes.

13. Notify Parks and Recreation Director of any needed repairs (such as leaks, broken fixtures, lights, etc.) not working properly or any condition that could be destructive to the building or hazardous to the occupants.
14. Leave lights on or off as directed.
15. Ensure that exterior doors are properly secured upon leaving. Immediately notify Recreation staff if a door cannot be secured or if another security problem is noted.

WEEKLY CLEANING:

1. Dust vertical surfaces of desk's, tables, file cabinets, and other office furniture. DO NOT clean tops of any desks unless they are completely 'cleared of all material (excluding telephone). Clean bay door from the screen down.
2. Damp mop hard surface floors on both levels, paying close attention to all corners, wall edges and under furniture.
3. Dust door panels on all doors.
4. Dust blinds with chemically treated cloth.

QUARTERLY:

1. Clean black baseboard on both levels.

ANNUALLY:

1. Clean windows annually, or as needed, to maintain a clean appearance.

NOTE: Contractor shall follow all Scope of Services as listed above and this location's special requirements for all cleaning services

PRICING SHEET
RFQ #2055-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 SQUARE FOOT	PRICE PER MONTH	ANNUAL AMOUNT (12 MTHS)
#1) EMERGENCY OPERATION CENTER (EOC)	5,400			
#2) 911 COMMUNICATIONS CENTER	4,360			
#3) LIBRARY	32,927			
#4) PUBLIC DEFENDERS OFFICE	3,087			
#5) WATER SYSTEM – ADMINISTRATIVE OFFICE	10,600			
#6) McINTOSH RESTROOM	280			
#7) KIWANIS PARK RECREATION CENTER	6000			
#8) KIWANIS PARK ACTIVITIES HOUSE	5089			
TOTAL ANNUAL AMOUNT				

NOTE:

1. All applicable charges shall be included in your total quoted amount, including but not limited to materials, equipment, 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 NAME: _____