

November 14, 2023

**Subject: RFQ #2325-A: Elections Office Cleaning Service
Addendum #1**

Gentlemen/Ladies:

Below, please find responses to questions, clarification, or additional information for the above referenced RFQ. Please be aware, the due date for this quote has been changed to **3:00p.m., Friday, November 17, 2024**. You will need to consider this information when preparing your quote.

1. Please make the following corrections to the RFQ:

- a. Contractor is responsible for the mop bucket and cleaning solutions.
- b. Contractor shall start cleaning at 8:00am when the building opens.

2. Are all the offices the same size?

No. The offices have varying sizes.

3. Are all the restrooms the same size?

No. The restrooms have varying sizes.

4. Are all the restrooms tiled?

Yes. All restrooms have tiled flooring.

5. Is there a janitor closet?

There will be space made available for the contractor to store supplies and equipment on site.

6. How many cleaners do you have?

Currently there are no cleaners.

7. What are the current contract prices?

This is a new location, therefore there are no previous contract prices.

8. How many voting days are in the rest of this year, Fiscal Year 2024?

There are potentially 72 voting days in this FY.

9. How many voting days are in next year, Fiscal Year 2025?

There are potentially 72 voting days in the FY 2025

10. Are there any special cleaning not listed in the RFQ?

Cabinets need to be wipe down weekly.

11. What do you require for the kitchen area?

As stated in the RFQ, wipe down the counter, cabinets and clean the sink.

12. If there is a spill on the carpet how often do you want spot cleaning?

This contract will not include spot cleaning. Spot cleaning will be done by county staff.

13. How often are outside windows cleaned?

Please schedule outside window cleaning for once a month.

14. Where is the dumpster located?

The dumpster is in the rear of the building.

15. How often are inside windows cleaned?

Please schedule inside window cleaning for every other month.

16. Are trash liners supplied?

Yes. They will be stored in the restroom storage closet.

17. Where are the supplied supplies located?

Supplies for the cleaning will be in the restroom storage closet.

18. What time should cleaning be complete for the voting area?

During voting days, the contractor shall start in the public voting space of the building and complete cleaning by 8:45 a.m. before starting the office space of the building.

19. Is there a layout of the building available?

Yes. Please see attachment 1. The voting space is highlighted in orange.

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 changed. **The opening time and date are 3:00p.m., Friday, November 17, 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

 Voting Space

FAYETTE COUNTY ELECTIONS OFFICE
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PROJECT #3148



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