

The City of Forest Park

Request for Bids

Citywide Janitorial Services Various Departments throughout the City

Pre- Bid Conference: Thursday, July 13, 2023 at 11:00 a.m. (local time)
City of Forest Park City Hall
745 Forest Parkway, Forest Park, GA 30297

Bid Deadline: Thursday, August 3, 2023 at 2:00 p.m.

<p>ADDENDUM #1 Issued July 28, 2023</p>
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*Acknowledgment of receipt of this addendum **MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFB.***

QUESTION(S):

1. Are cleaning supplies and toiletries to be provided by the city of forest park or a cleaning contractor?

Answer:

No, supplies and toiletries will not be provided by the City. Per the bid documents, the awarded contractor(s) will be required to provide all cleaning supplies per building. Additionally, hand towels, tissue, sanitary napkins, and soap receptacles shall be refilled from Contractor's provided supplies that is compatible with City's current receptacles. For more information, please refer to EXHIBIT A: SCOPE OF SERVICES.

2. Do you have an allotted time frame for us to clean the sites included in both A & B proposals? Also, do we have the option to clean on the weekend?

Answer:

Cleaning shall begin promptly at 3:00p.m. for the Police Department buildings (Project 1B). Cleaning for all other departments starts at 5:00p.m. The awarded contractor(s) will be granted access to enter into City buildings. All cleaning shall take place during the week. There will be no weekend cleaning.

3. If we do not plan to use a Local small business, do we need to fill out a form?

Answer:

Yes, please acknowledge that the awarded contractor will self-perform all work and submit

the signed copy of LSB forms 1-4. It is not necessary to complete form 5 and 6 if there are no subcontracting opportunities available.

4. Who was the previous cleaning contractor?

Answer:

The previous award Contractor was Acsential Technologies, Inc

5. What was the previously awarded amount for the contract?

Answer:

The previously awarded contract was in the amount of \$79,495.32 per year.

6. In the LSB outreach efforts, I have not been able to find any cleaning companies in the Forest Park Directory. I did find some in the Clayton County Directory. Can we use those or where should I look for the LSB companies to contact?

Answer:

Please make use of the following links to find Local, Small, Diverse Businesses:

- Local Forest Park Businesses: [BusinessFP1.xls.xlsx](#)
- Clayton County list of SLBEs and MWBEs: [SLBE-MWBE-MASTER-VENDOR-LIST-7.28.2023.pdf \(claytoncountyga.gov\)](#)
- Clayton County Water Authority SLBEs: [12_08_22_CCWA-LOS-Certified-SLBE.pdf](#)

7. On page 30 of the RFB It has Trade Secret Status. What should we do with this?

Answer:

Per the bid documents, if your firm is submitting records containing trade secrets that wishes to keep such records confidential, submit and attach to the records an affidavit (using form 12) affirmatively declaring that specific information in the records constitute trade secrets. You do not have to submit this form if you do not have any trade secrets. For more information, please refer to Part I: INSTRUCTIONS TO BIDDERS, item 9. GEORGIA OPEN RECORDS ACT

8. Scope of Work: Page 3 under 2.1 General for City Hall – spray buff all composition tile floors 2x month. This is the only periodic floor work listed. Is this correct?

Answer:

Please read the Scope of Work in its entirety as there are weekly, semimonthly, monthly, and quarterly required cleanings. For more information, please refer to PART IV: FORM OF SERVICE AGREEMENT, EXHIBIT A: SCOPE OF WORK AND TECHNICAL SPECIFICATIONS, items 16-20.

9. Page 9 Section 11.0 – prior to commencing work, schedules for periodic work will be

submitted. Are we to bid the project to include the periodic floor work in this section even though it is not listed under the specific location scope?

Answer:

Yes, the contractor's bid must support the scope of services and fully encompass all activities necessary to perform the services in addition to all periodic work unless otherwise noted that are specified at each building.

10. Page 11 – Sections 16-21 Is this the scope we should bid the project on or the one listed for each location? Or is it a combination of both?

Answer:

Please provide a bid that encompasses all activities listed in the scope of services including all periodic work unless otherwise noted specifically for each building.

11. Please define what floor work will be expected to be included in bid pricing.

Answer:

Please provide a bid that encompasses all activities listed in the scope of services including all periodic work unless otherwise noted specifically for each building.

12. Question will the cleaning be done at night or during the day I just want to make sure

Answer:

All cleaning services are to be performed during the day.

13. Also I'm sorry form 9 the fee acknowledgement letter, what wording am I transferring?

Answer:

Per the bid documents, Form 9: Fee Acknowledgement Letter is non-applicable.

14. The schedule contract and labor rates , will I be submitting a certified payroll form every month?

Answer:

Per the bid documents, Form 8: Schedule of Contract Fully Burdened Labor Rates is non- applicable.

15. And if we do not have a project manager/ on-site supervisor can I add myself because I would be the one responding?

Answer:

Per the bid documents, Form 8: Schedule of Contract Fully Burdened Labor Rates is non- applicable; however, yes you may act as the project manager.

16. There is nothing on form 12 for trading secrets

Answer:

Per the bid documents, if your firm is submitting records containing trade secrets that wishes to keep such records confidential, submit and attach to the records an affidavit (using form 12) affirmatively declaring that specific information in the records constitute trade secrets. You do not have to submit this form if you do not have any trade secrets. For more information, please refer to Part I: INSTRUCTIONS TO BIDDERS, item 9. GEORGIA OPEN RECORDS ACT

17. If I use peoples janitorial wich I currently do I just get the. To fill out the

Answer:

If you are using a certified LSBID subcontractor please complete LSBID forms 1-4 and include forms with your bid submittal.

18. I am trying to access the list of SLBEs and MWBEs for your website and your site is returning an error message.

Answer:

Please refer to the above updated list included with this addendum at question 6.

19. Could you send me the list or let me know when the site is fixed.

Answer:

Please refer to the above updated list included with this addendum at question 6.

20. Hi I was inquiring on do I bring my proposal to office are how do I Submit them

Answer:

Per the bid documents, all bids must be submitted to the City of Forest Park Department of Procurement, at 745 745 Forest Parkway, Forest Park, Georgia 30297. Bid Deadline is the 3rd of August no later than 2:00p.m. For more information, please refer to Part II:REQUIRED BID SUBMITTALS, item 5. Submission of Bids.

21. Can the Principal-in-Charge, project and quality assurance be the same person?

Answer:

Yes

22. Is the Local, small business, diversity program applicable to this project?

Answer:

Yes, if there are subcontracting opportunities.

23. Is certificate of insurance required with the bid submittal?

Answer:

Yes, the certificate of insurance is required with the bid submittal.

24. Is IIREA required if you have less than 10 employees?

Answer:

Yes, a completed Contractor Affidavit (Form 2), set forth in Part III; Illegal Immigration Reform and Enforcement Act Forms, must be submitted with the Bid package. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>.

25. Is Form 12, Trade Secrets Status a required submittal?

Answer:

Per the bid documents, if your firm is submitting records containing trade secrets that wishes to keep such records confidential, submit and attach to the records an affidavit (using form 12) affirmatively declaring that specific information in the records constitute trade secrets. You do not have to submit this form if you do not have any trade secrets. For more information, please refer to Part I: INSTRUCTIONS TO BIDDERS, item 9. GEORGIA OPEN RECORDS ACT

26. Can we use spiral binding instead of notebooks?

Answer:

No. Per the bid documents, a bidder is required to submit one (1) original and three (3) copies of its Bid package. Each package must be submitted on 8½" x 11" single-sided, typed pages, using 12-point font size and such pages must be inserted in a standard three-hole ring binder. For more information, please refer to Part II:REQUIRED BID SUBMITTALS, item 5. Submission of Bids.

27. What was the current contract value per line item, or can you provide the previous awardee cost proposal?

Answer:

The previously awarded contract was in the amount of \$79,495.32 per year.

28. Is the contractor required to supply trash bags, trash can liners, paper towels, tissue, etc.?

Answer:

Per the bid documents, the awarded contractor(s) will be required to provide all cleaning supplies per building. Additionally, hand towels, tissue, sanitary napkins, and soap receptacles shall be refilled from Contractor's provided supplies that is compatible with City's current receptacles. For more information, please refer to EXHIBIT A: SCOPE OF SERVICES.

SIGNATURE

COMPANY NAME

TITLE

DATE