



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Mark Kohntopp
INTERIM DIRECTOR

ADDENDUM No. 3

**Sealed Bid # 11-5573
Annual Contract
Custodial Services for Cobb County Government Facilities**

DATE: April 20, 2011

Page 1 of 4

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers shall acknowledge receipt of this addendum.
Include this original form inside your proposal package.

This Addendum consists of:

- **Questions submitted in writing**

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

Electronic / faxed bid response will not be considered.

I acknowledge that I have received Addendum No. 3

**Sealed Bid # 11-5573
Annual Contract
Custodial Services for Cobb County Government Facilities**

Company Name

Signature

Date Sent to Purchasing

Please Print Name

Please sign, date, and return this form ONLY to:
Cobb County Purchasing Department
Fax #: 770-528-1154
E-Mail: purchasing@cobbcounty.org

Please note: The deadline for questions is: April 19, 2011 by 5:00 pm
Any questions received after this deadline will not be considered.

Addendum # 3
Sealed Bid # 11-5573
Annual Contract
Custodial Services for Cobb County Government Facilities
April 20, 2011

Questions submitted in writing

Question: Regarding the Animal Control Center quarterly, work could you define what exactly needs to be done?

Answer: The contractors will chemically and/or mechanically clean and sanitize all surfaces in the work areas of the Animal Control facility at 1060 Al Bishop Drive, including the Kennel areas.

- A. To be performed quarterly (4 times annually):
 - 1. Clean and sanitize all walls
 - 2. Clean and sanitize all furniture (chairs, desks, filing cabinets, and etc.)
 - 3. Clean and sanitize all washrooms
 - 4. Clean and sanitize all baseboards and VCT
 - 5. Strip and refinish all VCT
 - 6. Clean and sanitize all painted floors
 - 7. Quality assurance walk through

- B. To be performed annually in conjunction with one of the required quarterly services:
 - 1. Clean and sanitize ceilings and beams throughout
 - 2. Clean and sanitize all items in the quarterly list (see A. above)
 - 3. Quality assurance walk through

- C. All equipment, materials, cleaning chemicals, etc. required for performing services listed above shall be provided by the contractor. All above shall be safe for human and animal safety.

Question: The buildings that have porters all day, will there be any required night cleaning?

Answer: There are special notes on the location bid sheet as to the night cleaning.

Question: Could you send me a copy of the current company performing the cleaning in these buildings and the current detailed pricing for these buildings?

Answer: Please contact the Cobb County Purchasing Department at 770-528-8400 to arrange for an appointment to view the bid files.

Question: How many holidays will the buildings including the RFP recognize in a year?

Answer: 10 Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Easter Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas (2 days)

Question: Does Cobb County provide lifts for use in cleaning the animal shelter for the once per year overhead cleaning?

Answer: The County does not provide any type of tools or equipment for services to be preformed.

Question: Is a bid bond required?

Answer: A five percent (5%) bid bond is required for the total lump sum of Year 1.

Question: Is a Performance bond required?

Answer: Yes, by the awarded vendor.

Question: Is a Payment bond required?

Answer: Yes, by the awarded vendor.

Question 7: If your business is not DBE certified, will your business bid still be considered for this solicitation?

Answer: Yes.

Question: Under the attachment 1, Disadvantage Business Enterprise Program, is it required to use a DBE subcontractor at 7% participation on this contract?

Answer: Yes, is it required to use a DBE subcontractor at 7% participation on this contract if your company is bidding on the CCT locations.

Question: If so, does the DBE sub-contractor have to be certified through the GDOT?

Answer: Yes, Business/Contractors seeking to participate as DBEs must be certified at the time of bid submittal. The Directory is available on line at <http://www.dot.state.ga.us>. or by contacting:

Georgia Department of Transportation
2 Capitol Square, S.W.
Room 262
Atlanta, Georgia 30334
(404)656-5323 (phone)
(404 656-5509 (fax)

Question: Who supplies the paper products, trash linear, and chemicals to clean?

Answer: The Owner shall furnish only the following supplies to be used in providing the custodial services required by the contract: Toilet tissue, Multifold towels, Roll towels, Toilet seat covers, Trash can liners, Liquid hand soap. Contractor will not use these supplies to in the performance of cleaning. These supplies will be located at the Property Management Office Building and the Contractor will pick them up and deliver to site locations. All other supplies will be provided by the Contractor.

Question: Under attachment 8, Buy America, does this document apply to this contract?

Answer: No.

Question: For services to be performed Monday – Friday, 8am – 5pm, are we required to have a porter there the entire shift?

Answer: No. They need to allot the time to perform the needed duties.

Question: If my DBE Certification is founded with another State, is that acceptable for your DBE requirements

Answer: Yes, Except the CCT locations which require certification through the Georgia Department of Transportation.