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**Transylvania County  
Request for Proposal for Janitorial Services  
Addendum #1**

To: All Potential Bidders  
From: April Alm, Purchasing Agent  
Date: January 25, 2017

This Addendum forms part of the Contract Documents and modifies the original Bidding Documents dated January 13, 2017. ALL BIDDERS MUST acknowledge receipt of ALL ADDENDA in the space provided in the Proposal/Bid Form – failure to do so will subject Bidder to disqualification. This Addendum consists of four (4) pages.

**A. Pre-Bid Visual Site Inspection (Public Safety Facility – Building B):**

The following individuals were present at the 1/20/2017 - Pre-Bid Visual Site Inspections:

April Alm – Transylvania County Purchasing Agent, David McNeill – Transylvania County Assistant County Manager, Eddie Gunter – Transylvania County Chief Deputy, Robbie McCall – Transylvania County Maintenance/Housekeeping Supervisor, Kevin Shook – Transylvania County Communications Director/Addressing Coordinator, Andrew Dennison – Stratus, Eric Filipek – Clean Environments, Louise Jenkins – Stratus and Horace Adell, Jr. – Clean Streak, Inc.

Questions during Pre-Bid Visual Site Inspection:

1. The per hour rate, for strip and wax, can we do it per job rate for the area, because typically that is something that is bid on per square foot, as opposed to per hour?

Typically it is, but because of this facility and how we provided the square footage, we haven't provided you with cleanable square footage space. That's why we did the quote the way we that did and doing it based off a monthly rate to allow you to come up with your own calculations. Again, we're asking per hour on the additional services and ask that you use your best judgement.

2. I was wondering if you use green chemicals or just environmentally safe?

Environmentally Safe.

3. I'm assuming that the Recreation building does not need card access?

It does not have card access. That is correct. Over there you'll be working between 8:30 am and 5:00 pm and they (staff) will be there.

Work must be performed during regular operation hours, 8:30 am to 5:00 pm, Monday through Friday excluding County holidays.

Arrangements for completion of additional services will be made during hours when buildings are closed.

4. So it is not necessarily lowest bid? (Bid Award Reference)

It is lowest responsive responsible bid but we will have to get final approval from the Board of Commissioners.

Final acceptance of any bid submitted is contingent on approval of the Transylvania County Board of Commissioners and sufficient funding.

5. So I don't need to take measurements for this building?

The square footage for the area is listed but it is not necessarily cleanable space. If you have a walking measure wheel you're welcome to bring it along - whatever you need to do to feel comfortable to make your decision about a monthly amount.

6. You can go by what you provided us with? (Exhibit B Reference)

You can. We are going to take out some areas that were discussed today and the original square footage will reduce. Some areas may not be part of the cleanable square footage. This information is provided to give you an idea of what the square footage is for the building.

7. Do you run vacuum cleaners and stuff during the day?

Yes. Vacuum cleaners are run during the day. If they (staff) have something going on or don't need you, they will tell you.

8. Will we dust all this? (Office Space Reference)

Only dust the desk if they ask you to. (Dust office desks by request only.)

9. What about the refrigerator? (Break Room Reference)

Just the outside. (Clean the outside only.)

10. Is there a timeframe for how long you would like to see us in the building?

As long as you do what is on the expected list of duties, Monday through Friday. How long it takes you, depends on your efficiency.

11. Is there a bring-up period or take it on and chip away at it (David asked for clarification) – like the showers that have soap scum build up?

We won't evaluate you the first week. We will evaluate in couple months and see how things are going.

12. Who can they contact in the building to get a schedule? (Public Safety Facility – Building B - Large Training Room)

Our EMS Training Officer keeps the schedule for this room and will need to be contacted to get the schedule.

**B. Pre-Bid Visual Site Inspection (Parks & Recreation):**

1. The facility and not the gym? (Areas to Clean)

Exhibit B tells you the actual square footage. The area includes the lobby, the multipurpose room, the offices and the restrooms. It does not include the gym.

2. How often do you clean the carpet?

We do not currently have a set schedule. That's why carpet cleaning (carpet shampooing/cleaning) is a under additional services. Vacuuming is under the daily duties.

3. Most of the events are ongoing? (Multipurpose Room)

Most classes are ongoing and after hours. Meetings will be on the schedule.

4. When we come in will it be set up from the night before? (Multipurpose Room – Furniture set-ups)

The staff is responsible for break-downs and set-ups.

Robbie McCall informed all present that this site was a disaster shelter site.

**C. Changes to Specifications:**

1. Specifications – Attachment Exhibit B:

On Exhibit B, the Square Footage for the Public Safety Facility – Building B has been modified to remove the following rooms:

A119 – Storage  
A304 – Storage  
A305 – Server Room  
A415 – Storage  
A501 – Electric Telephone  
A502 – Computer Room  
A505 – Supply Storage  
A508 – Equipment Room  
A605 – Storage

A700 – Task Force Area  
A701 – Narcotic Storage  
A702 – Surveillance Equipment  
A703 – Interview  
A704 – Interview  
A708 – Armory  
A709 – Storage  
A710 – Small Equipment Storage

Room names, "Evidence Storage" (A503) and "Vehicle Bay" (A500) were removed and room numbers were printed.

2. Specifications – Attachment Exhibit C:

On Exhibit C, the drawing has been modified to indicate the removal of the following rooms that will not be cleaned. These rooms are filled in with yellow:

A119 – Storage  
A304 – Storage  
A305 – Server Room  
A415 – Storage  
A501 – Electric Telephone  
A502 – Computer Room  
A505 – Supply Storage  
A508 – Equipment Room  
A605 – Storage

A700 – Task Force Area  
A701 – Narcotic Storage  
A702 – Surveillance Equipment  
A703 – Interview  
A704 – Interview  
A708 – Armory  
A709 – Storage  
A710 – Small Equipment Storage

**D. Questions in Writing:**

1. I was looking through the RFP and wasn't able to find any mention on days to be serviced. Is this a 5 day a week contract or other?

Please note on the Proposal / Bid Form (page 12), the frequency for daily tasks is listed separately for each building in the table where the monthly rate is to be entered. The current frequency for daily tasks for the Public Safety Facility – Building B is five times per week and the current frequency for daily tasks for the Parks & Recreation Building is three times per week.

2. Can you disclose who the current contractor is and price being paid?

Janitorial Services for the two County Buildings listed in the RFP are currently handled internally.

3. *Pre-Bid Visual Site Inspection Attendee* said you were sending an updated Square Footage?

An inquiry has been submitted to our Engineer for updated square footage data for Exhibit B. An Addendum to the RFP for Janitorial Services with an updated Exhibit B and Exhibit C will be sent this week upon completion.

Any additional Addenda will be sent after the deadline for questions in writing which is 5:00 pm EST on Friday, January 27, 2017.

Transylvania County will accept all questions regarding this RFP in writing until 5:00 pm EST on Friday, January 27, 2017. Written questions can be submitted to April Alm, Transylvania County, 101 South Broad Street, Brevard, NC 28712, faxed to 828-884-3119 or emailed to April.Alm@transylvaniacounty.org.

**EXHIBIT B****Public Safety Facility- Building B****155 Public Safety Way  
Brevard, NC 28712**

<b>Area</b>	<b>Square Footage</b>
Magistrate Area (Restroom Included)	1,762
Jailer Office Space	464
Building B (Restrooms Included; Rooms Removed: A119, A304, A305, A415, A500, A501, A502, A503, A505, A508, A605, A700, A701, A702, A703, A704, A708, A709, and A710 )	21,547
<b>Total:</b>	<b>23,773</b>
<b>Restrooms</b>	<b>Square Footage</b>
Magistrate BR: S207	71
Public BR A104 Women's	190
Public BR A105 Men's	190
911 Dispatch BR A302 Women's	60
911 Dispatch BR A303 Men's	60
Emergency Services BR A210 Men's	110
Emergency Services BR A211 Women's	113
Locker Room A703 Men's	660
Locker Room A704 Women's	364
Sheriff BR A120	44
Sheriff BR A121	44
Sheriff BR A512	51
<b>Total:</b>	<b>1,957</b>

**Parks & Recreation****1078 Ecusta Road  
Brevard, NC 28712**

<b>Area</b>	<b>Square Footage</b>
Lobby	1,040
Multipurpose Room	1,609
Office Area	963
Men's Restroom	264
Women's Restroom	264
<b>Total:</b>	<b>4,140</b>

## Public Safety Facility, Jailer Office Space &amp; Magistrate Area

