

CITY OF TUCKER

ACKNOWLEDGEMENT RECEIPT OF ADDENDUM #1 RFP #2018-007 JANITORIAL SERVICES

Upon receipt, please print for proposal and email or fax receipt of this page to:

City of Tucker Procurement

Fax: 470-719-8229

Email: procurement@tuckerga.gov

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

SIGNATURE

DATE

ADDENDUM #1

RFP# 2018-007 Janitorial Services

Notes from the Janitorial Pre-Proposal Conference of Wednesday, February 21, 2018.

Can there be an INITIAL CLEAN in the bid (please, read the response carefully)?

Yes. We have revised the cost proposal to include an initial cleaning fee. The award will be based on the grand total low bid pricing.

COST PROPOSAL FOR:

JANITORIAL SERVICES - TUCKER RECREATIONAL CENTER

Invoices will be submitted to Invoice@tuckerga.gov with a cc to Tom McDermott.
Invoices will be paid at NET 30.

Monthly Pricing: \$ _____/Month x 12 = \$ _____ Total
Pricing includes all daily, weekly and monthly responsibilities

Quarterly Pricing: \$ _____/Each Time x 4 = \$ _____ Total
*Pricing includes all quarterly responsibilities and will be billed 4 x a year
Quarterly responsibilities should be completed in April, July, Oct. and Jan.*

Semi – Annual: \$ _____/Each Time x 2 = \$ _____ Total
*Pricing includes all semi-annual responsibilities and will be billed 2 x a year
Responsibilities should be completed in April, and Oct.*

Initial Cleaning: \$ _____/First Time x 1 = \$ _____ Total

\$ _____ **GRAND TOTAL**

Estimated start date?

Notice to proceed to be issued on April 1.

How many days of service?

We expect five (5) days of service, Monday through Friday.

What are the hours of the Center?

- Monday through Friday – 9:00 am to 9:00 pm
- Saturday – 9:00 am to 3:00 pm
- Sunday - CLOSED

What are the busiest hours of the Center?

During the week (Monday through Friday) the center is busiest between the hours 5:00 pm to 8:00 pm.

Can we work afterhours?

We are dependent on you to determine the most efficient hours for you to accomplish the responsibilities as outlined in the RFP.

Is there a second floor?

No.

What is the estimated square footage?

25,000 square feet.

Can we come into the center and measure square footage?

Yes, during operating hours. You do not need an appointment.

Do we include the high windows in the auditorium (where the stage is located)?

The windows currently painted black should not be included in your pricing.

Is there asbestos?

There is no exposed asbestos.

How old is the building?

The building was built in 1957?

There is loose carpet in room 18 that will be removed.

Who will move the equipment in the exercise room for the initial clean?

The company will be responsible to move and replace any necessary equipment, furniture, etc.

PLEASE COMPLETE AND RETURN THE ATTACHED DISCLOSURE FORM



DISCLOSURE FORM: RFP# _____

BIDDERS MUST RETURN THIS FORM WHICH WILL BE ADDED TO SUBMITTED PROPOSAL

This form is for disclosure of campaign contributions and family member relations with City of Tucker officials/employees.

Please complete this form and return as part of your bid package when it is submitted.

Name of Bidder _____

Name and the official position of the Tucker Official to whom the campaign contribution was made. (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named Tucker Official.

Amount/Value	Description
_____	_____
_____	_____
_____	_____

Please list any family member that is currently (or has been employed within the last 9 months) by the City of Tucker and your relation:

Please complete and email to: procurement@tuckerga.gov