



## ADDENDUM No. 2

### JANITORIAL CLEANING SERVICES – May 1, 2024

MACON, GEORGIA

DATE: July 31, 2024

To: All Bidders

This addendum forms a part of the Contract Documents and modifies the original Specifications and Contract Documents as noted below. Acknowledge receipt of this addendum in the space provided on the Bid Form. Failure to do so may result in disqualification of the bidder.

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#### **SUMMARY OF PRE-BID CONFERENCE CLARIFICATIONS, QUESTIONS AND RESPONSES**

Attached to this Addendum is the Sign In Sheet from the Mandatory Pre-Bid Conference held on Tuesday, July 30, 2024. Clarifications and responses to Questions from the conference are presented as follows:

- 1) **QUESTION:** How is cleaning to be handled when a Holiday occurs?  
**RESPONSE:** With reference to the contract documents, Section 04500-3, Paragraph 4.01, “No work will be allowed on holidays or weekends on which a holiday falls on a Monday or Friday.” Also, no cleaning can be performed on an MWA observed Holiday which falls on any other day of a business work week.
- 2) **QUESTION:** Will MWA provide a key to Utility Closets in each building for access by the Janitorial Cleaning Service?  
**RESPONSE:** Yes
- 3) **QUESTION:** Are rugs (runners) to be vacuumed?  
**RESPONSE:** Yes. With reference to the contract documents, Section 04500, Paragraph 1.01, “Vacuum carpeting and runners.”
- 4) **QUESTION:** In the Engineering Complex, 537 Hemlock Street, HR Training Room, does it have carpet? (This is the room that could not be visited because of a meeting that was in progress.)  
**RESPONSE:** This is a carpeted room, (also containing individual student tables and chairs).



- 5) **QUESTION:** In the Engineering Complex, 537 Hemlock Street is the Human Resource area to be cleaned.  
**RESPONSE:** No. MWA janitorial personnel is responsible for cleaning this area.
- 6) **QUESTION:** How are Alarm Systems in buildings to be handled?  
**RESPONSE:** With reference to the contract documents, Section 00500, SECURITY, *“The MWA expects the Contractor to secure all windows and doors and check all security alarms to ensure proper engagement prior to leaving the premises.”*
- 7) **QUESTION:** In the Headquarters Building, 790 Second Street, First Floor, is the Cash Office area to be cleaned?  
**RESPONSE:** The cleaning company will not clean/dust offices due to sensitive information. Cleaning is to be done in Common areas and in the Call Center as stated in the contract documents. MWA janitorial personnel will clean offices.
- 8) **QUESTION:** Are baseboards in each building to be cleaned?  
**RESPONSE:** Yes. With reference to the contract documents, Section 04500, Paragraph 1.01, Item 9, *“Sweep floor, apply solutions, clean around wall, **base boards**, under toilets, and urinals.”*
- 9) **QUESTION:** Is the area directly underneath a Microwave to be cleaned.  
**RESPONSE:** Yes, when possible. Good judgement should be used when cleaning, to ensure the appliance is not damaged when moved and put back into place.
- 10) **QUESTION:** Are individual offices to be cleaned?  
**RESPONSE:** No. With reference to the contract documents, Section 00500, Exhibit A, *“Janitorial company will not clean individual offices.”*
- 11) **QUESTION:** Are ceiling vents to be cleaned?  
**RESPONSE:** Yes. With reference to the contract documents, Section 04500-2, Paragraph 1.01, Item 14, *“The Contractor shall be responsible for cleaning all ceiling vents, grills, and restroom vents once a month without prompting.”*
- 12) **QUESTION:** In the upper area of buildings with open ceilings, are the overhead air conditioning vent pipes and wires to be dusted?  
**RESPONSE:** Yes, as needed with an extended duster. This includes the removal of dust and cobwebs. Exposed data wires can be dusted with caution and light pressure. Data racks/cabinets in a room should **not** be touched/cleaned.
- 13) **QUESTION:** Are Outdoor trash containers around buildings to be emptied?  
**RESPONSE.** Yes, into the trash dumpster located on the premises.



**14) QUESTION:** How do alarms work during business hours?

**RESPONSE:** The Alarm System will be adjusted to accommodate for the Janitorial Cleaning schedule.

**15) QUESTION:** How often are spider webs to be cleaned at any building location?

**RESPONSE:** As often as needed, without having to be prompted to do so.

**16) QUESTION:** Is the Billing Annex at 790 Second Street included in the Janitorial contract?

**RESPONSE:** Yes. Inclusion of the Annex as stated in the contract.

**17) QUESTION:** Can the Janitorial Service use a big trash can with wheels to help empty trash?

**RESPONSE:** Yes. Wheels should be maintained in good condition and not damage, scar or scratch hard surface floors, carpets, rug runners, walls or doors.

**18) QUESTION:** What is the proper way to clean appliances, such as refrigerators, microwaves, and coffee makers?

**RESPONSE:** Use a soft cloth dipped in warm water and a liquid cleaner that will not damage or leave streaks, to clean food debris, grease, and spills as needed. Should a container have spilled into a refrigerator, the Janitorial Service should clean up the spill with the appropriate cleaner suitable for use. If the container is not an employee's personal item and may need to be thrown away, the Janitorial Service should use its best judgement in doing so. MWA personnel will be responsible for removing all other items from a refrigerator during the routine cleaning cycle.

**19) QUESTION:** Are wax bags being added to Women's restrooms?

**RESPONSE:** Yes, as soon as possible.

**20) QUESTION:** The following request for clarification was submitted in writing at the Pre-Bid meeting. "Seeking clarification on the definition of the term "successful Bidder" (Section 00200-2, 3<sup>rd</sup> full paragraph) whether or not it is referring to the Bidder who is awarded the Contract."

**RESPONSE:** There is no "Section 00200-2 in the contract documents. However, a Successful Bidder is defined as: "A successful bidder is the lowest, most responsible, and responsive bidder who is awarded a contract..."

**21) QUESTION:** The following request for clarification was submitted in writing at the Pre-Bid meeting. "Based on our understanding, the Performance and Payment bonds do not have to be fully executed/purchased at the time of the Bid submission. Is this a true statement. And if so, how long after the award of the bid does the contractor have to obtain said bonds?"

**RESPONSE:** 1) The Performance and Payment bonds do not have to be fully executed/purchased at the time of Bid submission; and 2) Performance and Payments bonds would be obtained when the contract documents are executed by the bidder who is awarded the contract.



**22) QUESTION:** The following question was submitted in writing at the Pre-Bid meeting. “Do the supplies provided by the owner, as referenced with the phrase “other consumables” (Section 00500, 2.3) include trash liners/bags?”

**RESPONSE:** Yes.

**23) QUESTION:** The following question was submitted in writing at the Pre-Bid meeting. “Will the owner provide a large trash bin with rolling dolly for each building for the contractor’s use?”

**RESPONSE:** Each building has a trash dumpster located outside on the property near the facility for emptying trash into. The awarded contractor will be shown where these are located.

The awarded bidder should seek clarification from MWA on any cleaning requirements they are unsure of.

No fee adjustment shall be made for a failure to understand, or for a misinterpretation of the contract documents.

**Attachment(s):**

*Sign In Sheet from Mandatory Pre-Bid Conference*

*Pre-Bid Conference Agenda, including Addendum No. 1*

**REQUIRED CONFIRMATION OF RECEIPT:**

Acknowledge receipt of this addendum by return e-mail and as required on the Bid form \*Section 00300-4” of the contract documents.



# MWA Pre-Bid Meeting - 537 Hemlock St. - HR/Engineering Conf. Rm.

## Janitorial Cleaning Services

July 30, 2024 10:00 am EST

	Name (Please print)	Company (Please print)	Phone	E-mail
1	Ariqetha Wallace	Pure Cleaning Service	478-808-0387	purecleaningmichga@icloud.com
2	DAN MUFARIANO	CASECO TEAM	847-776-0303	dan@caseco team hr.com
3	Deshun Hogan	Cleaning General Sanitorial	478-227-5542	cleaninggeneraljia@gmail.com
4	Bill Peeler	Executive Cleaning	478 452 0747	bill@executivecleaninginc.com
5	Myra Omofoye	M.O.S Cleaning Services	478 747-0954	M.O.S Cleaning Service@gmail.com
6	Jarvis Fennelle	MWA	478-330-1172	jarvisfennelle@macomwater.org
7	Timothy ASSIRE	MWA	478-955-5702	tadside@macomwater.org
8	Tom Kim	ICS, inc	678-530-0401	ics_email@gmail.com
9	Richard Walkes	EMPERIAL GUARANTEES SOUTH	478 464-6822	richardwalkes1963@gmail.com
10	Gene Enman	MWA	478-738-6518	ginmane@macomwater.org
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12				
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14				
15				



**Mandatory Pre-Bid Conference**  
Janitorial Cleaning Services Project  
for the  
Macon Water Authority  
**Tuesday, July 30, 2024, at 10:00 A.M.**

**\*\*\* PLEASE SIGN-IN \*\*\***

**AGENDA ITEMS**

1. **Bid Date/Time:** 2:00 P.M. local time, Tuesday, August 13, 2024 - at the Macon Water Authority, H/R Engineering Conference Room, 537 Hemlock Street, Macon, GA 31202.
2. **Questions** pertaining to the bid must be submitted in writing prior to 10:00 A.M. local time, Tuesday, August 6, 2024.
3. **Addenda** Deadline for Current Bid Date: August 9, 2024.
4. **Contacts:**

Gene Inman  
[ginman@maconwater.org](mailto:ginman@maconwater.org)  
Project Manager/Engineering  
Cell: 478.258.8677  
Office: 478.738.6518

Jarvis Fennelle  
[jfennelle@maconwater.org](mailto:jfennelle@maconwater.org)  
Facilities and Fleet Manager  
Office: 478.738.6471

5. **Review of Project Scope:**
  - A. The Work to be performed under this Contract shall consist of furnishing all labor, equipment, machinery, transportation, and other implements necessary to execute the Contract. This includes but is not limited to scrubbing machines, buffers, floor finishes, cleaning agents, vacuum cleaners, carpet cleaners, dust mops, brooms, rags, and brushes for the locations stated in the contract

documents.

- B. All Work described above shall be completed as shown in the Plan Documents; and shall be performed by those skilled in the type of work stated in those Documents.

6. Coordination of Work/Special Conditions:

- A. The contract time will be twelve (12) consecutive months beginning with the effective date shown in the *Agreement for Services-Section 00500*, contained in the contract documents.
- B. Work Schedule by Location: Refer to *Section 00500 and Exhibit A-Janitorial Services Required Schedule* in the contract documents for details.

7. Locations

- A. The sites for the proposed work are:
  - **Headquarters:** 790 Second Street,
  - **Engineering Complex:** 537 Hemlock Street, and
  - **Stormwater Management:** 1151 Fifth Street.

8. Materials

- A. Unless otherwise specified in the contract documents, the contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, machinery, tools, appliances, fuel, telephone, and incidentals necessary for the completion of the work, **except for hand soap, towels, toilet tissue, seat covers, and other consumables** which shall be supplied by the Macon Water Authority.

9. Criminal History

- A. Due to the sensitivity of documents and other information at the Macon Water Authority, the selected contractor will be required to abide by the following:
  - No employee will be permitted who has a criminal history that contains felony arrests, theft charges or outstanding warrants. Additional requirements are stated in the contract documents.

## 10. Bid Form (Attached) / Information

- A. The Bid consists of a **Base Bid** for three (3) locations. The Total Bid Amount (Base Bid) will include Items 1 through 3.
- B. As stated in the *Invitation to Bid* posting, interested Bidders should attend this meeting in its entirety, which will include a site visit to each location. Because of secured areas at the locations, the site visit will be conducted in a group arrangement only.
- C. Bidders must purchase the Contract Documents to be eligible to submit a bid. See Addendum No.1, Invitation to Bid information attached for details.

11. Addendum No. 1 issued June 27, 2024, amended the Bid Documents regarding a reduction in cost for purchase of the Contract documents. A complete copy of Addendum 1 is attached which was posted on the Macon Water Authority website at <https://maconwater.org/bids/construction/> and also, on the Georgia Procurement Registry website at time of issuance.

## 12. Bid Package Requirements (Section 00100-3 Instructions to Bidders)

- a. The Bid;
- b. The Bid Bond;
- c. Statement of Bidder's Qualifications;
- d. Statement of Equipment;
- e. Corporate Certificate, if the Bidder is a corporation;
- f. Statement of Disadvantaged Business Enterprise ("DBE") compliance;
- g. ~~Contractor's License Certification;~~
- h. Photocopy of Contractor's Business License;
- i. Photocopy of Certificate of Authority from Georgia Secretary of State's Office to do work in Georgia (if out of state contractor);
- j. Non-Collusion Affidavit of Prime Bidder;
- k. Any and all forms, certifications or other documentation required by the Georgia Department of Natural Resources Environmental Protection Division, if applicable.



13. Upcoming Addenda Items:

- A. **Addendum No. 2** – Notes, Questions with a response, Agenda and Sign-in Sheet from the Pre-Bid Conference.
- B. Project clarifications as received.

14. Attachments:

- A. Bid Form
- B. Addendum No. 1

**Questions:**

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## **ADDENDUM No. 1**

**JANITORIAL CLEANING SERVICES – May 1, 2024**

**MACON, GEORGIA**

**DATE: June 27, 2024**

The Bid Documents shall be amended as follows:

- The existing Section of the Contract Documents listed below shall be replaced with the following. A change in cost of \$150 to **\$50** for purchase of the Contract documents to be eligible to submit a bid is made accordingly:
  - Section 00020 INVITATION TO BID –  
Copies of Contract Documents may be obtained at the Engineering Department, Macon Water Authority, 537 Hemlock Street, Macon, Georgia 31201, by contacting Gene Inman, Project Manager, Telephone: 478-738-6518 upon a non-refundable payment of **\$50.00** for each set. A street address must be provided to ensure prompt delivery. No partial sets of bidding documents shall be issued. **Bidders must purchase the Contract Documents in order to be eligible to submit a bid.** Bid documents on the MWA website are for informational purposes only.

**Attachment(s):**

1. Revised – Invitation To Bid, SECTION 00020.

**REQUIRED CONFIRMATION OF RECEIPT:**

Acknowledge receipt of this addendum by return e-mail and as required on the Bid form \*"Section 00300-4" of the contract documents.

**INVITATION TO BID**

THE MACON WATER AUTHORITY  
MACON, GEORGIA

Sealed Bids for furnishing all materials, labor, tools, equipment and appurtenances necessary for the **JANITORIAL CLEANING SERVICES** (the “Project”) will be received by the Macon Water Authority (the “Owner”), at the Macon Water Authority, 537 Hemlock Street, in the HR/Engineering Conference Room, Macon, Georgia 31201 until **2:00P.M.**, local time, **August 13, 2024**, and then at said office publicly opened and read aloud. All bidders must attend a mandatory pre-bid meeting at the same location, at 10:00 A.M. on July 30, 2024. All bid questions must be submitted to the Owner by 10:00 A.M. on August 6, 2024. The Bidder should attend the pre-bid meeting in its entirety.

The Project consists of furnishing all labor, equipment, machinery, transportation, and other implements necessary to execute the Contract. This includes but is not limited to scrubbing machines, buffers, floor finishes, cleaning agents, vacuum cleaners, carpet cleaners, dust mops, brooms, rags, and brushes.

The contract time will be twelve (12) consecutive months beginning from the effective date shown in the Agreement for Services-Section 00500, contained in the contract documents.

The Project will be awarded in one Contract. Fifty-one percent (51%) of the Work under the Contract Documents must be self-performed by the General Contractor. The Project will be awarded by base bid on a lump sum basis for the performance and completion of all Work required by the Contract Documents.

The Contract Documents include, but may not be limited to, the Instructions to Bidders, the Agreement for Services, the Specifications, and the forms of Bid Bond, Performance Bond, and Payment Bond. These and any other Contract Documents may be examined at the following location:

Engineering Department  
Macon Water Authority  
537 Hemlock Street  
Macon, GA 31201

Copies of Contract Documents may be obtained at the Engineering Department, Macon Water Authority, 537 Hemlock Street, Macon, Georgia 31201, by contacting Gene Inman, Project Manager, Telephone: 478-738-6518 upon a non-refundable payment of **\$50.00** for each set. A street address must be provided to ensure prompt delivery. No partial sets of bidding documents shall be issued. **Bidders must purchase the Contract Documents in order to be eligible to submit a bid.** Bid documents on the MWA website are for informational purposes only.

Each Bid must be accompanied by a Bid Bond in the amount of 10% of the Bid, prepared on the form of Bid Bond that is part of the Contract Documents, duly executed by the Bidder as principal and having as surety thereon a surety company licensed to do business in the State of Georgia and

listed in the latest issue of U.S. Treasury Circular 570.

Bidders must comply with the Disadvantaged Business Enterprise Participation Requirements specified in the Instructions to Bidders.

The Bidder shall affix to the outside of its Bid envelope their Business License Number. The license number of a subcontractor is insufficient, and any Bid that fails to affix it to the outside of its Bid envelope the Bidder's Business License Number may be rejected.

The successful Bidder for this Project shall be required to furnish a Performance Bond and Payment Bond, satisfactory to the Owner, each in the amount of 100 % of the Contract Price.

Employment of Local Businesses and Contractors: It is the desire of the Owner that local businesses--including disadvantaged, minority, and women enterprise subcontractors-- be given the opportunity to participate on the various parts of the Work.

The Owner's encouragement of participation of disadvantaged, minority, and women enterprises and of locally owned businesses and contractors is not intended to restrict or limit competitive bidding or to increase the cost of the Work. The Owner supports a healthy, free market system that seeks to include responsible local businesses and provide ample opportunities for local business growth and development.

In an effort to assist minority-owned businesses, Georgia law permits an income tax adjustment on the state tax return of any company that subcontracts with a certified minority-owned firm to furnish goods, property or services to the State of Georgia pursuant to O.C.G.A. §48-7-38. Suppliers should consult with their tax advisors to find out how to take advantage of these tax credits.

The Owner reserves the right to reject any or all Bids. The Owner reserves the right to waive informalities and technicalities.

The Macon Water Authority  
Ron Shipman  
Executive Director & President

END OF SECTION