FORSYTH COUNTY PUBLIC LIBRARY

Addendum 2

Janitorial Services RFP Questions & Responses

This addendum answers questions received as of October 8, 2026.

---

1. Bidding, Locations & Submission Requirements

Question: Since the solicitation states that bids may be awarded by location or in full, can a vendor submit a bid for the Administrative Offices only, without submitting a bid for Cumming Library or the other library locations? Is a vendor allowed to submit a bid for only one FCPL branch/location, or must the bid cover all locations included in the solicitation?

- **Response:** Yes, you are welcome to submit a bid for the Administrative Offices location only. Yes, you can bid on any or all locations.

Question: Bids may be awarded by location or in full. May bidders offer a discount if awarded all six locations?

- **Response:** The bid schedule should reflect the total bid price.

Question: Will this be awarded to one contractor?

- **Response:** This bid may be awarded by location or in full.

Question: If you only want to bid on one location do you still have to go to the other locations or just the one we plan to bid on?

- **Response:** You only need to attend the pre-bid meeting for the specific location(s) you plan to bid on.

Question: The bid says bidders must attend the mandatory pre-bid meeting for each location. If a bidder submits a price for only one or two locations (the bid may be

awarded by location), is attendance required only at the pre-bid meetings for the locations being bid?

- **Response:** You only have to attend the pre-bid meetings for the locations for which you plan to submit a bid.

Question: May our partner's representative attend all five meetings and sign in on Brown Bison's behalf, so that the bid is eligible? In the event I am unable to attend, may an authorized representative of a named subcontractor attend and sign in on behalf of Varro Group LLC, and would that satisfy the mandatory attendance requirement for bid eligibility?

- **Response:** For the pre-bid meetings, if a subcontractor attends, we ask that they include the bidder's name when signing in.

Question: Solicitation number. Neither package shows a bid or solicitation number. What should the sealed envelopes be labeled with, other than the bid title and closing date?

- **Response:** All bid packages must be clearly marked on the outside lower left corner of the package face with the name of Bidder, Bid Title, and closing date.

Question: Triplicate. Should the original (unbound) and two copies go inside one sealed package, or three separately sealed packages?

- **Response:** All 3 bid copies can be in the same sealed package.

Question: Can you please clarify if original, wet signatures are required for the bid documents that require signatures?

- **Response:** The original bid document packet should contain original signatures.

Question: Office hours. Page 1 shows 8:00 to 4:30 and page 2 shows 9:00 to 5:00 for the bid receiving office. Which applies on October 22?

- **Response:** Our office hours are 8:30 a.m. to 5:00 p.m.

Question: When do you expect to award, so there's time to set up keys, alarm codes, and background checks before January 1?

- **Response:** The recommendation will be presented to our Library Board of Trustees at their November 16, 2026 meeting. If approved, the winning bidder will

be notified via email and a bid award notice will be posted on the website by November 17, 2026.

---

2. Budget, Pricing & Current Contract

Question: Can you please advise on what the total budget is for this project? / What is the budget for these services?

- **Response:** The total budget for all locations is $85,000.

Question: Could you share who currently holds this contract and the current annual cost, if that is available to bidders? Who is the current contractor and what is their pricing?

- **Response:** The current contract is with American Facility Services, Inc. for the annual amount of $82,221.

Question: Who is the current contractor? When did the current contract start?

- **Response:** American Facility Services, Inc. Initial contract began 01/01/2025.

Question: What is the current contract value or pricing structure for these services? Can you provide a copy of the current contract and the last two month's invoices?

- **Response:** The current contract is with American Facility Services, Inc. for the annual amount of $82,221.

Question: Why is this going out to bid?

- **Response:** We re-issue these bids every 2–3 years.

Question: Should the monthly price stay the same in months with the 12 holiday closures, or will the Library deduct for closed days?

- **Response:** The monthly price should be 12 equal amounts.

Question: If FCPL adds a new, renovated, or expanded facility during the contract term, will the applicable square footage and per-square-foot pricing be based on the final measured service area provided by FCPL?

- **Response:** The janitorial services cost and materials costs for any new, renovated, or expanded facility will remain the same as the bid cost per square

foot utilized at the time this contract was awarded. The new, expanded, or renovated facility will receive the same terms, conditions, and cleaning specifications as provided by this contract.

Question: Section 32 mentions daily liquidated damages. What is the daily amount?

- **Response:** This section applies only to construction, so it does not apply to this contract. We have not set a project timeline or a daily rate.

---

3. Bonding, Insurance & Legal Compliance

Question: What are the required amounts for the Payment Bond and Performance Bond, and is either needed with the bid, or only at contract execution? Are Payment and Performance Bonds required for this janitorial services contract? If so, what amount or percentage of the contract value is required for each? Is a bid bond required at the time of bid submission?

- **Response:** A Payment Bond or Performance bond is not required for this project.

Question: Could you please clarify whether the $1,000,000 Umbrella Liability coverage is an absolute requirement for this solicitation, or whether the State would consider an alternative form of coverage or an exception to this requirement?

- **Response:** The minimum requirement is Workers' Compensation and General Liability. If you have an Umbrella policy it must meet those requirements.

Question: If a vendor is awarded only one library location rather than the entire contract, do the same insurance requirements and limits listed in the Invitation to Bid still apply?

- **Response:** Yes, the same insurance requirements apply for one location or multiple locations.

Question: Insurance rating. The terms ask for an A.M. Best rating of A-6 (the notice says A-7). Our general liability carrier is rated A- with a financial size category of IX. Please confirm that satisfies the requirement.

- **Response:** Best rating of A- corresponds to a financial strength category that meets or exceeds the A-5 threshold. Because their rating satisfies the minimum financial strength category required, this does meet the insurance requirement outlined in the bid packet.

Question: Will the Library waive the "Underground explosion and collapse" coverage, since it usually applies to construction work?

- **Response:** Yes, this coverage requirement is waived for these services.

Question: E-Verify. Brown Bison Holdings LLC has no employees and will hire none for these contracts, so under O.C.G.A. 13-10-91 it is exempt from the E-Verify affidavit and provides a copy of the owner's state-issued driver's license instead. Will the Library accept that in place of the Contractor Affidavit (with an exemption affidavit if you have a form), while the subcontractor submits its own Subcontractor Affidavit with its E-Verify number?

- **Response:** If the primary contractor has no employees, a copy of the owner's state-issued driver's license will suffice. The subcontractor must provide the E-Verify Affidavit.

Question: Under the Instructions to Bidders section number 21, states that Forsyth County Public Library reserves the right to have the contractor undergo a Forsyth County Public Library Sheriff’s Office criminal history background check for any project at the contractor’s cost. Are background checks required for these services?

- **Response:** Background checks are not required for these services.

---

4. Subcontractors & References

Question: May the bidder perform the work through subcontractors, provided the required E-Verify subcontractor affidavits are furnished? And may the four client references reflect work performed by the proposed performing team? May the four comparable references be clearly attributed to the proposed cleaning subcontractor and its actual work, or must all four be Aroi's own contracts? Will references from a named subcontractor with comparable janitorial contract experience count toward the four references required in the bid documents? The Bidder References Form requires at least four client references reflecting current or recent work comparable in scope to the FCPL job. Where a bid is submitted by a prime contractor with the work performed by a named subcontractor, should those four references reflect the subcontractor's comparable work, and would the Library prefer them listed on the same form or on a separate sheet?

- **Response:** The work may be performed through subcontractors; however, we ask that references be provided for both the bidder and the subcontractor. The

references for the subcontractor should reflect comparable work to the scope and should be on a separate form.

Question: For the reference requirement, if the bidding company is relatively new, may we use recent comparable commercial/janitorial experience performed by the owner or key personnel prior to the formation of the company?[1]

- **Response:** We will accept references for your most recent work completed and for key personnel. Please indicate if the references are for key personnel only.[2][3]

Question: The bid requires at least four current or recent client references with work comparable in scope. If a bidder is submitting a bid for only one library location, do the four references need to be comparable in size to that specific library, or may smaller commercial janitorial accounts be accepted as references?

- **Response:** Reference information must reflect current or recent work comparable in scope to the FCPL project.

Question: Bidder references. Brown Bison was formed in 2026 and has no completed contracts of its own. May its four references be business and professional references (banker, vendors, clients of the owner's other work), with the four comparable-scope references coming from the subcontractor, which the Library confirmed it also needs?

- **Response:** Please provide professional references that can attest to completed work.

---

5. Staffing, Operations & Facility Access

Question: Is the Library able to provide the approximate number of nightly labor hours or staffing levels currently used by the existing janitorial contractor at each branch? / Does FCPL have an estimated or historical number of labor hours, staffing levels, or crew sizes currently used at each facility that could be provided for bidding purposes?

- **Response:** Our current vendor utilizes 2–3 people at each branch and they spend up to 2 hours at a branch.

Question: If a branch closes earlier than the posted hours, may crews start once the building is closed to the public?

- **Response:** Yes, crews may start after the building is closed but only after all patrons and staff have left the building. The only exception is at the

Administrative Offices building. Crews may start in this building after 5:30 p.m. even if staff are still working.

Question: The Cumming Library and Admin Offices share a building but have different cleaning hours. Do they have separate entrances and alarm zones?

- **Response:** They do have separate entrances and alarm zones, but in the past most crews have entered at the Administrative offices entrance and cleaned that building then moved to the Cumming Library to clean. Once finished, they exit at the Administrative offices since it is closer to the dumpster.

Question: Will FCPL provide site-specific training or written procedures for alarm activation/deactivation, keys, access codes, and building security during the contractor's initial mobilization?

- **Response:** Security and alarm procedures will be provided during the initial walkthrough prior to the contract start date.

Question: Do we need to be available during the day for emergency clean-ups?

- **Response:** Not for "emergency" clean-ups; however, if cleaning tasks are missed someone would need to be available to complete those tasks that are missed.

---

6. Cleaning Scope & Facility Specifications

Question: The links to the Scope of Work referenced in the RFP do not appear to be working or redirecting properly. If possible, could you please provide the correct links for each library location?

- **Response:** You can find the scope of work links on our website.

Question: Please clarify the designated waste disposal locations and whether the contractor is responsible for transporting collected trash from each facility to an exterior dumpster or other designated disposal point. Are there any specific waste-handling procedures or distance considerations that bidders should factor into their pricing?

- **Response:** The procedures for waste disposal are included in the scope for each branch. Dumpsters are located on site at each branch—typically near the loading dock entrance.

Question: The solicitation states that full-facility carpet cleaning is excluded, while spot cleaning is the contractor's responsibility. Please clarify the expected frequency or standard for carpet spot cleaning and whether any periodic carpet extraction is required under the janitorial contract.

- **Response:** Spot cleaning of carpet should be done on an as needed basis. Main entrance areas should be machine cleaned quarterly.

Question: Every task list requires quarterly machine carpet cleaning at the main entrances, but the bid says carpet cleaning is excluded. Should the quarterly entrance cleaning be included in our price? About how many square feet is it at each site?

- **Response:** Please see Addendum 1 for the revised scopes of work.

Question: Is a full vacuum once a month the expected standard for carpeted areas, or does the Library expect full vacuuming of public areas more often?

- **Response:** The expectation is that all areas with visible trash are vacuumed, and a different area is vacuumed each time so that the entire building is covered over the course of the month.

Question: Do we need to clean all of the glass in all of the internal study rooms every single night?

- **Response:** Yes, glass doors and windows leading to all interior rooms with glass doors and windows should be cleaned daily to remove all fingerprints, handprints, and tape residue left from signs.

Question: At each site, carpet plus hard floor is less than total square footage (for example, about 1,880 sf at Denmark and 1,100 sf at Cumming). What makes up the difference, and is it cleaned under this contract?

- **Response:** These are approximate measurements and do not include any server rooms, electrical rooms, or storage closets.

Question: The Cumming Library lists no hard floor. Are restroom floors and entryways counted elsewhere, and roughly how much hard floor is there?

- **Response:** The restrooms, staff breakroom and entry ways are the only hard floors in the building. The restrooms should be swept and mopped nightly. The entryway needs sweeping to remove leaves and other debris. The breakroom needs to be spot vacuumed to remove any visible debris.

Question: How many square feet need quarterly waxing and buffing (the Sharon Forks breakroom, and the Admin IT office and large storeroom)? Are the Admin IT and storeroom floors VCT, which can be waxed, or LVT, which can't?

- **Response:** Please see Addendum 1 for the revised scopes of work.

Question: The chair and table storage document for Denmark Library is titled "Meeting Room Side A" and specifies 67 chairs and 10 tables. Does the Denmark meeting room have a Side B with additional chairs and tables requiring the same nightly reset, and if so, what are the counts?

- **Response:** Yes, the Denmark Meeting Room has a side B with additional chair and table storage that will require a reset as needed.

Question: Could you share approximately how many chairs and tables are located on Side B? That count will help bidders estimate the nightly reset time accurately for Denmark.

- **Response:** There are 130 total chairs, not always split exactly, but generally 90 are stored in side A and 40 in side B. There are 20 tables, 10 are stored on each side. Though some tables and chairs storage should be anticipated any given night, the room setup varies and our experience is that on the rare occasion of the room maximum setup using all tables and chairs typically takes 1 person 20–30 minutes to complete the task.

Question: Denmark_Chair_and_Table_Storage.pdf. Please confirm this is reference material for the Denmark task list (chair and table storage), not a separate bid item.

- **Response:** The Denmark_Chair_and_Table_Storage.pdf file is reference material only.

Question: The Denmark task list has no quarterly restroom grout cleaning. Is that intentional?

- **Response:** Yes, these bathrooms do not have tiles so no grout cleaning is needed.

Question: For Denmark, is the outdoor space considered part of the scope and cleaning space?

- **Response:** The outdoor spaces are not part of the scope; however, all trash receptacles on the porches and near garden and picnic areas should be emptied daily.