



FORSYTH COUNTY PUBLIC  
LIBRARY

## INVITATION TO BID—Janitorial Services ADDENDUM #2

This addendum corrects the wording for item 12 on page 22 of the invitation to bid document.

This addendum also answers questions received as of October 10, 2024.

- 12. AWARD:** Forsyth County Public Library reserves the right to make an award as deemed in its best interest, which may include awarding the whole bid, only part of the bid, or none of the bid to a single Bidder or to multiple Bidders, based on the County's Library's sole discretion of its best interest. Award will be made to the lowest responsive and responsible Bidder meeting the Bid specifications. This is the Bidder who submits the lowest price, whose Bid meets the specifications, who agrees to contract terms and conditions with Forsyth County Public Library, and who is clearly capable of performing the resulting contract. Therefore, the lowest responsive Bidder will not always be the Bidder who has submitted the lowest monetary bid. The evaluation of award will consider the cost, efficiency, dependability, prior service, experience, and any factors which influence the necessary operations of Forsyth County Public Library. The County Library may make such investigations as it deems necessary to determine the ability of the Bidder to perform, and the Bidder shall furnish to the County Library all such information and data for this purpose as the County Library may request. Any Bidders submitting fluctuating pricing or charging for freight may not be considered for award. Forsyth County Public Library reserves the right to reject or accept any or all bids and to waive technicalities, informalities and minor irregularities in bids received.

Q: Was there an incumbent prior and is the scope of work the same?

A: *Yes, we currently have a contract in place. The scope of work is the same with the addition of items related to the Denmark Library.*

Q: What is your budget for this project?

A: *\$80,000 - \$95,000*

Q: Will the contract be awarded to 1 or several contractors?

A: *"Forsyth County Public Library reserves the right to make an award as deemed in its best interest, which may include awarding the whole bid, only part of the bid, or none of the bid to a single Bidder or to multiple Bidders, based on the Library's sole discretion of its best interest."*

Q: Is Bond required for any of the bids?

A: *There is no bond requirement for this bid.*

Q: Can we revisit the location after to take our own measurements?

A: *With the exception of Denmark, which is still under construction, potential bidders can revisit the sites. Please contact Scot Wells ([wellss@forsythpl.org](mailto:wellss@forsythpl.org)) prior to the visit so that we can alert staff.*

Q: Also, I read that Forsyth County Public Library doesn't reimburse for taxes. Does this mean that the contractors are responsible for W-2 employee taxes?

A: *Forsyth County Public Library is exempt from federal excise and state sales tax. The successful bidder will be responsible to pay all taxes required of them by law.*

Q: Who is the current contractor and what is their pricing?

A: *The current contractor is Building Maintenance Services, Inc. The current contract is for \$67,368 (which does not include Denmark).*

Q: I wanted to clarify if whether the janitorial bid will require submitting one overall budget for all the branch locations, or if each branch has its own separate budget that should be accounted for individually in the bid?

A: *Please refer to the bid schedule included in the invitation to bid. We are asking for an annual amount and monthly amount for each location as well as a total annual and monthly amount.*

Q: From the solicitation it looks like we need 14 staff. It specifies how many staff. Am I seeing this correctly?

A: *As stated in the bid: "Contractor is responsible for calculating appropriate man hours at each building to assure proper cleaning of library facilities." The specific number is up to the potential bidder.*

Q: What has happened to the previous company who was cleaning the facilities? Did their contract end or were you not satisfied with the service?

A: *The contract with our current contractor expires on 12/31/2024.*

Q: Is auto insurance necessary when and if they are local and or laborers stay within walking distance from library?

A: *The Library does not require workers to have auto insurance. All work performed will be inside the library or within walking distance around the library building.*

Q: I was not able to attend the pre-bid meeting for the locations but I still want to place a bid. Am I still able to do so?

A: *As the invitation to bid states: For bids to be considered, the potential bidder must attend the mandatory pre-bid meeting for each location.*

Q: Can you please clarify in SF the areas needing quarterly carpet cleaning at the entrance?

A: *The carpet inside the main entry doors, running between the Patron Restrooms, and the carpeted ramp inside the lobby leading to the interior doors.*

Q: Is there a budget for each library?

A: *The total budget for the project will be allocated accordingly for each library.*

Q: Can you provide us with the bid tab sheet from the last bid opening? Can you provide the current bid tab including any modifications?

A:

Company	Amount of Bid
Southeast Solutions	\$ 56,160.00
Building Maintenance Services, Inc.	\$ 60,420.00
ST Cleaning Solutions	\$ 64,656.00
3H Service Systems, Inc.	\$ 90,502.20
ICS, Inc.	\$ 104,400.00
General Building Maintenance, Inc.	\$ 125,008.97
American Facility Services	\$ 128,400.00
Advanced Building Group, LLC	\$ 151,959.96
Mims Janitorial Service	\$ 199,200.00
JaniKing	\$ 293,148.00
BTK Tech Consulting, Inc.	\$ 954,396.60
NV Cleanz, LLC	\$ 5,611,818.70

*The contract was awarded to Building Maintenance Services, Inc. on September 27, 2021. The contract was renewed September 19, 2022, for \$67,368.30. The second renewal was exercised on November 20, 2023, with no changes to the contract price.*

Q: Will the contractor be responsible for providing supplies such as toilet paper, paper towels, soap, etc.?

*A: The contractor is only responsible for providing cleaning supplies. Each location keeps a supply of toilet paper, paper towels, soap, and toilet seat covers.*

Q: Does the library have a preferred brand of cleaning supplies?

*A: No*

Q: Can the carpet cleaning/waxing be subcontracted out?

*A: Yes, the carpet cleaning and waxing can be subcontracted out but each subcontractor must have filled out an E-Verify form before coming on site to work.*

Q: Will the deadline be extended for bids?

*A: In order to be able to present this to our board of trustees in November, we will not be extending the deadline for bids.*

Q: Could you please further explain the triplicate copy requirement? Are bidders requested to submit three paper submissions with one document identified as the original and unbound? The additional clarification will assist in ensuring that we are compliant with the submission requirements.

*A: Yes, bidders should provide 3 copies of the bid.*

Q: Is this a follow-on contract?

*A: This agreement may be renewed on a year-to-year basis for two (2) additional one (1) year terms.*