

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

Christopher Rossman
Director of Purchasing

719 S. Batavia Ave., Bldg. A, 2nd Floor
Geneva, Illinois 60134
Telephone: (630)232-5929
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September 30, 2014

ADDENDUM 3

RFP No. & Title: 32-014 Janitorial Services

The attention of bidders is called to the following changes, clarifications and/or additions/deletions to the original bid document and they shall be taken into account in preparing the BID and shall be part of the contract.

CHANGES

1. Building Managements is requesting vendors to submit hourly rates for all Locations, except Location 14, which the Transportation Division still wants a monthly rate for janitorial services and hourly rates for additional personnel, carpet cleaning and stripping and waxing of tiled floors.

When submitting your bid, please use the new Offer to Contract form that is marked Addendum 3 and Exhibit 1 Worksheet.

2. The Offer to Contract, Section III. A. and B. have been revised and now located on Exhibit 1 Worksheet, and Section III. C. has been struck from the document. The carpet cleaning and stripping and waxing of the tiled floors will be done at the hourly rates listed for each location listed on Exhibit 1 Worksheet.

Section I.G.11 has been struck from the specifications.

3. The start time for Locations 12, 13, 15 and 16 have changed to 5 p.m. and now have an ending time, as shown on the Exhibit 1 Worksheet.

4. The end time for Location 17 was added and will be 6:30 p.m., as shown on Exhibit 1 Worksheet.

5. Section II. A. Part 1, for Location 1 references 1 Crew, which shall consist of 6 people and 1 shall be a working supervisor, as shown on Exhibit 1 Worksheet.

6. The shift hours for Porters at Locations 1- 5 and 10 include a 30-minute unpaid lunch break.
7. The shift hours for Porter at Locations 4 changed to 5 a.m. to 1:30 p.m. from 5 a.m. to 10 a.m., as shown on Exhibit 1 Worksheet.
8. Section I.E.1. was changed and shall read as follows: The Contractor will determine the number of ~~man hours (Porter)~~ and supervisory hours necessary to provide the specified services. The cost of equipment and supplies necessary to provide the necessary services are to be included in the bid price. All work is to be done Monday through Friday (except holidays when the County offices are closed), hours will vary by location. If there is a need for work outside of the approved timeframes it shall approved by Kane County staff before commencing work.
9. Section III. A. and C. have been struck from the specifications.

CLARIFICATIONS

1. Bid Bond and Performance Bond are not required for these services.

Please respond accordingly and confirm your receipt of Addendum 3. If you have any additional questions, please fax to (630) 208-5107 or via e-mailed.

Sincerely,

Tim Keovongsak, Buyer II

Attachments: Addendum 3 Offer to Contract
Exhibit 1 Worksheet

KANE COUNTY
OFFER TO CONTRACT FORM
For
32-014 JANITORIAL CLEANING SERVICE

Bid Due Date & Time: 4 p.m., Friday, October 3, 2014

To: County of Kane (Purchasing Department)
Kane County Government Center, Bldg. A
719 S. Batavia Ave.
Geneva, IL 60134

The following offer will be made to the County of Kane, Illinois, hereafter called the Owner.

Submitted By: _____

- I. The undersigned Contractor proposes and agrees, after having examined the specifications, quantities and other contract documents, to irrevocably offer to furnish the materials, equipment and services in compliance with all terms, conditions, specifications and amendments contained in the bid solicitation documents. The items in this Invitation to Bid, including, but not limited to, all required certificates, are fully incorporated herein as a material and necessary part of the contract.
 - A. The Contractor shall also include with his bid any necessary literature, samples, etc., as required within the Invitation to Bid, Instruction to Bidders and specifications.
 - 1. The Contractor has examined the Contractor Disclosure section of the Instruction to Bidders, and has included or provided a notarized document listing all cumulative campaign contributions made within the past twelve months, to any current or countywide elected officer, and ownership interest in entity greater than five percent.
 - B. For purposes of this offer, the terms Offerer, Bidder, Contractor, and Vendor are used interchangeably.
- II. In submitting your Offer, the Contractor acknowledges:
 - A. All bid documents have been examined: Instructions to Bidder, Statement of Work, and the following addenda:

No._____, No._____, No._____, (Contractor to acknowledge addenda here).
 - B. The site(s) and locality have been examined where the Service is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations, as Contractor deems necessary.
 - C. To be prepared to execute a contract with the Owner within ten (10) calendar days after acceptance of the bid by the Owner.

III. MAIN BID:

A. PART 1:

Include Exhibit 1 Worksheet for Locations 1, 2, and 3.

B. PART 2:

Include Exhibit 1 Worksheet for Locations 4-13 and 15-17.

Building Location	Cost Per Month	Annual Cost
Location #14 - Division of Transportation (All Buildings) 41W011 Burlington Rd. St. Charles, IL		
Cost of additional personnel	Per Hour	
Carpet Cleaning	Per Hour	
Stripping and waxing of tiled floors	Per Hour	

Additional Comments:

By signing this Bid, the Offeror hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended. The awarding of any contract resulting from this Bid will be based upon the funding available to Kane County, which may award all or part of this project. The terms of the Bid and the response shall be incorporated by this reference as though fully set forth into the Contract notwithstanding any language in the contract to the contrary. In the event of any conflict between the terms of the Contract and the terms of the Bid and the response, the terms of the Bid and the response shall govern. Every element or item of the Bid and the response shall be deemed a material and severable item or element of the contract. This is a two (2) year contract with mutual option to extend for additional three (3) one (1) year renewals. **THIS SECTION MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY OR ENTITY RESPONDING TO THE BID AND THE RESPONSE.**

Signature _____ Typed Signature _____
Company _____
Address _____
City/State/Zip _____
Phone # _____ Fax # _____
Cell Phone # _____
Federal I.D./Social Security # _____ Date _____

ACCEPTANCE

The Offer is hereby accepted for Janitorial Services:

The Contractor is bound to provide the services and materials listed by the attached contract and based upon the Invitation to Bid, including all terms, conditions, specifications, amendments, and the Contractor's offer is accepted by the County of Kane.

This contract shall henceforth be referred to as Contract Number **32-014**. The Contractor has been cautioned not to commence any billable work or to provide any materials or services until this Contractor receives a purchase order and or notice to proceed.

Christopher J. Lauzen
Chairman, County Board
Kane County, Illinois

Date

Exhibit 1 Worksheet

Addendum 3

A. PART 1:

Building Location	Hours per Day	Number of People	Total Hours Per Day	Shift Day or night	Days of week	Cost per Hour
Location #1 - Judicial Center 37W777 Rt. 38, Rt., St. Charles, IL	8	1	8	8 a.m. - 4:30 p.m.	M - F	
Crew shall be 6 people and 1 must be a working supervisor	4.5	5	30.5	5 p.m. – 9:30 p.m.	M - F	
	4.5	1	4.5	5 p.m. – 9:30 p.m.	M - F	
Location #2 - Juvenile Justice Center 37W655 Rt. 38, St. Charles, IL	8	2	16	7 a.m. – 3:30 p.m.	M - F	
Location #3 – Sheriff’s Department 37W755 Rt. 38, St. Charles, IL	8	1	8	7 am – 3:30 p.m.	M - F	

Cost of additional personnel for Part One	Per Hour	
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B. PART 2:

Building Location	Hours per Day	Number of People	Total Hours Per Day	Shift Day or night	Days of week	Cost Per Hour
Location #4 – Government Center (All Buildings) 719 S. Batavia Ave., Geneva, IL	8	2	16	5 a.m. - 1:30 p.m.	M - F	
	4	1	4	6:30 p.m. – 10:30 p.m.	M – F	
Location #5 - 3 rd Street Courthouse 3 rd St. and James St., Geneva, IL	8	1	8	6 a.m. - 2:30 p.m.	M - F	
Location #6 – Public Defenders Office 401 Campbell St., Geneva, IL	2	1	2	6 a.m.- 8 a.m.	M - F	
Location #7 – Child Advocacy Center 427 Campbell St., Geneva, IL	2	1	2	4:30 p.m. – 6:30 p.m.	M-W-F	
Location #8 – Child Advocacy Center 428 James St., Geneva, IL	2	1	2	4:30 p.m. – 6:30 p.m.	T-Th	

Exhibit 1 Worksheet

Addendum 3

Building Location	Hours per Day	Number of People	Total Hours Per Day	Shift Day or night	Days of week	Cost Per Hour
Location #9 – 6 th Street R.O.E. Building 210 S. 6 th St., Geneva, IL	4	1	4	6 a.m. – 10 a.m.	M - F	
Location #10 Circuit Clerk Building/Branch Court 530 & 540 S. Randall Rd., St. Charles, IL	8	1	8	6 a.m. - 2:30 p.m.	M - F	
	4	1	4	2:30 p.m. – 6:30 p.m.	M - F	
Location #11 - Diagnostic Center 757 E. Fabyan Pkwy., Geneva, IL	2	1	2	4:30 p.m. – 6:30 p.m.	M-W-F	
Location #12 - Court Services 80 S. Grove Ave., Elgin, IL	2	1	2	5 p.m. – 7 p.m.	M - F	
Location #13 - Court Services 1330 Highland Ave., Aurora, IL	2	1	2	5 p.m. – 7 p.m.	M - F	
Location #14 - Division of Transportation (All Buildings) 41W011 Burlington Rd. St. Charles, IL	Enter monthly Costs for Location 14 on the Offer to Contract Form					
Location #15 - Health Department 1240 N. Highland Ave., Aurora, IL	3	1	3	5 p.m. – 8 p.m.	M - F	
Location #16 - Health Department 1750 Grandstand Place, Elgin, IL	2	1	2	5 p.m. – 7 p.m.	M-W-F	
Location #17 – Animal Control Facility 4060 Keslinger Rd., Geneva, IL	2	1	2	4:30 p.m. – 6:30 p.m.	M-W-F	

Cost of additional personnel for Part Two	Per Hour	
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Additional Comments:
