



DATE: MAY 8, 2024
 TO: ALL PROSPECTIVE VENDORS
 FROM: VERONICA JACKSON
 PURCHASING AND CONTRACTS COORDINATOR
 SUBJECT: ADDENDA# 1
 RFP# 24-0517, CUSTODIAL EQUIPMENT

All respondents are hereby advised of the following amendments to the Request for Proposals (“RFP”) document which are hereby made an integral part of the proposal documents for the subject contract, prepared by the Clarke County School District (“CCSD or District”).

Proposals submitted shall be deemed to include contract document information as shown in **ADDENDUM NO. 1**. Respondents shall be required to acknowledge receipt of this addendum in their proposal response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their proposal response.

This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the **“RFP# 24-0517, CUSTODIAL EQUIPMENT”**, response date, and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THIS DOCUMENT.

The Addendum becomes a part of the Original document and Modifies, as noted below:

A. **MODIFICATIONS & REVISIONS** *(clarifications in red)*

CLARIFICATIONS:

2.16. EXCEPTIONS – Page 7

The submission of a proposal shall be considered an agreement to all the terms and conditions provided herein and in the various RFP documents, unless specifically noted otherwise in the proposal. Any deviation from the specifications must be clearly identified ~~on the appropriate Proposal Form(s)~~ in an accompanying letter.

If the proposer wishes to provide additional details regarding the deviations in an accompanying letter, ~~it should be noted on the appropriate Proposal Form(s)~~ it should be submitted for review by CCSD personnel, within the facilities and custodial operations. The furnishing of cuts, catalogs or printed descriptions will not relieve the Proposer of this requirement.

CCSD shall determine in its sole discretion whether substitutions or modifications of the requested specifications are comparable to those contained within the RFP. If CCSD determines that the modifications or deviations from the specifications are not in compliance, the Proposal may be rejected.

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REVISIONS:

5.7. TRADE NAMES, "OR EQUAL" CLAUSE – Page 15

The number and trade names given for any products taken from various manufacturers' catalogs as stated shall be construed as being descriptive only of, type, style and quality of materials required. Specifications to any article, device, product, material fixture, form or type of construction, etc., by name, make or catalog number, with or without the words "or equal", shall be for the purpose of establishing a standard of quality and shall not be construed as limiting competition. Should the Contractor wish to use a product other than the make or kind specified, but which is equal to that specified, he/she shall submit to the Purchasing Department a request for approval of substitution. CCSD shall determine in its sole discretion whether substitutions or modifications of the requested specifications are comparable to those contained within the RFP. If CCSD determines that the modifications or deviations from the specifications are not in compliance, the Proposal may be rejected.

REVISIONS:

7.0 SELECTION PROCESS

PHASE 1 - RFP's shall be evaluated per the scoring matrix listed.

CRITERIA	POINTS
Completeness of the Proposal Thoroughness of the responses in providing requirements outlined in the Scope of Services. 4-Supported requirements listed in the Scope of Services; 3-Somewhat answered all of the requirements; 1-The response is general; lacks specifics in explaining the requirements in the Scope of Services; and 0-The response does not provide a response to the requirements listed	4
Proposer's Experience, Qualifications Proposer's experience of similar projects.	15
Plan Design and Methodology <ul style="list-style-type: none">▪ Vendor shall provide the details on the process of implementing services;▪ Proposal provides project schedule, timeline and delivery dates,▪ Serviceability/Repairs, and▪ Warranties	25
Capabilities <ul style="list-style-type: none">▪ Proposer's equipment met the specifications set forth within the RFP requirements.	30
Cost and Fees (Total Cost)	15
References Vendors shall provide three customer references of similar services to the one proposed to the Clarke County School District.	5
Local Preference "Local vendor" is one having its residence (in the case of an individual) or principal office (in the case of a business entity) in Athens-Clarke County, Georgia	3
Value Added Provide any unique elements of your offer, not already specified or proposed that you believe will bring value to this contract. This shall include services, which shall contribute to the accomplishment of the District's mission and goals, including but not limited to the provision of internship or employment opportunities for CCSD students.	3
TOTAL	100

PHASE 2 - CCSD may require qualified Offeror(s), to participate in a detailed oral interview/demonstration. This phase may consist of additional points to be added to Phase 1.

B. QUESTIONS & ANSWERS *(clarifications in red)*

1. Is proof of insurance required with bid submission? Would the bid agency name need to be on insurance documents?

A: Yes; please add Clarke County School District

2. The Affidavits section says, “Contractor must submit properly completed and executed E-verify Affidavit and Debarment/Suspension Status and Non-Collusion Affidavit with the bid/proposal package” (Pg 7). No forms have been provided for such. Do these documents need to be notarized or will signature by designated company official be sufficient?

A: In Section 4, it states that these form(s) will be completed by the awarded vendor.

3. In the Introduction pt. 5.7. it says trade names are for reference only but the scope of services pt. 6.1.2. says proposals should be brand specific. Please clarify if alternates are allowed. Is there a separate form?

A: The language of 5.7 has been revised in accordance to Section A of this addenda document.

If there are any requested deviations/alternates, they should be listed on company letterhead, along with the proposed specifications for review.

Proposal Due Date/Time Remains: **MAY 17, 2024 at 11:00 AM (EDT)**

Name of Proposer

Address

Signature

Date

Unless otherwise changed by an addendum, all other information will remain the same.

END OF ADDENDUM