

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
 Fax: (630) 208-5107

January 19, 2010

ADDENDUM #2

RFP No. & Title: 04-010 Janitorial Cleaning Services

The attention of responders 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 your bid response and shall be part of the contract.

Clarifications

Question #1	What did the County pay for its liner purchases in 2009?
Answer #1	Reference Trash Liner Purchases in FY2009 below.

Kane County Trash Liner Purchases in FY2009

Item Description	Cases	Unit Cost	Total
7-10 gal. black	58	\$ 15.51	\$ 899.58
7-10 gal. clear	17	\$ 18.71	\$ 318.07
12-16 gal. black	20	\$ 21.31	\$ 426.20
33 gal. black, 1 mil	44	\$ 20.00	\$ 880.00
20-30 gal. clear	1	\$ 13.22	\$ 13.22
20-30 gal. black, 1 mil	83	\$ 17.90	\$ 1,485.70
55 gal. clear, .5 mil	13	\$ 33.57	\$ 436.41
55 gal. black, 1.25 mil	118	\$ 16.00	\$ 1,888.00
60 gal. black, 1.5 mil	20	\$ 20.04	\$ 400.80
55 gal. black, .9 mil	3	\$ 15.53	\$ 46.59
33 gal. Sure Sak, 1.5 mil	10	\$ 47.35	\$ 473.50
55 gal. black, 2 mil	72	\$ 28.22	\$ 2,031.84
Total Purchases			\$ 9,299.91

Question #2	Do you have an employee count for each location?
Answer #2	Reference Employee Listing below.

Kane County Employee Count by Location

Location Name	Location #	Number of Employees
Judicial Center	1	241
Government Center	2	281
3rd Street Courthouse	3	30
Building Management	4	3
Child Advocacy Centers (combined)	5 & 6	16
6th Street ROE Building	7	37
Circuit Clerk Building	8	121
Juvenile Justice Center	9	68
Diagnostic Center	10	11
Sheriff's Office	11	114
Division of Transportation	12	63
Court Services - Elgin	13	22
Health Department – Elgin (combined)	14,15,16	47
Court Services - Aurora	17	23
Health Department - Aurora	18	57

Please confirm receipt of Addendum #2 on your Offer to Contract Form. If you have any questions, please feel free to contact my office at (630) 444-1071.

Sincerely,

Jim Hansen
Assistant Purchasing Director

**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
Fax: (630) 208-5107

January 15, 2010

ADDENDUM #1

RFP No. & Title: 04-010 Janitorial Cleaning Services

The attention of responders 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 your bid response and shall be part of the contract.

Changes

Change #1	The square footage listed for the Child Advocacy building at 427 Campbell St., Geneva was incorrect; the correct square footage of cleanable area is approximately 5,000.
Change #2	The square footage listed for the Judicial Center at 37W777 Rt. 38 was incorrect; the correct square footage of cleanable area is approximately 85,000.

Clarifications

Question #1	Page 4 – Terms and Conditions, Category 26 - Certificate of Insurance required by Kane County, item D: You state that if employees at this site are sublet/subcontracted, the main contractor shall require them to provide certificate of insurance for Workmen’s Comp. How will you know if they are subcontractors? This conflicts with page 3, “Statement of work” first paragraph where it states that the “contractor shall employ no subcontractors on this project.”
Answer #1	If something is stated in the Statement of Work that differs from the

	Terms and Conditions, the Statement of Work language will rule. The Terms and Conditions are “boiler plate” language; we do not change them from solicitation to solicitation. In this case there will be NO subcontractors allowed.
Question #2	Page 3 – Statement of Work, paragraph 5: You are requiring all employees to have a driver’s license. Employees are not required to have a driver’s license at this time. We do the security checks and provide them to Kane County for approval or non-approval. Transportation is the employee’s responsibility and it is our responsibility to ensure they are always at work. I am concerned that this might be considered possibly discriminatory since they don’t currently drive my vehicles or Kane County’s vehicles. As an FYI -at present, our employees have not been issued Kane County ID’s and although that isn’t a problem moving forward if that is the plan, I wanted to bring it to your attention that the practice is not currently being done.
Answer #2	In 2009 the County Board passed a Resolution requiring that all employees, contractors (and their employees) and any interns of the County shall be issued County ID’s. As stated in the specifications all employees of the contractor shall have a County supplied ID, the County requires a valid driver’s license number or state ID to create said ID.
Question #3	Do you require certified payroll and how is the prevailing wage requirement handled?
Answer #3	This is not a Prevailing Wage contract.
Question #4	Is there any public information available on the amount of the current contract that was awarded for this bid?
Answer #4	The current contract is for \$31,562 a month, plus \$16.00 dollars an hour for eight (8) hours a day, five (5) days a week at the Sheriff’s Department for the one (1) Day Porter.
Question #5	Will the awarded Vendor be responsible for all snow removal and salting?
Answer #5	No, the Vendor will only be used if needed and if there is personnel present. The County will not call in the Janitorial staff to remove snow and salt.
Question #6	What is the average occupancy rate of the juvenile justice center?
Answer #6	50

Additions

Addition #1	In the Statement of Work it is stated that in order to receive a County ID you must have a state driver’s license to obtain the ID.
Addition #1	We have added to the requirement for a County ID, that a valid state issued ID will be accepted in lieu of a driver’s license.

Please confirm receipt of Addendum #1 on your Offer to Contract Form. If you have any questions, please feel free to contact my office at (630) 444-1071.

Sincerely,

Jim Hansen
Assistant Purchasing Director

**PUBLIC NOTICE
OF
INVITATION FOR BID**

COUNTY OF KANE

BID # 04-010 Janitorial Cleaning Services

The County of Kane is accepting competitive sealed bids from qualified and Experienced Vendors/Contractors to provide janitorial cleaning and incidental services for various county buildings.

Bid documents may be obtained at the Kane County Government Center, Building A, Purchasing Department, 719 S. Batavia Avenue, Geneva, IL, 60134. Vendors interested in obtaining this bid document; may register to be placed on the vendor list by e-mailing the completed contact information to purchasing@co.kane.il.us , after receipt of your information the bid documents will be e-mailed to your attention.

A ONE-TIME (1) Pre-Bid Site-Meeting will be held on Wednesday, January 13, 2010 at 10:00 a.m. at the Kane County Judicial Center at 37W777 Rt. 38 St. Charles, IL 60175 (Front Lobby).

Bids are due in the Kane County Purchasing Office, located at 719 S. Batavia Ave., Geneva, IL 60134, at 2:00 PM., FRIDAY, JANUARY 22, 2010, where they will be publicly opened and read.

An Equal Opportunity Employer

Required Vendor Contact Information

Requesting Company: _____

Contact: _____

Address: _____

City, St. and Zip: _____

Phone: _____ Fax: _____

FedEx# _____ UPS# _____

E-mail: _____ (Please print legibly)