Shelby County Janitorial Services

ADDENDUM NO. 1

Date: November 13, 2026

RE: Shelby County Janitorial Services

BID DATE AND TIME:
Tuesday, November 24, 2026 at 2:00 p.m. CST

Location for the bid opening remains the Shelby County Manager's Office, located at 200 West College Street, Room 123, Columbiana, Alabama, 35051

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General:

There is a Mandatory Pre-Bid Conference Meeting on November 19, 2026 at 10:00 a.m. CST in the conference room of the Facilities & General Services Building, 280 McDow Road, Columbiana, Alabama 35051. The location of the bid opening meeting is at 200 West College Street, Room 123, Columbiana, Alabama, 35051 on November 24, 2026 at 2:00 p.m.

Project Manual, Plans and Specifications:

- Revised Specs, revised Invitation to Bid, and revised Proposal will be uploaded to Ebid portal

Substitution Request:

None

Questions and Clarifications:

Q1 - Must the established, operating office within 50 miles of Columbiana be in place at bid submission, contract award or the January 9 service start?
A1 - The office must be established and in place on or before these contract services begin.

Q2 - Is a newly established office acceptable, and what documentation is required?
A2 - The office must be established and in place on or before these contract services begin. This verifiable information as well as the other contractor requirements shall be provided with the bidder's proposal. Per bid specifications: "Bidders must submit with their bid a minimum of three commercial client references with at least one reference covering janitorial servicing of 50,000 square feet or

more of commercial office space for two or more years commensurate with the janitorial services denoted within these specifications. Any Bidder may be required to furnish additional evidence satisfactory to Shelby County that they have sufficient experience to assure completion of the services described in a satisfactory manner and that their current staff and workload allows for sufficient capability to furnish the service required. Successful Bidder shall submit any additional information required as described within 48 hours after bid time. "

Q3 - The specifications list the Landfill Scale House at five days weekly and Sheriff's Training Center at three. The proposal form reverses those frequencies. Which should bidders price?
A3 - Both are five days per week. See revised proposal form and revised specifications.

Q4 - How should the airport alternate, priced per cleaning, be reflected in the grand total labeled per month?
A4 - Per the proposal form, it should be priced per each individual cleaning on the "Alternate #1" line. The unit price for the alternate should only be included once on the "Grand Total Per Month All Areas and Alternates" line on the proposal form. If errors are discovered in an of the totals on any bidder's proposal form the unit prices for each line shall govern. The scope of work is striping and waxing the floors and cleaning the carpet and upholstery as shown on the proposal form.

Q5 - When will plans and the anticipated cleaning commencement date for the future EMA/IT building be available?
A5 - The floor plans will be issued as part of the next addendum and shall also be available at the pre-bid meeting. Building construction is underway and the contractor is schedule to be completed in March 2027.

Q6 - Please confirm the required insurance types, limits and evidence deadlines across the invitation, proposal form and sample contract.
A6 - See Invitation to Bid document section "Requirement for Contractors" related to insurance type, limits and deadlines for evidence of insurance. This is a service bid and not a public works contract, therefore the award will be made by county commission resolution and issuance of a purchase order number. If at any time service requirement per the bid specifications are not met the contractor shall be notified in writing of termination.

Q7 - Please clarify the maximum renewal term and how annual CPI-U adjustments apply alongside the unchanged-pricing provision.
A7 - For simplicity, the CPI adjustment has been removed from the Invitation to Bid document (see attached). If agreeable by both parties (contractor and County) the contract for these services may be extending for up to two additional years in addition to the initial term of one year for a total maximum of 3 years per Alabama bid law. If after the first year, either party decides to not extend this contract for additional years, the services shall be rebid.

Q8 - May a prime bidder meet these through its County-approved local janitorial subcontractor, and may that subcontractor attend the November 19 pre-bid conference as our representative?
A8 - The prime contractor must meet the bid requirements.

Q9 - Can you please provide the total cleanable sqft for Janitorial Services - Areas 2,3, and 4?
A9 – Per Invitation to Bid, not building square footages will be provide and no pricing should be based solely on a building's square footage. The buildings need to be walked and examined for calculating pricing.

End of Addendum