



DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASE AND CONTRACT
IMPORTANT RFP ADDENDUM

COPY

February 10, 2010

FAILURE TO RETURN THIS RFP ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

RFP Number: 201000129
ADDENDUM Number: 01

COMMODITY: Cleaning Contract/Camp Butner
USING AGENCY: DEPARTMENT - Crime Control and Public Safety

OPENING DATE/TIME: February 24, 2010 @ 2:00

PURCHASER: Mildred Christmas

INSTRUCTIONS:

1. Please make the following change(s) in the RFP referenced above:

THE OPENING DATE HAS BEEN EXTENDED UNTIL WEDNESDAY, FEBRUARY 24, 2010 AT 2:00 PM. The questions on the next page were received in response to this RFP.

2. Check ONLY one of the following categories and return one properly executed copy of this addendum along with your proposal at the opening time and date.

Empty checkbox

Proposal has already been submitted. Changes resulting from this addendum are as follows:

Empty checkbox

Proposal has already been submitted. NO CHANGES resulted from this addendum.

Checked checkbox

Proposal has NOT been submitted and ANY CHANGES resulting from this addendum are included in our proposal.

Execute Addendum:

OFFEROR: EUDORA COMMERCIAL CLEANING SERVICE
ADDRESS (CITY & STATE): P.O. BOX 61492
AUTHORIZED SIGNATURE: [Signature] DATE: 2/20/10
NAME and TITLE (Print): NIVER M. KRAH, OWNER

Table with 2 columns: DELIVERED BY US POSTAL SERVICE (REGULAR/STANDARD MAIL ONLY) and DELIVERED BY ANY OTHER MEANS/SPECIAL DELIVERY/OVERNIGHT (BY ANY OTHER CARRIER). Includes RFP NO. and department address information.

SPECIAL NOTE - PLEASE READ

The US Postal Service DOES NOT deliver any mail (US Postal Express Mail, Certified, Priority, Overnight, etc.) to our physical address of 116 West Jones Street.



COST PROPOSAL/EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following

- This proposal is signed by an authorized representative of the firm
- It can obtain insurance certificates as required within 10 calendar days after notice of award
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost
- All labor costs, direct and indirect, have been determined and included in the proposed cost
- The offeror is aware of prevailing conditions associated with performing these services
- The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions
- The offeror is registered in NC E-Procurement @ Your Service or agrees to register within two days after notification of contract award

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 30 days from the date of the opening, to furnish the subject services for a cost not to exceed \$ 668.67 per month.

OFFEROR: EUDORA Commercial Cleaning Svc
 ADDRESS: P.O. Box 61492
 CITY, STATE, ZIP: Durham, NC 27715
 TELEPHONE NUMBER: 919 491 3919 FAX: 919 471 9657
 E-MAIL: invincible11@ncnc.com

Principal Place of Business if different from above (See General Information on Submitting Proposals, Item 18.):

2023 Strabo Street, Durham, NC 27705

Will any of the work under this contract be performed outside the United States? Yes No
(If yes, describe in technical proposal.)

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

BY: [Signature] TITLE: Owner DATE: 2/20/10
 (Signature)
MYER M. KRAH
 (Printed name)

ACCEPTANCE OF PROPOSAL

(Using Agency Name)

BY: Angel Wainright TITLE: Purchasing Agent DATE: 4/28/10

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Unsigned proposals will not be considered.

Cleaning Contract Camp Butner

Labor, Transportation, and Misc. overhead = $3400 \text{ sq ft} \times .15 \text{ cent/ sq ft} = 510.00/\text{month}$

Every three months cleaning and waxing of floors = $3400 \text{ sq ft} \times .07 \text{ sq ft} = 238.00 \times 3 = 714.00/\text{year}$

Annual Stripping/ Waxing Labor = $3400 \text{ sq ft} \times .35 \text{ sq ft} = 1190.00/\text{year}$ (or as needed)

$510.00 \times 12 + 714.00 + 1190.00 = 8024.00 \text{ year} / 12\text{months} = \underline{668.67/\text{month}}$

Extra service if needed (not included in above cost):

Windows interior & exterior (if needed bi-annual) = \$200.00 each time

EUDORA CLEANING SERVICES

OUR WORK PERFORMANCE IS A+

P.O. Box 61492 ► Durham, North Carolina 27715

919-491-3419 ► 919-949-4815

Dear Potential Customer:

Thank you for allowing us to present you with our professional general services information packet.

Eudora Cleaning Services was established in 2000 providing proficient cleaning services. This represents a company capable of handling space in size ranging from 1,000 to over 300,000.

Because we are a small company still growing we are able to give each client the individual attention needed to make sure the job is done right.

We are equipped to handle all of your cleaning needs; examples of some services we provide are as follows:

- General Cleaning Services
- Empty all trash containers and replace liners
- Collect all broken down boxes if any
- Sweep/vacuum/mop areas needed
- Clean & Deodorize all bathrooms
- Clean kitchen and appliances
- Dust furniture and window ledges
- Any glass or windows on entry doors
- Carpet cleaning
- Stripping & waxing floors
- Buff wood floors
- Window cleaning
- Supplier of paper products
- And more...

Once you have chosen **EUDORA CLEANING** as your janitorial service company, you will find that our trained staff will provide you with quality cleaning on a consistent basis. You will also find all of our staff to be friendly, forthcoming and always flexible. We can provide you with added or special services whenever and wherever they are requested. We have also attached a copy of our insurance certificate to show that we are insured and bonded to give you the confidence of knowing that the safety and security of your facility is backed by an extensive insurance coverage policy.

At **EUDORA CLEANING** we consider you our number one client. Customer satisfaction is our company's number one philosophy and we pride ourselves on just that.

I would appreciate the opportunity to meet with you to discuss your needs and provide you with a free quote. References attached.

Sincerely,



Myer M. Krah

Services to be provided



Private Offices (Desk if cleared)

Entrance Doors

Vacuum floors

Replace paper products

Windows inside and patios and storage areas

Clean countertops

All Floors (sweep and Mop – wood, ceramic tile and linoleum)

Clean windows and sills

Dust all areas

Kitchen countertops and bathrooms (disinfected and deodorized)

Discard all trash

Polish all stainless steel

Flush all floor drains (monthly)