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Sara Brown, Executive Director

## ADDENDUM NO. 2

Bid Evaluation Method, Update Square Footage, Update Bid Sheet, Acknowledgement

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### ADDENDUM NO. 2 JANITORIAL SERVICES – CENTRAL OFFICE

**Date:** December 19, 2025

**Original Advertisement Date:** December 4, 2025

**Bid Due Date:** December 29, 2025 (unchanged)

This Addendum No. 2 is issued to clarify evaluation procedures, provide additional facility information, and establish acknowledgment requirements. This addendum becomes part of the bid documents and must be acknowledged by all bidders.

### 1. Evaluation and Award Method

The Agency will evaluate bids using a **competitive evaluation process**. Bids will be reviewed for **responsiveness, responsibility, and price**.

Award will be given to the **responsive and responsible bidder whose submission is determined to be the most advantageous to the Agency**, considering both price and non-price factors.

#### Evaluation Criteria and Weights

| Evaluation Category           | Maximum Points |
|-------------------------------|----------------|
| Price                         | 40             |
| Experience & Capacity         | 20             |
| Completeness & Responsiveness | 15             |
| Insurance & Bonding           | 15             |
| Compliance & Responsibility   | 10             |
| <b>Total Possible Points</b>  | <b>100</b>     |

Price points will be calculated using a mathematical formula to ensure objectivity. Non-price factors will be evaluated using standardized rating scales applied consistently by all evaluators.

## **2. Clarification – Nutrition Kitchen Square Footage**

The Nutrition Kitchen referenced in the prior addendum is approximately **1,600 square feet**. This space is included in the monthly cleaning requirements previously described.

## **3. Bid Opening**

Bids will be opened **after the submission deadline**. Bid opening is not public. All bids will be opened at the same time and evaluated in accordance with the criteria stated above.

## **4. Updated Bid Sheet**

Updated bid sheet replaces previous Bid Sheet:

## **5. Acknowledgment of Addendums (Required)**

Bidders must acknowledge receipt of **Addendum No. 1 and Addendum No. 2** by completing the acknowledgment below and submitting it with their bid.

Failure to acknowledge both addendums may result in the bid being deemed non-responsive.

### **ADDENDUM ACKNOWLEDGMENT FORM**

The undersigned bidder acknowledges receipt of the following addendums:

- ☐ Addendum No. 1 (issued as Amendment)
- ☐ Addendum No. 2

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

# BID SHEET

## JANITORIAL SERVICES – CENTRAL OFFICE

(Issued with Addendum No. 2)

Our bid for the after-hours janitorial services described in the Advertisement for Bids and all addendums is:

\$ \_\_\_\_\_ per week

This price includes:

- All cleaning services described in the original bid documents.
- Monthly cleaning of the Nutrition Kitchen (approximately 1,600 sq. ft.).
- All labor, supervision, and vendor-provided supplies.
- Compliance with all insurance, bonding, and contractual requirements.

Company Name:

Authorized Signature:

Printed Name & Title:

Date: