

City of Beaufort
Janitorial Services (RFP 2015-104)
Questions and Answers Submitted by December 12, 2014

1. Is the contract currently being contracted out? If so, can you disclose the current vendor and price being paid?

Answer: Janitorial services are not contracted out at this time. All janitorial services are currently performed by City employees.

2. Will the cash property loss bond be due at time vendors submit their proposals?

Answer: The cash property loss bond is not required with the submitted proposal. The awarded vendor must provide proof of this bond within five (5) business days upon notification of award. Vendors must submit with their proposal proof of worker's comp. and general liability insurance meeting the required limits as specified in "Part VI – General Terms and Conditions." Vendors must also provide copies of three most recent Worker's Comp. Modification Reports.

3. Do vendors submit a separate proposal for a daytime cleaner? It states in bid package "proposal day time cleaner when required"?

Answer: A separate proposal is not required for the daytime cleaner. As stated in the RFP, the primary purpose of the daytime cleaner is to handle complaints and special events. An updated version of "Part IV – Location Information and Pricing Sheets" has been issued in Addendum #1 which includes proposing an hourly rate for the daytime cleaner when handling special events outside the scope of work.

4. Will a bid bond or performance bond be required?

Answer: A bid bond nor a performance bond is required for this RFP.

5. Could you send the RFP in a word document as we discussed in the meeting?

Answer: The word document has been emailed to the emails addresses provided at the mandatory pre-bid meeting.

6. What is the square footage of the total cleanable area? Could you break out the square footages for the carpet, VCT, and ceramic tile for each building?

Answer: The following are estimates and only pertain to areas of the buildings being cleaned:

	City Hall 1911 Boundary Street	Police/Municipal Court 1901 Boundary Street
Carpet	1st Floor – 3,300 SF 2nd Floor – 10,200 SF	1st Floor – 9,800 SF 2nd Floor – 2,600 SF
Vinyl Tile	1st Floor – 675 SF 2nd Floor – 140 SF	1st Floor – 3,100 SF 2nd Floor – 2,800 SF
Ceramic Tile	1st Floor – 2,950 SF 2nd Floor – 540 SF	1st Floor – 1,820 SF 2nd Floor – 1,050 SF

7. Cleaning of exterior windows 1x annually should be enough. Do you want the windows cleaned 2x annually as stated in the RFP? Or will it be changed to 1x annually?

Answer: This has been updated to 1x annually. Refer to Addendum #1.

8. Are all consumables, including liners, paper, and hand soap included in the cost per square foot or pricing?

Answer: Vendor is responsible for providing the necessary consumables which must be included with the submitted annual cost for the buildings. Vendors must describe in their proposal the estimated quantities of paper towels, toilet tissues, and liquid soap included in their proposed cost for the buildings. Vendors must include how many cases and the quantity per case they will provide each month.

9. Who furnishes the walk off mats and how many do you currently have or need?

Answer: Cintas currently furnishes fifteen (15) walk off mats to the City. The City currently has two (2) 3X5 black mats and three (3) 4X6 black mats at City Hall. The City currently has one (1) 3X10 blue mat, three (3) 3X5 blue mats, three (3) 3X5 black mats, one (1) "City of Beaufort" 4X6 black mat, one (1) "City of Beaufort" 4X6 blue mat, and one (1) 4X6 blue mat at the Police/Municipal Court Building. The two "City of Beaufort" mats are personalized with the City's name and logo. Walk off mats are an alternate item and must be submitted separate from the regular cleaning tasks. Refer to the updated "Location Information and Pricing Sheets" included in Addendum #1.

10. We spoke about the stripping and waxing 4x annually in the RFP. Can we all agree that a complete strip and wax be done 1x annually or as needed? This would be sufficient for these properties based on my eleven years in the business.

Answer: This has been updated in Addendum #1 to reflect 1x annually.

11. Could you please confirm the days to be cleaned and not cleaned for the Council Chambers at 1911 Boundary and the Courtroom at 1901 Boundary?

Answer: The Council Chambers is cleaned most Wednesdays following the 2nd, 3rd, 4th, and 5th Tuesday of each month. The daily tasks must be performed in the Council Chambers and the cost per cleaning must be specified. In the event the Council Chambers does not require cleaning following the 2nd, 3rd, 4th, or 5th Tuesday of each month, the proposed Council Chambers cost must not be included with that week's billed services. In the event the Council Chambers needs an extra day of cleaning, the proposed Council Chambers cost will be added to that specific week's billed services.

The Courtroom is cleaned every Tuesday and Friday using the daily tasks. The cost per cleaning must be specified in the price proposal. There are times when the Courtroom may require an extra cleaning during the week. In the event the Courtroom needs an extra cleaning, the proposed Courtroom cost will be added to that specific week's billed services.

12. Please confirm that all background checks are paid for by the City.

Answer: The City will pay for all background checks.

13. Do you need a cost per hour for pressure washing?

Answer: An alternate item has been added for an hourly rate of pressure washing and the proposed total cost of pressure washing both buildings 1x annually. Refer to Addendum #1.

14. There are four current employees at \$10.50 per hour? Can the chosen contractor have the opportunity to interview them and are you satisfied with all four employees?

Answer: The City is very satisfied with all four current employees and the awarded contractor will have the opportunity to interview them and retain them.

15. Are supplies billed as they go or should they be included in the cost proposal?

Answer: Refer to answer of questions #8 and #18.

16. How many City employees work in each building? This information is needed for the purpose of estimating the quantity of supplies needed.

Answer: Approximately 24 employees work at City Hall during the day. Approximately 25 dayshift and 20 nightshift employees work at the Police/Municipal Court Building.

17. Do we provide hand sanitizer?

Answer: The awarded Vendor will not be responsible for providing hand sanitizer.

18. If the City awards the six public restrooms located at Pigeon Point and the Henry C. Chambers Waterfront Park, can the supplies be billed on a consumption basis?

Answer: The supplies of public restrooms may be billed on a consumption basis as these supplies require replenishing more often than the two buildings' bathrooms. Vendors must provide the cost per case of two-ply soft toilet tissue, non-chlorine bleached paper towels, and liquid soap. Vendors must specify the quantity per case. The City has final approval of products and supplies. As stated in the RFP, the proposed prices will remain firm for a minimum one (1) year. Refer to Addendum #1.

19. Do the park public restrooms have a storage place?

Answer: Pigeon Point does have a janitorial storage closet. The City currently does not have a storage place specifically for cleaning at the Waterfront Park. The City owns a storage place located at the Waterfront Park which is currently being used for something else at this time. Vendors should submit prices for the Waterfront Park assuming there will be a storage place. In the event there is no storage available, the City will work with the awarded Vendor on a solution for the storage issue.

20. What type of employees are you looking for us to provide in "Exhibit C – Personnel Staffing"?

Answer: Vendors must submit their team leadership personnel. This will include any management personnel who will be supervising the janitorial staff such as owners, managers, or supervisors.

21. Should we provide an hourly rate for additional services not included in the scope of services?

Answer: Refer to answer of question #3.

22. Do you provide a lift?

Answer: The City does not provide a lift. The awarded vendor will not require a lift as they will not be responsible for cleaning ceilings, light diffusers, air vents, or any other area beyond the reach of an extendable duster or vacuum.

23. Do you have a copy of the floor plans? If yes, can you please provide us a copy?

Answer: The floor plans are available. Refer to Exhibit "D" located on the City's RFP website.

24. Do you have a recycling program? If yes, are we responsible for taking care of the recycling?

Answer: The City does have a recycling program. The janitorial staff are required to collect recyclable material and place it in a specific location.

25. In the weekly tasks, letter "g" says "Carpeted corridors and traffic aisles shall be pile lifted weekly, using a certified pile lifter." With proper cleaning, this is unnecessary based on my experience and can be very expensive. Are you sure you want this?

Answer: This has been removed from the RFP. Refer to Addendum #1.

26. Two things are missing from the RFP that I highly recommend. They are VCT scrubbing and recoating and ceramic scrubbing. I highly recommend these on a quarterly basis. Would the City consider adding these to the scope of services?

Answer: These services have been added to the quarterly services in Addendum #1.

27. Under quarterly services, I have a question regarding letters "b" and "d". I assume you mean air vents and returns for air grills and diffusers. If the air grills and diffusers are vacuumed monthly, there is no need to wash them as they will be properly cleaned monthly. Will the City consider vacuuming these monthly?

Answer: The vacuuming of air grills and diffusers has been updated to reflect vacuuming monthly. This is listed under quarterly services but will be performed each month of the quarter. Air grills and diffusers will only be washed as needed. If washing is needed, vendor will submit price to Facilities Maintenance Superintendent prior to washing the air grills and diffusers.

28. We intend to submit all of our proposals in 3-ring loose leaf binders. Does that meet the standard of bound and unbound?

Answer: Loose leaf binders do meet the standard of bound copies but not unbound originals. The unbound originals should be paper clipped together and not submitted in a binder.