

RFI Responses - Office Cleaning & Janitorial Services RFP

Q: What is the total Square Footage of the JWSC New Office?

A: Total Square Footage of the New JWSC Office is 15,691 SF.

Q: What are the approximate Square Footages of the different floor coverings that need cleaning?

A: Carpeted Area; Approximately 11,000 SF
Ceramic Tile; Approximately 1,700 SF
Vinyl Tile; Approximately 1,000 SF
Bathroom Tile; Approximately 680 SF (5 Each)
(PLEASE SEE ADDITIONAL DRAWING ATTACHED WITHIN THIS ADDENDUM, FOR MATERIAL LOCATIONS)

Q: Can the RFP be submitted electronically?

A: No, All bids will be submitted in hard copy format. One original and three copies as stated in the RFP.

Q: Will BGJWSC provide all the restroom consumable products and trash can liners?

A: JWSC will provide the contractor consumable restroom products (toilet paper, napkins, hand soap, paper towels). JWSC will also provide the contractor with trash can liners.

Q: Will JWSC provide the contractor a place to store their cleaning equipment and cleaning supplies?

A: Yes, JWSC will provide a "Lockable" Janitorial Room (RM 143, Janitor Closet) as shown on Page A1.6 provided within the RFP.

Q: Page 3, Section II, Part C refers to "Sealed Proposal – Auditing Services", is this correct?

A: No, Please use the words "Sealed Proposal – Office Cleaning Services"

Q: What areas or rooms will not be expected to be cleaned under this contract?

A: The following areas or rooms will not be considered part of this contracts responsibility to clean:
Room 107 & 106 (VAULT)
Room 162 (FILE STORAGE ROOM)

Room 153 (SERVER ROOM)

Room 125, 141, 145, and All Rear Upstairs (STORAGE ROOM'S)

Q: If JWSC is closed for holidays, can the contractor alter the cleaning schedule if no activity has disrupted the facility?

A: JWSC will notify the contractor of all holidays and cleaning can be coordinated during these periods.

Q: The RFP states that cleaning will take place on Saturdays. Can this be adjusted to complete the cleaning on Sundays?

A: Yes, Cleaning can be completed on Sunday if the contractor chooses.

Q: Is there a separate payment for the quarterly cleaning activities listed?

A: No, The monthly fee must include all cleaning activities required by this contract.

Q: Can the contractor be paid twice a month in lue of once a month?

A: Yes, The contractor can bill twice a month and not to exceed the set monthly charge for each month.