

STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE

9/10/19

RFP 20-02 – JANITORIAL SERVICES

AMENDMENT # 1

Questions and Answers

RFP 20-02 Janitorial Services for the Washington Talking Book & Braille Library

1. *What days and hours may the janitorial work be done?*

Answer: There are two possible schedules, either in the evening or in the early morning. If evening hours, the schedule would be Monday through Friday, and cleaning may begin after 5:30pm on Mondays, Tuesdays, Thursdays, and Fridays, and after 9:00pm on Wednesdays. If morning hours, the schedule would be Tuesday through Saturday, and ideally the cleaning would be complete by the time the facility opens at 8:30am. At a minimum, the reception area and front bathrooms would need to be completed by that time.

2. *Should janitorial personnel enter and exit the building through the alleyway entrance?*

Answer: No, janitorial personnel will have access to enter and exit through the main building entrance.

3. *Can janitorial personnel park in the garage while performing janitorial services at the facility?*

Answer: Yes. Parking for up to two vendor vehicles will be permitted while performing janitorial services at the facility.

4. *When does the garage door close in the evening?*

Answer: The garage door closes at 5:00pm on Mondays, Tuesdays, Thursdays and Fridays, and at 6:30pm on Wednesdays.

5. *How many janitorial closets are on site?*

Answer: One is available for use at this time. It is located on the southeast side of the first floor.

6. *How much do the janitorial services currently provided to the facility cost?*

Answer: OSOS is seeking cost proposals from vendors for the scope of work indicated in the solicitation, without reference to how much is currently being spent for the services currently being provided.

7. What is the current cost of supplies, how many are used per month, and is toilet paper included?

Answer: A supply list for the facility was distributed to vendors at each of the pre-proposal conferences and site visits. The supply list includes toilet paper and other supplies. Vendors are to provide their best price/cost estimates as a monthly flat fee based on the site visit and the information provided to them at the pre-proposal conferences and as part of this solicitation.

8. Are cleaning supplies invoiced separately?

Answer: No, the cleaning supplies, as well as the paper supplies, should be included in the monthly invoice as a flat fee.

9. Do you usually run out of toilet paper by the end of the business day?

Answer: No. Sometimes we run out of paper towels, but that rarely happens.

10. Which bathrooms are utilized the most?

Answer: The front bathrooms in the public space/reception area are the highest traffic bathrooms.

11. Are the back restrooms used only by staff?

Answer: No, the back restrooms are used both by staff and volunteers.

12. Is there only one kitchen/breakroom?

Answer: Yes.

13. Do the appliances in the kitchen/breakroom need to be cleaned?

Answer: No. The scope of work does not include cleaning the inside or outside of the appliances in the breakroom. A revised Janitorial Services Work Proposal form is attached.

14. How often should the resilient floor in the kitchen/breakroom be waxed or treated?

Answer: The breakroom floor should be treated once per year in the manner most appropriate for its type, whether that is wax, polish, buff, etc. This is a new floor that should be protected against scratches and treated in such a manner as to produce the most desirable appearance.

15. Is the compost bin in the kitchen/breakroom the only one on site?

Answer: Yes. The compost bin in the breakroom is the only one in the facility.

16. Is the vendor responsible for providing liners for the compost bin?

Answer: Yes.

17. How frequently are the trash can liners to be replaced?

Answer: The trash can liners need to be replaced once per week, at the time the trash is removed from the trash cans. A revised Janitorial Services Work Proposal form is attached.

18. How often are the regular cleanings of the resilient floors to take place?

Answer: The resilient floors are to be cleaned three (3) times per week. A revised Janitorial Services Work Proposal form is attached.

19. Are the warehouse floors part of the resilient floors?

Answer: Yes.

20. Does the warehouse require dusting?

Answer: No.

21. When can the entryways be cleaned?

Answer: Whether an evening or morning schedule is selected, the entryways should be cleaned to be presentable when the facility opens. On an evening schedule, this would mean cleaning them the night before.

22. Is it a requirement to clean the metal ledge around the entirety of the outside of the building?

Answer: No. The vendor only needs to clean the metal ledge around entryways.

23. Is it a requirement to dust the stairwell located in the foyer on a monthly basis?

Answer: Yes, with such dusting to include the underside of the staircase.

24. Does the floor underneath the stairs in the foyer need to be cleaned?

Answer: Yes, monthly, when the foyer is dusted.

25. Is cleaning the baseboards in the foyer required?

Answer: Yes, the baseboards should be wiped clean once per month. However, they do not require having the wax buildup removed.

26. Is the vendor responsible for cleaning the emergency stairwells?

Answer: No.

27. When and how frequently should the interior side of the interior/exterior windows, and the exterior windows, be cleaned?

Answer: The interior side of the interior/exterior windows and the exterior windows (represented by items 19, 20 and 21 on the Janitorial Services Work Proposal form) should be cleaned once per year, in April. A revised Janitorial Services Work Proposal form is attached.

28. How frequently must the garage be swept?

Answer: A full sweep of the entire garage should happen every quarter (in March, June, September and December). A revised Janitorial Services Work Proposal form is attached.

29. Is the shipping dock part of the garage?

Answer: Yes.

30. Is it a requirement to pick up trash daily on the shipping dock?

Answer: Yes.

31. Is it a requirement to dust the garage?

Answer: No.

32. Does OSOS own equipment to clean the garage floor?

Answer: No.

33. Will OSOS supply any other equipment for use by the vendor?

Answer: The vendor's proposal must specify whether the vendor will be providing its own equipment (vacuum, custodial cart, etc.) or seeking to utilize equipment of OSOS, and any cost difference occasioned by the use or non-use of OSOS equipment.

34. How often are the garbage, recycle and compost bins collected?

Answer: Garbage is collected every two weeks. Compost and recycle is collected every week.

35. Will OSOS accept bids from vendors who have not attended one of the pre-proposal conferences and site visits?

Answer: No. Attendance at one of the pre-proposal conferences and site visits is required by a vendor in order for OSOS to consider the vendor's proposal.

36. Will OSOS consider proposals from vendors without the required two (2) full years of documented janitorial/custodial experience?

Answer: No. Proposals received from vendors without the required two (2) full years of documented janitorial/custodial experience will not be considered responsive and will be rejected.

37. Can the Janitorial Services Work Proposal form be used to submit the cost proposal?

Answer: The attached revised Janitorial Services Work Proposal form is designed to be a useful tool for vendors in detailing and formulating their cost proposals, and a useful source of information for OSOS in assessing those proposals. OSOS is seeking a breakdown of time in minutes for each job classification for the categories listed in the revised Janitorial Services Work Proposal form. OSOS is also seeking the specific company information requested on the form, the flat monthly fee proposals for paper and cleaning supplies, whether the vendor will be providing its own equipment or seeking to utilize OSOS equipment, and the total price quote, including the amount of vendors' non-labor related expenses and added profit margin. OSOS encourages vendors to utilize the attached revised Janitorial Services Work Proposal form in submitting their cost proposals.