

Addendum # 1
Janitorial Services
ITB# FY18-SCPW-05

1. **QUESTION:** Will employees be required to obtained security credentials? If so, are these provided at no cost to the contractor? **Yes, this is something that each company should already have for each of their employees upon hiring for your company.**
2. **QUESTION:** Is a copy of the attendance sheets for site visit available? **Yes that is available through the Procurement Officer.**
3. **QUESTION:** Will the contractor/team be required to possess a current ISSA CIMS-GB certification or equivalent at contract's start date and maintained ISSA CIMS-GB certification or equivalent throughout the contract period?
It is not required.
4. **QUESTION:**
5. **QUESTION:** What are the current wages and benefits of the incumbent employees?
That is proprietor information.
6. **QUESTION:** Please provide the current annual price for the incumbent contractor.
\$211.813.44
7. **Clarification:** Building List does not provide sufficient detail to enable offerors to compete intelligently and on a relatively equal basis against the incumbent. The incumbent has relevant workload information that should be provide to the Contracting Agency to be included in the RFP. Please provide all the following cost pertinent workload data. **The mandatory walkthrough was to provide equal access to each facility and provide an overview of the scope of the facilities. If potential bidders wishes to schedule additional access, they may contact the procurement office.**

SQUARE FOOTAGE						PLUMBING FIXTURES						DISPENSERS			WASTE	
RESTROOMS	KITCHEN	OTHER TILE	CARPET	ELEVATOR	TOTAL	DRINKING FOUNTAIN	TOILET	URINALS		SINK	SHOWERS	SOAP	TISSUE	TOWEL	TRASH	RECYCLE
								WATERLESS URINAL	URINAL							

8. **QUESTION:** What is the total square feet of exterior windows? What is the total square feet of exterior windows on a second story or higher? **Each building will vary.**
9. **QUESTION:** Please clarify the requirement for building with break areas. Who is responsible for the items other than sinks and faucets in these areas? Is the contractor required to clean the refrigerators, microwaves and ice machines located in the breakrooms/areas? **Contractor is responsible for all**

- 10. QUESTION:** What is the population of the current staff and visitors? What is the occupancy of each building? **The staff and visitors varies from day to day at each facility.**
- 11. QUESTION:** Will areas be available in facilities to install wall mounted time clocks? **Battery operated only in supply storage or janitor closet**
- 12. QUESTION:** Is it acceptable for janitorial employees to drive their personal vehicles to their scheduled buildings rather than company service vehicles? **Yes**
- 13. QUESTION:** We are having a difficult time making the distinction with respect to the different floor types. Is it possible to get floor plans for this solicitation or a more detailed building information sheet? **Due to security issues, full floor plans cannot be provided as part of the RFP.**
- 14. QUESTION:** How many janitors currently working under this contract as full-time? and part-time? **That is proprietor information.**
- 15. QUESTION:** Does contractor have to provide any kind of trash containers, dumpsters and/or roll offs? **Janitor carts are provided by contractor**
- 16. QUESTION:** Is contractor responsible for cleaning, dumping and maintaining document shredder(s)? **Yes**
- 17. QUESTION:** Are there any snow removal requirements for this contract? If so, is contractor required to supply deicer and supplies to accomplish these tasks? (i.e., removing of snow and deicing of entrance ways, etc.) **No**
- 18. QUESTION:** Are trash receptacles conveniently located near all buildings or do we need to haul trash to central bins? **Hauling is required from Public Works and EMS.**
- 19. QUESTION:** It would be helpful to know the specifics of the drug and background-screening requirements as the depth and breadth of the requirements impacts the cost. We did not see the specifics outlined in the material we reviewed. **This should be the policy of the company to have their employees bonded. The county strongly urges that any company bidding for this project have the employee's bonded.**
- 20. QUESTION:** What type of background screening will be needed for cleaning secured areas? **They must be bonded.**
- 21. QUESTION:** Are there any scheduling constraints that certain buildings be completed by specific time of day or night? **No**
- 22. QUESTION:** Accessibility requirements - Are there any specific requirements to enter areas that would require special training? If so are there costs associated with this such as inoculations, shots, or special training? **No**

23. QUESTION: During the walk through a comment was made about keys –

- 1) Is there a badge process as well? **Badge request forms will be submitted to the facility manager**
- 2) What is the Security badge process, and what are the steps in obtaining a badge? **You will submit a list a names and then we will arrange to have a photo taken and then you will get your badge within a week.**
- 3) How long does it take a new employee to complete the process and be granted a badge? **Approximately 1 week**
- 4) Is there anything we should know or be aware of about the process that could help us to establish a timeline on recruiting employees?
Contract will be awarded on June 21st and the start date will be July 2, 2018.

24. QUESTION: Are there any cleaning products requirements; whereby you require specific brands or type of cleaning supplies that must be used other than the basic cleaning products? **NO**

25. QUESTION: Are there any metal polishing requirements? If so, please provide what type of metals and where these metals are located. **Chrome fixtures in restrooms**

26. QUESTION: Are recycled trash receptacles conveniently located near all buildings or do we need to haul recyclables to central bins? **Recycling is picked up from buildings by Public Works department.**

27. QUESTION: Are janitor's closets located in each building? **Yes**

28. QUESTION: Will the custodians will be required to provide blood borne pathogen and bodily fluids clean up? **Yes**