

Answers to Janitorial Service RFP Questions

Thursday, July 09, 2015

Please find below the answers to the questions presented regarding the Janitorial Services RFP for FMHJ and LHJ. The answers were delayed one week to permit the resolution of concerns arising out of your questions. To ensure that there is no prejudice in the submission of your proposal, the submission date has been extended one week to July 27, 2015. The time and location for the submission remain unchanged.

Please read the questions and answers that follow carefully, as the answers may clarify or modify the terms stated in the RFP.

- 1. Both locations request daily power washing services for plaza, patio, sidewalks, and landscaped areas. Can you verify that power washing should be priced and scheduled as is a daily requirement? What hours of the day is the preferred performance for power washing?**

This term has been modified to weekly power washing which should be completed by 7:15 a.m., as court users begin entering the buildings at 7:30 a.m. Power washing is subject to seasonal considerations, as power washing in the winter months will create a safety hazard for all court users. In addition, this term should be read in conjunction with the daily obligation to pick up rubbish outside the building/on the property.

- 2. The RFP details that the contracted service provider will be provided with an office space, as well as storage facilities and staging areas. Is the office wired for phone and computer internet access?**

Each facility has an office with a telephone connection. As you will recall from the tour of each facility, limited space is available to the service provider for the storage of supplies and equipment. This is especially true at FMHJ. Therefore, organization will be critical to the successful completion of this project.

- 3. The RFP states that the new service provider will be responsible for all equipment used in fulfilling the contract. Will any equipment currently utilized by the existing service provider remain onsite for the new service providers? If so, can you provide a list of equipment that will remain with the buildings for the new service provider to utilize? Do the facilities own any equipment that can be used by the new service provider?**

To the extent that paper product and soap dispensers and other similar fixtures have been installed in either facility, they will remain in place. However, no list of installed fixtures exists. To the extent available, the service provider may use ice melter available on either campus.

4. Will we have access to the facility repeater (radio transmitter frequency) for communication purposes?

At the service provider's cost, if assessed, and to the extent that it does not interfere with the Sheriff Office's communications.

5. Both locations require snow removal and application of an ice-melting product. Do the facilities have a preferred ice-melt product or type required by the facilities?

After consideration, the Court has modified the terms of the RFP regarding snow and ice removal. First, the service provider will only be responsible for the removal of snow and/or ice on the sidewalks, patios, plazas approaching the building. No requirement exists to clear the snow from parking areas. The County begins snow removal efforts at two inches of snow. Second, the service provider recognizes that the presence of snow and/or ice makes its job of maintaining each facility more challenging. Consequently, the service provider should proactively work to clear paths so court users may safely enter and exit the buildings and not bring the snow, slush, and/or ice into the building. Such efforts will not only promote the safety of all court users, but it will reduce the time and effort needed to maintain the facilities, especially in those areas near the entrances.

The goal for the service provider is to ensure a safe Non-corrosive and non-toxic products that are not harmful to the environment may be used. To the extent available, the service provider may use ice melt products available on either campus.

6. Are propane/gas burnishers allowed to be used onsite?

They may not be used/ stored inside the facility

7. Can the systems be standardized such that the same paper products may be used in all restrooms? This would include the installation of new dispensers throughout the building.

The service provider may purchase fixtures to be mounted in either or both facilities; however, only Wayne County Buildings Division may mount these items. The service provider may contact the Buildings Division to arrange for the installation of these fixtures. Please note that mounting the fixtures will be a task in addition to the regularly assigned duties and will be performed as time permits.

8. Because of the unique construction and security concerns of FMHJ, proposed service providers will, in addition to the other assigned duties, be requested to transport water bottles throughout the building one day a week on a schedule to be arranged with the Deputy Court Administrator – Criminal Division.