

4JD Janitorial Services 2022

Q&A Sheet

Q: On the Janitorial Exhibit A / Pricing sheet, do you want the Unit pricing or the case pricing?

A: Unit price, not the case price.

Q: What is the square footage of the area needed to be cleaned?

A: The office is approximately 20,750 square feet and consists of private and shared offices, conference and training rooms, bathrooms, a breakroom, storage and file rooms, as well as common areas.

Q: Do the outside of the office windows need to be cleaned and how often do the windows need to be cleaned?

A: The inside of the windows should be cleaned once a month. The outside of the windows is the property manager's responsibility.

Q: How frequently will the large training room be used?

A: We anticipate monthly usage; however, it could increase once distancing is not a factor.

Q: What are the hours the building will be available to clean the space?

A: The building will be available for cleaning services to be rendered between the hours of 4:00pm – 9:00pm, 5-days a week (Monday – Friday).

Q: How many cleaners are used now to clean the space?

A: One

Q: Do I need to register my company specifically in the system for this job or do I just bid?

A: You don't need to register anywhere to bid, but there is a mandatory facility walk through. If you would like to schedule the walk through by the end of business (5:00PM), Friday, February 4, 2022.

Q: Where can we get the other documents for this bid. such as "The Documents Enclosure" on the Checklist.

A: Attachments can be found with on the Current Solicitations Page, linked here:
<http://ww2.nycourts.gov/admin/bids/currentsolicitations.shtml>

Q: Do you need the refrigerator cleaned?

A: The refrigerator should be cleaned upon request. We have one refrigerator in the kitchen and another refrigerator in the large training room. We would ask the staff to clean out any personal items before asking for the refrigerator to be cleaned.

Q: Staff level in office?

A: Currently there are 27 full time employees, with 3 vacant offices and 5 vacant cubicles.

Q: Do we dust/clean individual desks?

A: As a rule, individual desks do not need to be dusted/cleaned. If anyone would like their desk cleaned, it will be requested in advance, and any papers or debris will be cleared by the employee.

Q: Should we clean around employees' computers, papers, etc.?

A: You can disregard anything on the desk surfaces, including computers and papers, unless an employee clears their desk off and specifically requests you clean it. Otherwise, you can ignore all desks.

Q: On the price sheet for hourly emergency service, do we indicate our hourly rate in the Est. initial term price column?

A: That is up to vendor – the intent with the hourly rate is to capture any requests for the vendor to come in and clean outside of normal scheduled hours.

Q: Is the financial stability 3-year annual reports mandatory for the Bid?

A: This is not a requirement for the bid submission, but they must be available upon request. The only requirements for the bid are listed on the Document Enclosure Checklist.

Q: Is it acceptable to write "At Actual Cost" in the sections of the bid asking for cost of consumable supplies?

A: The vendor must put prices in there. It is used to help determine the total annual contract authority per year based on the quantities that were estimated.

Q: Are vendors responsible for locking the building at night?

A: No, the front doors will be locked by the property manager. The internal doors are controlled by a fob system and will lock on their own.

Q: Are there any areas that are off limits in the building?

A: There are two secure storage rooms and the server closet in the building. If the fob provided opens the door, it will be included in the space we would like cleaned. If the fob does not open the door, that area can be ignored.

Q: Is there more storage available than the janitorial closet?

A: Yes, if more storage for cleaning or paper products is needed, we can provide that space elsewhere in the building.

Q: In the consumable section there is only a description for napkins. On the vendor price sheet it says kitchen paper towels. Are they a dispenser towel or regular rolls of paper towels?

A: In the BID description, section 6. UCS Consumable supplies, we listed the fixtures that are in the bathroom and the kitchenette. In the kitchenette there are both napkins which go in the fixture, and paper towel rolls, which go on a generic paper towel roll holder. We would be looking for you to supply both the napkins and the regular paper towels.

Q: On the Exhibit A/Pricing Sheet, it lists 10,000 toilet seat covers. Is this a case number?

A: No, we are looking for you to supply the unit price for each cover. For toilet seat covers, if you purchase a box for \$25.00 that has 5,000 units, the unit price would be: $\$25.00 / 5,000 \text{ units} = \0.01 unit price . You would fill in \$0.01 in the blue box for unit price and the pricing sheet would then calculate the annual cost for you and the initial three-year term cost.