

RFB #: COC/2025-Janitorial (NYC)

Questions and Answers (Q&A) Document

11/04/2025:

Q: Is there a walkthrough scheduled for the Janitorial RFB at 26 Broadway, 10th Floor, New York, New York 10004?

A: **Yes. There is a mandatory walkthrough scheduled on Thursday, 11/13 at 12pm, with RSVP required by 5pm on Monday, 11/10.**

Q: We are reaching out to you regarding our interest in the janitorial services RFB. We will be taking part of the mandatory walkthrough on 11/13/25. Please advise on steps on how to proceed.

A: **Upon arrival to our building, you should check in at the lobby desk and proceed to the 10th floor.**

Q: Who is the current company?

A: **Triangle Services LLC**

Q: What is the current price?

A: **The monthly cost is currently \$2,983.01.**

Q: Are the current employees in a union?

A: **Yes. This building requires union labor.**

11/05/2025:

Q: Could you provide me with the bid results from the last time this project went out for bid?

A: **This is the first formal bid issued for these services.**

11/06/2025:

Q: Can you share with me the square footage of this contract and if all bathrooms are on the same floor (10th floor)?

A: The square footage of each of the seven restrooms is unknown. All bathrooms are located on the same floor. Bidders attending the mandatory pre-bid walkthrough will be allowed to measure the bathroom spaces.

Q: I would also like to ask the type of dispensers within the bathrooms:

Hand towels: C-fold vs Rolled paper towel

Toilet Paper: single room vs jumbo roll

A: Hand towels are rolls in a wall affixed dispenser.

Toilet paper is two single rolls in a dispenser within the stall.

Q: Site visit who will be there point of contact for the walk through?

A: Jill Remedés, jremedes@nycourts.gov, (518)432-3441

11/07/2025:

Q: Is there an insurance limit for Workers Comp?

A: Yes. Building management requires coverage in an amount that is not less than \$500,000.

Q: Will a vetting process be required for employees of the Vendor to work within the court house? If so, will the vendor be responsible for completing and providing this to UCS?

A: A vetting process will not be required for employees of the vendor.

Q: My CPA mentioned that he can provide a compliance financial statement, but we're unsure if a full audit is necessary. Could you please confirm if the UCS/NYC Court of Claims would accept a compliance financial statement instead?

A: UCS/NYC Court of Claims will accept a compliance financial statement. However, per the RFB, UCS/NYC Court of Claims reserves the right to request a bidders audited financial statements.

Q: Should Exhibit A be submitted in both Excel and PDF formats?

A: UCS/NYC Court of Claims will accept exhibit A in Excel or PDF formats provided that bidder quotes pricing for all items on a cost per unit basis.

Q: Can an alternate representative attend the mandatory walk-through?

- A: Yes. Vendor can appoint any representative to attend the walk-through.
- Q: Will confirmation of attendance be issued after the walk-through?
- A: Attendance will be taken and only bidders who attend the mandatory walk through will be permitted to submit bid responses. UCS/NYS Court of Claims will issue the attendance list with the pre-bid Q&A.
- Q: Should Attachment I be included in full, or just the signature pages?
- A: Per the document enclosure checklist, only pages 3 and 4 are required.
- Q: Are draft insurance certificates acceptable if marked “to be provided upon award”?
- A: Yes, UCS/NYS Court of Claims will accept draft insurance certificates marked “to be provided upon award” as bidder correspondence affirming that bidder will supply such certificates upon notification of award.
- Q: Are consumable supplies reimbursable or included in pricing?
- A: Yes. Consumable supplies should be included in pricing.
- Q: Will contractor staff have secured storage space for equipment?
- A: Yes. Contractor will have access to secured storage area within leased space.
- Q: Are background checks required for cleaning personnel?
- A: No. Background checks are not required for cleaning personnel.
- Q: Does the three-year experience requirement include subcontractor experience?
- A: UCS/NYS Court of Claims will consider proposals submitted by entities that demonstrate a minimum of three (3) years’ experience in the provision of similar goods or services required under this solicitation

