

# Questions from Bidder's Meeting

## RFQ# 2022-01-160

### Janitorial Services

## Crisis Center

- Are Sundays included on shifts?
  - Yes, this facility never closes
- Does wax paper liners apply to where the patients are located?
  - Wax paper liners are for patient occupied areas
- is there buffing and waxing?
  - Stripping and waxing is semi-annual and is not to be included in the contract. However, your cost to strip and wax should be added under the payment section on pricing page
- Will the consumer areas have to be mopped every 3 hours?
  - Consumer areas are to be mopped as indicated in the contract. Client areas may not require mopping when the client is new or irritable. This will be communicated from DCSB staff on a per diem basis.
- Does this facility include cleaning on holidays?
  - Yes cleaning is required on holidays
- Is there a separate contract for biohazard?
  - Biohazard disposal is contracted out. Janitorial vendor will move the bag to designated area in the building.
- Are daily services done in the seclusion room?
  - Yes
- Are all tables and chairs disinfected in the client's day area?
  - Yes
- Is the contractor responsible for cleaning the oven hoods?
  - Oven hood cleaning is contracted out
- What does Elopement Risk mean?
  - Elopement means there is a risk of client leaving so doors need to be entered and closed quickly
- When is it preferable for the lab and pharmacy areas to be cleaned?
  - That will be determined based on medicine distribution period and standardized
- Are the contractors supervised while moving around the facility?
  - Contractor will have their own key card to move throughout the building
- Is there a janitorial closet and does the contractor have access to water?
  - Yes
- Is there a special requirement for pressure washing?
  - Pressure washing the entrance and stairway to the parking deck
- How long is the janitorial contract?
  - Initial contract is 1 year and can renew for 3 additional years
- Have we had any situations where we needed overnight services?
  - No, the one overnight need was a leak but it was handled by a specialty company

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- How does payment for invoices work?
  - Payment is made monthly after receipt of invoice
- Are the front stairs included with the pressure washing?
  - Yes

### Notes:

Vendor is responsible for PPE, mask and gloves.

Semi annual stripping and waxing.

Trash pickup in the parking deck.

## Fox Facility

- Are the bids for Crisis and Fox going to be awarded together?
  - Bid will be awarded to one vendor to cover both facilities
  - Pricing sheet should include the cost for each and total cost will be calculated
- What restrooms do the female staff use?
  - Female staff use the staff restroom near the front offices and one in client area
- Is the contractor responsible for cleaning the rugs in the client's rooms?
  - Contractor is responsible for vacuuming rugs in client room only
- Do the clients wash their own dishes?
  - Yes
- Is there a storage room for paper products?
  - Yes
- Is the contractor responsible for hand sanitizer refills?
  - DCSB is responsible for purchasing refills, vendor is responsible for installing
- Are we responsible for cleaning windows at eye level (Interior and Exterior)?
  - Clean all windows at eye level
- When does the contractor clean the clients' rooms?
  - Client rooms are to be cleaned when the client is in group or out of building
- Is the contractor responsible for cleaning linen?
  - Linen cleaning is contracted out to another vendor
- Who responsible for cleaning the sofa coverings?

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- Vendor is responsible for cleaning all floors around the sofas
- How does the contractor handle getting additional employees cleared?
  - Vendor must submit new employee documents to facilities staff for clearance and TB testing
- Who moves the furniture to strip and wax the floors?
  - Include that in your pricing
- Soap dispensers are different at both facilities, is there any chance for standardization?
  - If you wish to change the dispensers at your cost, we will purchase refills
- Is contractor responsible for placing soap dispensers on the walls?
  - DCSB staff will mount dispensers
- When will the contract start after being awarded?
  - Upon awarding, start date will be determined immediately

#### **Notes:**

Contractor must be tested for TB

Place stripping and waxing under additional cost