

ITB #FY 2018-01 Janitorial Services
Addendum
August 10, 2017

From the Pre-Bid Conference on August 7, 2017 several questions were asked. Below is a list of those questions with the appropriate response.

1. ***Are requirements in the Janitorial Services Announcement negotiable.*** Yes. Please provide your bid in the service format you feel is appropriate and reasonable along with a description of what changes are different from the announcement and the reasons for the differences.
2. ***Will the Janitorial Services Submittal Form be revised?*** Yes. An updated submittal form has been added to the website. The form was changed to go beyond CEMCO's accounting year. The contract period is September to August of the following calendar year.
3. ***Is this a full-service contract?*** The Vendor awarded the contract will provide equipment, supplies, tools and other necessities to conduct full custodial services of 10 cottages and 2 extended modular buildings. The Vendor will provide refillable items such as toilet paper, toilet seat liners, hand towels, liquid soap and trash can liners. Cleaning solution with spray bottles will be made available in resupply closets for teachers to clean table tops in classrooms. It will be the responsibility of the contractor to monitor and promptly replenish supplies in dispensers of the items mentioned above.
4. ***Will you allow supplies to be dropped shipped to the school?*** Yes. Supplies may be shipped directly to the school with the vendor's company name. Vendor personnel will be responsible for opening and inventory. Please keep in mind there is limited space at the school to store equipment and supplies. Just in time ordering is recommended.
5. ***How many cleaning staff do you think you will need for day duties and night duties?*** Currently, we have one day custodian. We know we will need at least one day custodian and potentially two after-hours custodians.
6. ***Will furniture need to be moved for classroom / storage room vacuuming services?*** In the daily and weekly routine of cleaning heavy lifting of furniture is not necessary. However, during winter and summer cleaning times full cleaning is expected.
7. ***Do you have a location for storage of supplies and equipment?*** We do have a cottage that is designated as storage. The Vendor awarded the contract is welcome to store equipment and supplies in this cottage. However, space is limited and we ask that the Vendor take this into consideration in planning long term storage of equipment and supplies. Just in time supply ordering is recommended.
8. ***May we have a copy of your Academic Calendar to show start-up dates and holidays throughout the school year?*** Yes. We follow the District calendar closely, there may be a few adjustments; you can use the District's calendar as a guide. The district calendar is posted on the districts website www.sccpss.com. Or go to our school's website www.cemco.org. The calendar is on the home page. All events are listed for the rest of this year.
9. ***Do you need a Day custodian in June and July?*** Light cleaning would take place up to three weeks after school is out for the kids and two weeks before school starts for the kids. Light cleaning meaning adult bathrooms and filter replacements. This would also be a good time to conduct summer cleaning projects. The administrative staff has three weeks off in the summer months, typically the last week of June and the first two weeks of July. Light service is needed during the administrative staff work days but no service is required during closure.