



## Request for Information

November 30, 2018

### Project: JANITORIAL SERVICES

---

1. Can we submit a cost proposal for every year the contract is awarded? (meaning can we submit a cost proposal for year 2019, a second one for 2020 and a third one for 2021. This way we can calculate the living wage increase yearly and provide the city a more competitive quote.)
  - No. Total cost during the initial term of the agreement and the 2 additional one (1) year extensions, for both the "full and reduced" level of service, must be in one quote; **one quote for full service and one for reduced service**. If an escalation in cost for providing services is expected any time during the term of the contract, please attach to your quote a COST BREAKDOWN depicting total cost of service for each year of contract.
2. Can you provide us with the living wage increases planned for the next three years?
  - In **2019** it will rise to \$12 an hour
  - In **2020** it will be \$13 an hour
  - In **2021** it will increase to \$14 an hour
3. What is the current rate you are paying?
  - Rate was provided during the mandatory job-walk
4. City Hall and PD cleaning crew is obviously working more than 4 hours a day. I think there should be an addendum addressing their hours. 2 hours is obviously not enough to clean the PD especially with two people.
  - Proposers should submit their estimates based on both the "Full Service Schedule" and the "Reduced Service Schedule" as identified in the RFP.
5. Wage increase is happening twice a year until 2020. The current living wage will be outdated by July of 2019. How would we give pricing for the next year and then on until 2020?
  - See answer to question 2

6. Please provide us with employee and visitor counts per building. It will also help if you could show us how much you used to pay for consumable supplies when you did janitorial in-house.
- PD - 25
  - City HALL - 30
  - 120 MACNEIL - 15
  - YARD TRAILER - 15
  - RECREATION PARK - 15
  - LAS PALMAS - 15

***Do not have average number of visitors per day for locations.***

7. In order to better estimate your consumables usage, would you please provide us with either (or both)?

- A breakdown of the average number of visitors and employees per day at each location.
  - See answer to question 6
- What you are currently paying for consumables (average monthly cost)
  - Proposers should make a reasonable estimate and factor into their proposal.

8. Who is your current janitorial provider?

- Golden Touch

9. What is your current total monthly cost?

- See answer to question 3

10. Regarding liquidated damages of \$250 per calendar day (per incident), can you please tell us the amount charged to Firm in 2018?

- The City has revised the liquidated damages policy for the upcoming janitorial services contract. The amount charged to previous firm during the current calendar year has no relevancy. But as stated during mandatory job-walk, the firm providing janitorial services to the City will be monitored closely to make sure they are providing agreed upon contractual services.

11. Is there a breakdown of the SQFT of carpet and tile or VCT flooring for each building?

- No, however a breakdown of square footage for each facility is provided in the RFP.

12. Is there a breakdown of the SQFT of carpet and tile or VCT flooring for each building?
- No, however a breakdown of square footage for each facility is provided in the RFP.
13. In regards to the paper products, would the city be okay with rebilling after usage? (We currently use this method with other cities; clients and it keeps cost down and is effective in maintaining usage levels).
- No
14. Would the city provide recent invoices (last 12 months) for the paper usage spent? (that way we will have the usage for the whole year).
- No
15. Would the city be okay signing a form that states we can only order from the current supplier (Royal) in order to maintain the cities' relationship with them?
- No