

## Vendor Questions RFP 10-JS-2020 Janitorial Services

1. The RFP mentions that the cleaning is to occur between 5:30p and 8:30p. However, the Bus Hub shows it doesn't close until 9pm. Do we need to plan to wait until after 9pm to clean the Bus Hub, or will we be able to start cleaning at an earlier time? **The cleaning for the general public space should be delayed at the bus hub until after 9:00pm to ensure that your daily cleaning is accomplished. The RFP will be updated with this information.**
2. The RFP says that exterior window cleaning is to occur once a month. Does this include the windows on the upper level in the Bus Hub? Does our quote need to include cleaning of all the exterior windows once a month? **No. All ground level exterior windows will need to be cleaned once a month. The upper level of the bus hub will be done on a separate schedule and should not be included in your pricing.**
3. Will the Contractor be responsible for taking care of the trash bins located under the shelter at the Bus Hub? **Yes, the contractor will need to empty the exterior trash bins at the bus hub. A dumpster is provided at the maintenance building to collect all trash.**
4. Does this RFP include periodic carpet cleaning and VCT stripping/waxing for the buildings? **No, those services will be contracted separately.**
5. Do you know what type and how much paper product is generally used at your facilities? **The PART administrative building uses a tri-fold paper towels and 2-ply toilet tissue. There are 22 staff members that work out of the administrative building. Cost for related supplies is listed below for your reference. The CTC passenger facility is a public space that has both public use and staff usage. Amount of paper products utilized is not available.**

### SUNSTATES JANITORIAL SUPPLIES

Inv Date	Desc	Case Unit	Qty	Unit Price	Ext Price
2/20/2020	Toilet paper	Case 96 rolls	1	57.10	57.10
2/20/2020	Trashbags (lg)	Case 100 pcs	1	39.66	39.66
2/20/2020	Trashbags (sm)	Case 1000 pcs	1	36.34	36.34
2/20/2020	Multi-fold paper towels	Case 4000 cs	2	29.85	59.70
3/18/2020	Toilet paper	Case 96 rolls	1	57.10	57.10
3/18/2020	Multi-fold paper towels	Case 4000 cs	1	29.85	29.85
5/6/2020	Multi-fold paper towels	Case 4000 cs	1	29.85	29.85
5/6/2020	Toilet paper	Case 96 rolls	1	64.71	64.71
5/6/2020	Trashbags (sm)	Case 1000 pcs	1	36.34	36.34
5/6/2020	Trashbags (lg)	Case 100 pcs	1	39.66	39.66
6/4/2020	Multi-fold paper towels	Case 4000 cs	2	29.85	59.70
6/4/2020	Soft Soft refill	1 Gallon	1	16.65	16.65

6/29/2020	Toilet paper	Case 96 rolls	1	64.71	64.71
6/22/2020	Multi-fold paper towels	Case 4000 cs	2	29.85	59.70
6/22/2020	Trashbags (lg)	Case 100 pcs	1	39.66	39.66
8/6/2020	Toilet paper	Case 96 rolls	1	61.43	61.43
9/2/2020	Multi-fold paper towels	Case 4000 cs	2	29.85	59.70
9/2/2020	Toilet paper	Case 96 rolls	1	61.43	61.43
					<hr/> 873.29
			tax		<hr/> 58.95
					<hr/> 932.24

6. Do you have the dimensions of the outside windows for the CTC Passenger Hub and the Maintenance Building? **Dimensions vary between placement. Maintenance building windows are all the same size and passenger building has different sizing. A site visit would be easiest way to visualize.**
  
7. Do you have the amount of replacement products that each site uses in a month? (trash bags, toilet liners, paper towels, toilet paper and hand soap)? **We do not have that tracking system in place. The above detail is for the PART admin building. The passenger facility and maintenance facility products are provided by the vendor and we are not making direct purchases for supplies and cannot estimate the amount being purchased.**
  
8. Are there any additional supplies in the Maintenance Building surrounding the showers? **None. Those restroom areas have typical toiletry and hand towels / soap dispenser products**
  
9. Do you know the number of employees in each building and the amount of visitors to each building each day? **PART administrative building is 22 staff. Visitation is limited to on site meetings. Maintenance building will have up to 40 staff that come in and out. Regular (day long) staff would be 10 people at one time. This is the report to duty location for bus operators, but once they go on shift, they are not in the building – they are then operating a bus.**  
  
**CTC passenger building is a public space. The number of public in and out of that building can be anywhere between 50 – 100 per day. This varies based on ridership of buses, seasonal and weather related conditions.**
  
10. In the CTC Bus Facility, can you give a few details about the items that would need to be cleaned? **All inside space including floors, carpet, restrooms, office space, window area and break room. The passenger waiting area, doors, flooring should be cleaned every day. Trash receptacles at the bus bays should be emptied each day.**