



Request for Proposals Janitorial Cleaning Services

Questions & Answers: Published May 6, 2016

The following questions and answers include those asked during the May 3rd mandatory walk-through of municipal buildings/facilities.

- Q1: Should we include the cost of supplies and equipment needed for each building in our bid numbers?**
- A1:** No. This RFP is for Labor Only. General cleaning supplies and equipment are provided at each building/location.
- Q2: What about supplies and equipment for Deep Cleaning (Example: Floor Scrubbing / Deep Floor Cleaning)?**
- A2:** PCMC will provide all supplies and equipment, which include Foam Guns and Auto-Scrubbers.
- Q3: Whose responsibility will it be to clean mop-heads and rags?**
- A3:** PCMC is responsible for REPLACING rags and mop-heads as needed. It will be the contractor's responsibility to CLEAN and MAINTAIN these items. Items needing replacement would be noted on the contractor's Daily and Weekly Reports to the Project Supervisor (See RFP page 5, Section III. item h.).
- Q4: What are the dumpster locations for trash deposit?**
- A4:** Dumpster locations are as follows:
- Public Works Building
 - Library Center
 - Parks & Golf Building
 - PCMARC
 - Police Building (Police trash ONLY)
 - Main Street Compactor
- Q5: Are you asking for Deep Cleaning Standards to be included in 'Bid Schedule – Exhibit A' OR should we section this out and bid Deep Cleaning Standards separately?**
- A5:** No. Deep Cleaning Standards, as listed in 'Scope of Services – Exhibit B' should be included in numbers submitted on 'Bid Schedule - Exhibit A'.
- Q6: For Deep Cleaning Standards, should previous work/scheduled work be factored into bids?**
- A6:** No. Proposals and bids should not consider past work, or deep cleaning completed recently.

- Q7:** Will the Recreation Center (Bid 13A.) be used during the winter months? The bid only asks for cleaning from April – November.
- A7:** Yes. There may be times outside of the Scope of Services when cleaning could be requested. These types of requests would fall under Bid Schedule-Exhibit D “Hourly Rates” or Bid Schedule – Exhibit A “Daily Rates” and apply to all building and facilities. Furthermore, agreed upon Janitorial Cleaning Services are subject to change (See RFP page 6, Section V. “Subject to Change”).
- Q8:** Is the PCMARC open every day of the year?
- A8:** No. It is closed on Christmas Day.
- Q9:** PCMARC Building: Should the Daycare Room, Stairs and second level track and workout facilities be included?
- A9:** Daycare YES. Stairs leading to track and workout area NO. Equipment NO. All Courts NO. The only stairs to include in Bid 7 PCMARC are the five (5) carpeted steps leading down to the tennis area. The tennis area should NOT be included.
- Q10:** In ‘Scope of Services – Exhibit B’, can you clarify when hard surfaced flooring should be buffed and when it should be stripped/waxed?
- A10:** Buff Quarterly. Strip and Wax once per year.
- Q11:** Who is responsible for delivering and stocking cleaning supplies at the twenty-two (22) buildings?
- A11:** PCMC will deliver and stock supplies when contractor specifies a shortage on the Daily or Weekly Reports submitted to the Project Supervisor.
- Q12:** What about carpet cleaning? Should we include this in our proposals?
- A12:** No.
- Q13:** What about exterior window cleaning? Should this be included in proposals?
- A13:** Only cleaning of building interior windows as specified in Exhibit A – Scope of Services or Exhibit B – Deep Cleaning Standards. Exterior window cleaning will be handled by PCMC.
- Q14:** Will the awarded contractor be given the opportunity to bid for work outside the Scope of Services, such as cleaning products/supplies, carpet cleaning and window cleaning?
- A14:** Yes. If awarded contractor is interested in providing these services, they may inquire with the Project Supervisor about bidding on these services in the future.
- Q15:** Will preference be given to proposals received from Park City contractors?
- A15:** Park City Municipal Corporation’s policy is, subject to Federal, State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers. However, proposals will be evaluated on all of the selection criteria listed within the RFP and we encourage everyone qualified to submit proposals.