

ITB# 2016-02 Janitorial Services
Addendum
February 8, 2016

From the Pre-Bid Conference on February 1, 2016 several questions were asked. Below is a list of those questions with the appropriate response.

1. ***Will the Janitorial Services Submittal Form be revised?*** Yes. An updated submittal form has been added to the website. The form was changed to align with the current year and next year's budget. It was also important to know the number of custodial workers (day and after hours) assigned to maintain school cleanliness.
2. ***Is this a full service contract?*** The Vendor awarded the contract will provide equipment, supplies, tools and other accessories needed to conduct full janitorial services of 10 cottages and 2 extended modular. The Vendor will also provide supplies such as refillable items such as toilet paper, toilet seat liners, C-fold hand towels, lotion soap and plastic 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.
3. ***Can you share historical costs for supplies?*** Yes. Over the past three years we've spent the following on various supplies.

Purchases: Janitorial Supplies	SY 2012- 2013	SY 2013-2014	SY 2014-2015
Includes: Garbage Bags Paper Towels (Center Pull) Toilet Tissue Hand Soap Disinfectant Sprays and Cleaner	\$3,385	\$4,245	\$5,550

4. ***How many and what volume receptacles are available at the school?*** There are 12 x 13 gallon garbage containers, 2 x 7 gallon 3 x 3 to 4 gallon garbage containers, 3 x deskside wire waste baskets, 2 x 32 gallon garbage containers, and 1 x 64 gallon container.
5. ***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.
6. ***How many cleaning staff do you think you will need for day duties and night duties?*** Currently, we have 1 day custodian. We know we will need at least 1 day custodian and 1 after-hours custodian.
7. ***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.
8. ***Will you pay for initial corrective cleaning?*** Initial corrective cleaning will not be paid. However, the expectation is to raise the current standard of cleaning to a satisfactory level.

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9. ***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 supplies ordering is recommended.

10. ***May we have a copy of your Academic Calendar to show start-up dates and holidays throughout the school year?*** Yes. Go to the website www.cemco.org. The calendar is on the home page. All events are listed for the rest of this year. We also 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.

11. ***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.