

WRITTEN QUESTIONS AND ANSWERS**SP-21-0027 Janitorial Services ADH****ANSWERS ARE IN BLUE**

1. Did the State of Arkansas OSP supply the consumable supplies such as toilet tissue, paper towels, liquid soap, hand sanitizer, seat covers, etc., during this current Contract or is the current Contractor supplying the Consumables?

Answer: This question is not relevant to a Prospective Contractor submitting a bid response.

2. Who is the current Janitorial Services company and how long have they held the contract?

Answer: This question is not relevant to a Prospective Contractor submitting a bid response.

3. How much is State of Arkansas OSP paying the current contractor monthly/ yearly?

Answer: This question is not relevant to a Prospective Contractor submitting a bid response.

4. Are there any changes in the current contract in comparison to the new contract (any additions or deletions)?

Answer: This question is not relevant to a Prospective Contractor submitting a bid response.

5. I read on page 3 of the Solicitation Document that "Day Person" means a person who is at the janitorial service location between the hours of 8:00 a.m. to 4:30 p.m. CT and Business Days means Monday through Friday. It states on page 8 line D that the Contractor shall provide the necessary janitorial staff coverage on Business Days, from 4:30 p.m. to 9:00 p.m., CT to perform the janitorial services required by this IFB., but on page 16 under Section 1.9 (Daily Service Schedule) under line (D) 1. it states Restrooms cleaning is between the hours of 6:00 am and 8:00 am daily. Then on page 17 line# 4 states Contractor janitorial staff shall wash and sanitize all ADH building location restrooms toilet seats and urinals between the hours of 6:00 a.m. and 8:00 a.m. daily. Also, page 17 line# 5 states that restroom washbasins must be cleaned on the exterior and interior twice daily between the hours of 6:00 a.m. and 8:00 a.m. My question is, how will the selected Contractors Day Personnel and night crew be able to perform these tasks during these hours of 6:00 a.m. and 08:00 a.m. when these are hours before the Day Persons come in and hours past the time that the evening crew work? Are you all basically saying that these restrooms should be showing evidence of being cleaned at least by these particular hours 6 am- 8 am, which basically means that the evening crew have already taken care of completing the cleaning task of these restrooms before the start of Business hours?

Answer: See Addendum 2.

6. On page 6 Line E. of the Solicitation Document it states that when requested by OSP and/or ADH, Prospective Contractor shall submit, within three (3) Business Days of request, a minimum of three (3) account references. So, does this mean that when submitting our Bids, we don't include Reference information at all until it is requested?

Answer: As stated in Section 1.6.E, the references shall be submitted upon request by OSP/DAH only.

7. Does the State of Arkansas OSP supply the Trash liners or is it the responsibility of the selected Janitorial services Contractor?

Answer: See Section 1.7.A Contractor Requirements and Section 1.7.D.7 Cleaning Supplies and Products

8. Does the minimum of 90 man-hours per night also include the number of man hours worked during the day? (i.e.; 2-day porters 16 total man-hours hours per day, plus nighttime crew 74 total man-hours per night = 90 total man-hours)

Answer: No, Day Porter hours are in addition to the 90 manhours-per-night requirement.

9. Several if not all of the dispensers for soap and hand sanitizer have the name of the current janitorial company on them. Are these dispenser the property of ADH or the current janitorial provider? And can these dispensers be replaced?

Answer: Hand soap and hand sanitizer dispensers are currently supplied by the product vendor to the janitorial service company and installed by ADH Physical Plant staff. The dispensers are ADH property since they're affixed to ADH facilities. They can be replaced at the janitorial service contractor's expense, if desired.

10. Can we get a description of the toilet paper, paper towels and soap that is being used in the buildings since we didn't get to look into all the restrooms and break rooms throughout the campus?

Answer: This question is not relevant to a Prospective Contractor submitting a bid response.

11. We see no verbiage in regard to sub-contracting, is that allowed in this particular bid?

Answer: See Addendum 2

12. In section 1.7 item D #4 d. i. page 8 of 32, it states that a minimum of 450 hours a wk. or 90 hrs. per night shall be used. Is that a requirement or merely a suggestion? And if it is a requirement, will/can our floor hrs. count towards that?

Answer: 90 manhours per night (450 manhours per week) is the required minimum and does include floor-cleaning-hours. Floor cleaning work performed outside of the regular contract work times (such as weekends) can be documented and applied to the 450 manhours-per-week requirement.