



# RFP Questions

**To:** Public Questions Regarding NPB Janitorial RFP

**From:** James Anthony, Facilities Manager

**cc:**

**Date:** 17 November 2023

**Re:** Updated/Final RFP Questions for Janitorial Services as of 16 November 2023 C.O.B.

1. Q: There is a typo in the RFP. How many copies do we need to provide with submission?  
A: One (1) signed original. Five (5) copies and One (1) digital on thumb drive.
2. Q: Are there any changes to the scope of work with the advertised RFP vs the current scope? For example, expanded or condensed frequencies or tasks? Added or removed locations/buildings?  
A: No. Cleaning frequencies, areas to be cleaned, number of buildings all remain the same.
3. Q: Are there any changes to the service agreement with the advertised RFP vs the current service agreement?  
A: No. The agreement we are seeking is our standard service agreement for this service.
4. Q: What is the current annual cost of services for Janitorial services?  
A: Approximately \$155,000. (Monthly costs usually run between \$12,000-\$13,000/mo, depending what additional services are selected for that month.)
5. Q: What holidays are recognized by the city?  
A:

Holiday	Will be observed on:
New Year's Day 2023 (observed)	Monday, January 02, 2023
Martin Luther King Jr. Day	Monday, January 16, 2023
Presidents' Day	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023
Independence Day	Tuesday, July 4, 2023

Labor Day	Monday, September 4, 2023
Veterans Day (observed)	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Friday following Thanksgiving	Friday, November 24, 2023
Christmas Eve (observed)	Monday, December 25, 2023
Christmas Day (observed)	Tuesday, December 26, 2023
New Year's Day 2024	Monday, January 01, 2024

Q: When will the new contract be awarded?

A: The new contract will be awarded Dec 14th 2023.

Q: Per the solicitation, the target new contract start date is 1/1/2024. Is this still accurate?

A: Yes. The first year will run from Jan 1, 2024 to Sep 31, 2024. The following years will all be October 1 to September 31<sup>st</sup>. This will align with our normal fiscal year.

Q: Could you please provide the total square footage for each facility?

A: The square footage of each facility is contained in the RFP.

Q: Can you furnish specific square footage details for each type of floor, outlining the required services and specifying their frequency?

A: We do not have a specific breakout of square footage by floor type. The services and frequencies are provided in the RFP.

Q: Kindly inform us whether AK Building Service currently serves your company, and if so, what is the current service cost?

A: Yes, AK Building Services is our current vendor. Cost addressed above.

Q: What is the allocated budget for this project?

A: The budget is driven by contract cost.

Q: How many cleaners are required per week, and what is the expected number of hours for their services?

A: This is to be determined by the vendor.

Q: For the porters, could you specify the required quantity and the hours needed for their tasks?

A: We do not have any porters required for this contract.

Q: Can you provide the cleaning schedule for each facility?

A: The available window for cleaning each facility is listed in the RFP.

Q: Will you be supplying a master key or any alarm systems for our use?

A: Once awarded appropriate keys will be provided to each of the facilities.

Q: Are cleaning chemicals and equipment included in the project, or should we provide them?

A: All cleaning supplies and equipment are to be provided by the vendor.

Q: Regarding consumables such as soap, paper towels, and toilet paper, are you supplying them, or should we provide them?

A: Consumables are to be provided by vendor.

Q: Should we build the cost of the Additional Requests on pages 34 and 35 into our total costs, or will those be billed separately when completed?

A: These additional services are to be completed upon request and billed after completion.

Q: How many cleaning techs clean each day?

A: Determined by vendor.

Q: How many hours per day do your cleaning techs work?

A: Determined by vendor.

Q: Are there specific hours designated for cleaning?

A: Hours facility is available to be cleaned are found in RFP.

Q: What hours are the current cleaning crew working?

A: Within the hours provided in the RFP and as many as each crew requires.

Q: For Strip & Wax jobs, How many coats of stripper & wax per strip? How many coats of wax per Scrub?

A: This is to be determined by vendor to provide an acceptable finish.

Q: Who provides the chemicals for a strip & wax?

A: Vendor, so price this into your additional services pricing as well.

Q: What is your budget?

A: We do not have a set budget for these services.

Q: Is there a Bond required?

A: There is no bond requirement.

Q: Will there be background requirements? If so, what is the level of background check required?

A: Personnel assigned to the Public Safety building will be required to pass a background check. This background check is fairly comprehensive and does not directly match the accepted level numbering system. Other building do not require background checks.

Q: What were the annual billings for the optional services?

A: Roughly \$20,000-25,000. This will likely be higher this year.

Q: Is there a chance that this Bid maybe awarded to more than one company?

A: No. It is highly unlikely that this will be awarded to more than one company.

Q: Will they waive the specific commercial automobile liability in lieu of the fact that we carry significant overall liability insurance and that we require our cleaning techs to have their own automobile insurance?

A: Personal vehicles entering North Palm Beach Properties only require that they be personally insured. Company vehicles must carry commercial liability insurance.

Q: When we perform a strip & wax, would we be responsible for moving furniture?

A: Yes, but in most cases the areas to be stripped and waxed will not have any furniture in those areas.

Thank you,

James Anthon