



Questions & Answers

RFP for Janitorial Services

(Issued on October 10, 2019)

The following questions was received during the Pre-Proposal Conference on October 17, 2019 and during the Q&A period of October 17, 2019 through October 22, 2019. The responses are noted below. The Q&A period has ended and no more questions will be accepted. Thank you for your participation and interest in the solicitation for Janitorial Services.

Question #1: What is the carpet square footage and the tile square footage for each center?

Response: We do not have that information. If you need the information, we encourage you to stop at each center to take measurements.

Question #2: What is the salary for the current janitorial staff?

Response: All janitorial staff earn \$12.00 per hour.

Question #3: Are current janitors' contractors or in house?

Response: The janitors are hired in-house.

Question #4: Where will they send the weekly reports to?

Response: The weekly reports will be send to the Workforce Solutions' Chief Financial Officer and a copy to the designated person at each of the respective centers.

Question #5: How many employees do we have at each center?

Response: The employee counts are: Staples Career Center approximately 85 staff; Sunrise Mall Career Center approximately 44 staff; and Sinton Career Center approximately 11 staff.

Question #6: Is the cleaning services set strictly to M-F 8-5 or will there be an occasional weekend that work will have to be done (carpet shampoo or floor strip/wax)?

Response: The cleaning services are set for the M-F 8-5 for both the Sunrise Mall and Staples Career Centers. The cleaning services for the Sinton Career Center are set for after office hours. However, depending on the work requested, some of the services may have to be done after office hours or on a weekend. These services may include: steam clean carpet and/ or stain treatments and floor strip/wax. If some of these services are not offered by your company, we may authorized an outside professional cleaning company to do the work. Either way, cost will be reviewed for cost reasonableness.

- Question #7: Who supervises the current janitorial staff? Who will be giving the direction to the “New” staff?
 Response: *The current janitorial staff are supervised by the each center’s director or designee. If there is new janitorial staff, they will also be supervised by the same individuals.*
- Question #8: How will staff obtain access to the building?
 Response: *All janitorial staff will have security entrance cards to access the respective career centers. For additional information, refer to the RFP, page 12, section entitled “Premises Security Requirements”.*
- Question #9: Is there a budget set for this RFP? If so, what is the budget?
 Response: *There is no budget set for this RFP for janitorial services. Currently, Workforce Solutions is testing the market to competitively procure janitorial services.*
- Question #10: Please define full-time employee. How many hours per week do they work? How many hours do the part-time employees work?
 Response: *Janitorial staff classified as full-time, work approximately 40 hours a week. Janitorial staff classified as part-time, work approximately 10 hours per week. The part-time hours may increase depending on the additional work requested.*
- Question #11: How many employees/staff are located at each location?
 Response: *For response, refer to Question #5.*
- Question #12: For public restrooms, how many visitors does each location average on a daily basis?
 Response: *Workforce Solutions does not maintain numbers on how many visitors require the use of restrooms. However, you may be able to arrive at the numbers by using the annual customer traffic count by career center: Staples – 33,662; Sunrise Mall – 25,196; and Sinton – 6,067.*
- Question #13: On consumable products, how many cases are currently being used on a monthly basis for each? Paper towels, toilet paper, trash bags, hand soap, seat covers?
 Response: *For response, see attached Excel spreadsheet.*
- Question #14: How many different sizes of trash bags do you use? What are those sizes?
 Response: *Workforce Solutions uses three types of trash bags. The sizes of the trash bags consist of: 24x33 8 Micron; 33x40, and 40x48 16 Micron.*
- Question #15: Do you have the square footage of tile vs. carpet for each location?
 Response: *See response to Question #1.*
- Question #16: What are the preferred hours for the day porter? What are the preferred hours for the evening porter?
 Response: *Please refer to the RFP, page 16, Attachment B, “Response Information Sheet, Preferred Hours of Janitorial Services”.*