



Office for People With Developmental Disabilities

ANDREW M. CUOMO
Governor

THEODORE KASTNER, MD, MS
Commissioner

October 18, 2019

Janitorial and Cleaning Services LI DDSOO– RFQ LI 110419

Questions and Answers:

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

1. Question: Who is the current vendor and annual price?

Answer: The current vendor is 1 Call Building and Maintenance Corp. This service is not currently under contract for these sites so previous payments are not indicative of the requirements in the Scope of Work in the RFQ.

2. Question: Is there a current contract in place? What was the previous contract amount? What was included in the previous scope of work? Is the current contract comparable in size and scope as this solicitation?

Answer: There was no previous contract for these sites.

3. Question: We are a company from New York. Are we allowed to bid on this even though we are not from your state? (this question came from someone looking at the procurement on a third-party website)

Answer: Yes. This is a New York State procurement which is open to MWBE-certified businesses (certified pursuant to Article 15-A of the New York State Executive Law) and New York State small businesses only.

4. Question: Do you have a bid bond and how much?

Answer: No

5. Question: Do you have a pre-bid meeting and are we required to be there?

Answer: There is no mandatory pre-bid meeting; however, there is contact information in the Overview Section on page 1 of the RFQ for each of the sites listed so that you can schedule a walk-through of the facilities at your convenience.

6. Question: What is the unit of area?

Answer: Cascade West Day Hab – approx. 2,000 square feet
Cascade East Day Hab – approx. 2,000 square feet
Plainview Maintenance Dept. – approx. 3,000 square feet



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7. Question: What time would you prefer cleaners to start?

Answer: Cleaning service can begin at approximately 3:00 pm following the end of programming. Schedule changes may affect starting times.

8. Question: Will Contractor have access to buildings during the weekend for quarterly floor waxing/shampoo?

Answer: The Contractor will have access to the Day Habs on the weekend for the quarterly floor waxing/shampoo. The Maintenance Department does not require floor waxing or shampooing, just spray buffing.

9. Question: What constitutes an emergency? Give an example from current contract.

Answer: There is no current contract for these sites. OPWDD's Day Habs are program centers that provide day services to developmentally disabled individuals, some of whom are medically disabled, physically disabled, or in a wheelchair. As a result, a higher standard of cleaning is necessary. The RFQ states that "areas are to be maintained at an odor free, hospital level of cleanliness." An example of an emergency might be a flu outbreak where the Contractor is called to sanitize surfaces in the facility before individuals can return to the Day Hab.

10. Question: Is there any human waste or blood involved?

Answer: The Scope of Work states "Clean and sanitize all bathroom fixtures, walls, floors, partitions, light switches, door handles and other surfaces" so there is the possibility you will come into contact with human waste or blood.

11. Question: Is there a janitors closet at each location for contractor use?

Answer: Yes, there is a closet at each location that the Contractor can use.

12. Question: Is there a storage closet for cleaning supplies? Paper supplies?

Answer: Yes.

13. Question: Is cleaning entrance way door mat included in scope of work?

Answer: Yes, it would be included under "Sweep and mop all floors and vacuum all carpeting" in the Service Specifications in the Scope of Work.

14. Question: Is cleaning of cloth furniture (chairs and sofas) included in scope of work?

Answer: No.



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15. Question: If services are provided after hours, what is the process for obtaining signatures on job tickets?

Answer: The Scope of Work states “Job Tickets are to be presented on a monthly basis to the Habilitation Specialist or designee at the Day Service sites and the Maintenance Supervisor or designee at the Plainview Maintenance office upon completion of service.” Services can begin around 3:00 pm so there should be staff present to sign the Job Tickets.

16. Question: Is there a dumpster onsite for trash? Is hauling daily trash away part of scope of work?

Answer: Yes, there is a dumpster onsite. At the Day Habs, trash is to be emptied into outside bins (outside trash bins/dumpster) on a daily basis. At the Maintenance Office, trash is to be emptied into the dumpster at the weekly visit.

17. Question: Where are paper cups used? Are there water coolers at each location?

Answer: Please see the Addendum that was released for this RFQ. Paper cups were removed from the Scope of Work for the Day Habs and the Maintenance Department. The Contractor does not need to provide paper cups for any of the three locations.

18. Question: Day Hab locations have decorative painting on windows, is cleaning off the paint part of scope of work? (quarterly cleaning)

Answer: No, the Day Hab staff puts the decorative painting on and takes it off. Please see the Addendum that was released for this RFQ.

19. Question: *Clarify*** MAINTENANCE DEPARTMENT: weekly cleaning: item 2: dispose of trash in dumpster**

Answer: It is the Contractor’s responsibility to collect and move all garbage from inside the Maintenance Department to the outside dumpster. The Contractor’s responsibility ends when the garbage is placed inside the dumpster.

20. Question: Does contract price account for prevailing wage increase, product increase? Excessive paper product usage?

Answer: There are no allowances in the Contract for prevailing wage increases, product increases, or excessive paper product usage. The Contractor must take this into account when providing a cost quote. After the first year of the Contract; however, the Contractor may request a CPI increase (see below). This information is found on page B-3 section 13 of the Informational Contract template and will also be in the actual awarded Contract:

“Prices are to remain constant for the initial year of the contract. Approaching every contract anniversary date, the Contractor may request, or OPWDD give notice of, an annual price adjustment for the subsequent year. The request or notice must be submitted in writing between



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30 days and 60 days prior to the contract anniversary date. OPWDD has the sole discretion in determining the rate to be approved. The adjustment shall be based upon the most recently available, "CPI-U" (Consumer Price Index – Urban Wage Earners), not seasonally adjusted, Northeast urban - Size Class A, all items, with the adjustment calculated on a 12-month percent change based on the month 60 days prior to the contract anniversary. Any price adjustment shall not exceed 3.0% per annum."

21. Question: Do you have a window count? What floors are the windows on?

Answer: Each Day Hab has two large storefront windows and the Maintenance Department has 16 windows. All three facilities are one floor buildings.

22. Question: Could we have square footage breakdown of carpet and floor to be stripped and waxed?

Answer: The stripping/waxing applies to the Day Habs only. Each Day Hab has approximately 2,000 square feet of tiles. There is no carpeting in the Day Habs at this time and no plans for installation of carpet in the near future.

Respectfully,

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