

**IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY
REQUEST FOR PROPOSAL RFP#0912
JANITORIAL SERVICES FOR THE IDAHO DEQ COEUR D'ALENE REGIONAL OFFICE**

**PRESUBMITTAL CONFERENCE AND SITE VISIT
OCTOBER 25, 2011
DEQ COEUR D'ALENE REGIONAL OFFICE
COEUR D'ALENE, IDAHO**

ADMINISTRATIVE NOTES, PROPOSERS' QUESTIONS/DEQ RESPONSE

This document contains Administrative notes, questions submitted by proposers for the above noted Request for Proposals and responses provided by the Department of Environmental Quality.

Purpose of this Request for Proposal

The Idaho Department of Environmental Quality (DEQ), through Request for Proposal RFP0912, is seeking a qualified contractor to provide janitorial services to be performed at the Idaho Department of Environmental Quality Coeur d'Alene Regional Office, 2110 Ironwood Parkway, Coeur d'Alene, Idaho. Janitorial service is to provide all cleaning supplies and equipment necessary to accomplish the cleaning tasks, with the exception of the restrooms. The building landlord, as terms of the lease agreement, will supply washroom materials including cleaning supplies and equipment for the restrooms.

Administrative Notes

The schedule for the remainder of the Request for Proposal process is as follows: Proposals for RFP0912 are due at the Idaho Department of Environmental Quality November 18, 2011, 4:00 P.M. (MT).

Proposals must be submitted to: Idaho Department of Environmental Quality
Marcia L. Todd
Grants/Contracts Officer/RFP0912
1410 North Hilton
Boise, Idaho 83706

You must obtain a receipt from DEQ noting the date and time the proposal was submitted. For proposals submitted by mail or delivery service, the receipt will be sent to you. Proposals received after the deadline will not be accepted. The sealed proposals will be opened publicly November 18, 2011 at 4:05 PM (MT) at the Department of Environmental Quality, 1410 North

Hilton, Boise, Idaho. Only the names of those submitting proposals will be identified at the public bid opening.

The bid selection process is confidential. Proposals received shall remain confidential until the process is complete. Thereafter, all proposals submitted in response to this request shall be deemed public record. In the event that a proposer desires to claim portions of its proposal as exempt from disclosure, it is incumbent upon the proposer to identify those portions. Please refer to Section 5.4 of the RFP for further instructions.

At no other time during the remainder of the RFP process will DEQ technical personnel or Grants/Contracts Officers be available to respond to questions of a technical nature from prospective proposers. Questions with regard to administrative procedures for bidding will be answered up to the time bid proposals are due. For questions of an administrative nature, please contact Grants/Contracts Officer Marcia Todd by email at marcia.todd@deq.idaho.gov.

Any major questions/clarifications that are addressed in the presubmittal conference are shared with other prospective proposers even if they did not submit questions. The reason the information is shared is that the State of Idaho, using taxpayer dollars, must maintain an even playing field so that everyone has the same information, the same chance at placing a bid with the same information as the prospective proposers attending this conference.

The contents of the RFP, Proposers' Questions and DEQ response, RFP Addendum if any, and the selected proposal submitted will become the contract statement of work.

A guided tour of the building was held for those in attendance. There are two floors involved along with a shower in the basement.

Bidder Questions (in Bold) with DEQ response:

1. What are we to dust?

Daily: Dust all furniture and surface areas, dust reachable ledges, dust high ledges.

As needed: Damp wipe or polish desks.

If you received the RFP, Appendix A has the listing of the janitorial services to be provided.

You are to check the vacuum and maintain cleanliness of the carpet. If it needs to be cleaned, you are responsible for that.

2. Just the dusting of the blinds?

Yes, just the dusting of the blinds.

3. Countertops and sinks in the kitchens?

You are responsible for the countertops and sinks in the kitchen daily. The shower and floor is also daily.

4. You can do it in sections, right?

You mean like the downstairs blinds? That's up to you, as long as you are adhering to the schedule.

5. Do you know what the room count downstairs is?

There are 24 offices downstairs, and that does not include the common areas.

6. When they install new carpets, are they going to clean up their own mess?

Yes, they do the walls, the mopboards. They do clean up after themselves.

7. And they are going to be here at night also?

Not necessarily.

8. If they do it while one of us happens to be coming in, could we be informed that they are here?

Yes. The breezeway downstairs and the other side have already been done. What they are going to try to do, as far as I know, but subject to change, is the upstairs in the common area before they do what is underneath us.

9. Do you have any idea how long it will be going on?

No. They are going to do several different things including adding walls in rooms downstairs to create separate offices. They came in at night and on weekends when they worked previously. They work around our schedules and we work around their schedules. I can't tell you when it is going to start or when it's going to end, but they did ask for and receive the office holiday schedule through Martin Luther King Day.

10. On the bathrooms, I don't see anything about stripping and waxing the floors.

It's included on Appendix A, Restrooms, clean floors, 'weekly'.

11. Stripping and waxing quarterly or every six months or so?

They do it probably once a month.

12. I have a question about products used for cleaning. Are there specific types we should use?

We prefer products that are not highly fragrant. We have a lot of people with allergies. The landlord will furnish the soap, toilet paper, towels, cleaning products and cleaning equipment for the bathrooms. You have your cleaning products and equipment that you use elsewhere.

13. **Anything chemical wise that we need to bring in we run by you first?**

DEQ does have 'Green' Standards.

14. **So do you need the MSDS (Material Safety Data Sheet)?**

No.

15. **On page 3 of the RFP, it says 'one original and three copies' of the technical proposal. Do they need to be marked?**

The original needs to be just that, an original. It can be marked 'Original'. We are required by law to have an original document with original signatures for our file. The copies can be photocopies and can be marked 'COPY'. (Please review Section 3.0 Proposal Submission beginning on page 7 of the RFP.)

16. **In Section 2.0 Scope of Work, it says 'routine check-ins'. How often? And that would be with whom?**

Check in at least once a month with the Project Manager. You will also hear from DEQ if there is an item that needs to be taken care of immediately.

17. **How much time do we need to allow you to vacate the office when work is finished for the day?**

Our office hours are from 8:00 a.m. until 5:00 p.m. but we have people here until 6:00 p.m.

18. **So if we come in at 6:30 it would be okay?**

That would be fine.

19. **It says 'current square footage'. Does that mean it is going to change?**

The lab may expand. We just renewed our lease. Part of the lease process was negotiating some of these items. When they will happen, we don't know but we will certainly let you know and go from there.

20. This will be a January 1 start date?

Yes.

21. Will the bathrooms downstairs look like the bathrooms over here with tile?

The landlord has told us they are going to be upgrading it and redoing the rock/plant section downstairs. We think the layout of the bathrooms will stay the same – just an upgrade of the floors and tiles, etc.

22. Is there a certain door we have to enter?

That will be up to you. The key that you get will open all the outside doors. We really stress that you have to lock up after yourself.

If you do notice something that we need to tell the landlord, leave a note.

23. Do we have to take care of the lights?

No, the landlord takes care of changing bulbs.

24. Appendix A says 'maintain cleanliness of carpet' quarterly. Does that mean it needs to be extracted?

Yes. It needs to be cleaned quarterly.

25. Do we supply the trash can liners?

Yes.

26. Can we leave our things in the janitor's closet?

Yes. In the janitor's closet you can leave your vacuum, etc.

27. Is there a blueprint of the floors?

Yes. (attached)

28. Are you going to need the Appendices returned?

Yes. Please refer to page 9 of the RFP.

29. Does the current square footage (12043) include the stairs?

That information was from the landlord so we assume that they included everything with the exception of maybe the shower.

30. Can we fax our proposal to you?

No. An original signed document is required. It must be received before 4:00 p.m. (MT) on November 18 or it will not be accepted.

31. Where will the bill be sent to?

The invoice will be sent to Accounts Payable in the DEQ CDA Regional Office on a monthly basis. DEQ does not pay in advance for work to be done.

32. Are we to clean the glass doors and windows?

You are responsible for the inside glass.

There were no further questions.