



Calhoun County

Administrative Services Department

Purchasing Division

"Building A Better County Through Responsive Leadership"

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Bradley J. Wilcox
Assistant County Administrator

TO: Potential Bidders

DATE: August 5, 2016

RE: Questions and Responses - RFP#117-16: Janitorial Services

The following information represents a list of bidder's questions, and the corresponding replies from the County, which were received by the Calhoun County Purchasing Department on or before August 3, 2016, in accordance with instructions stated in RFP#117-16, Addendum #1, Sec. 2.4.1 "Inquiries".

Vendor questions are italicized, and are numbered followed by the corresponding response by the County in **bold text**

1. Q: *In Section 3.2 "Scope of Work Requirements": Is there only one day porter required and is that person shared between the Toeller and the Court Complex buildings?*
A: **The County only requires that day porter activities occur in both buildings. It should be reflected in your work plan the day, hours, and number of staff assigned to day porter activities. Historically, it has been accomplished in both ways.**
2. Q: *In Section 3.2 "Scope of Work Requirements": Does the day porter perform cleaning of the two exceptions - Prosecutor's Office and Friend of the Court?*
A: **Historically, the day porter has performed cleaning activities in both offices; however, it should be reflected in your work plan if the day porter is utilized.**
3. Q: *Does the Consolidated Dispatch (E911) Office require services M-F and the weekend?*
A: **E911 only required services Monday thru Friday.**
4. Q: *Do MSDS sheets need to be submitted with the proposal response?*
A: **The awarded provider will be asked to provide MSDS sheets for all products used in County facilities. Provide a list of products you will use with your proposal response.**

5. Q. *What are the current janitorial services costs to the County?*
 A. **Justice Center: \$101,215 annually**
Toeller Bldg: \$ 66,099 annually
County Building: \$ 30,984 annually
Road Department: \$ 7,788 annually
Albion Human Serv: \$ 8,262 annually
6. Q. *How many employees are there per building?*
 A. **Justice Center: 216**
Toeller Building: 78*
***This count is for County employees only. There are State offices in the building for which we do not have a count; however, we would estimate 120 - 150 in addition to County employees.**
County Bldg: 64
Road Department: 20
Albion: 20
7. Q. *Is a copy of the sign sheet from the pre-bid walk-thru available?*
 A. **The janitorial firms represented in the walk-thru were:**
 - **CSM**
 - **Grand Rapids Building Services**
 - **Professional Building Services**
 - **GDI Omni**
 - **Great Lakes Facility Management**
 - **New Image**
8. Q. *Confirm that the hours of a day porter can be flexible?*
 A. **The hours of the day porter can be flexible; however, the County would prefer that they report for day porter activities between 10:00 a.m. and 12:00 noon. Your work plan should outline the day porter activities.**
9. Q. *Will there be floor plans available?*
 A. **Contact Curtis Smyers at csmyers@calhouncountymi.gov**
He will provide you with the information or make arrangements for you to view.
10. Q. *Attachment A did not print correctly. Also total square footage of carpeted floors is not correct.*
 A. **A legible and corrected version of Attachment A is attached.**
11. Q. *Expand more on the exception hours for cleaning of the Prosecutor's Office and FOC.*
 A. **These offices require janitorial services to be performed while employees are present and prior to 5:00 p.m. The awardee will receive further direction regarding acceptable hours for their services prior to commencing contractual services.**

12. Q. *Since Road Department square footage is not available, who do we contact if we want to measure their area to be cleaned?*
A. **MaryJo Crumpton, Office Manager 269.781.9841**
13. Q. *Further clarify the areas of the Road Department that require cleaning.*
A. **The areas to be cleaned are the main administrative offices and the area of the garage that includes 2 concrete hallways, 1 breakroom, and 2 bathrooms consisting of 4 urinals, 5 toilets, and 3 sinks.**

*****This concludes the inquiry phase of RFP#117-16**
Bids are due Monday, August 15, 2016; 3:00 pm (Local time)***

LATE BIDS WILL NOT BE CONSIDERED

ATTACHMENT - A
****CORRECTED****

FACILITY DATA
2016

<u>Building</u>	<u>Approx sq.ft. carpeted floor</u>	<u>Approx sq.ft. hard surface surface</u>	<u>toilets and urinals</u>	<u>sinks</u>
TOELLER**	68,400	19,050	41	37
MARSHALL	56,044	11,500	30	25
ALBION**	22,900	23,670	7	5
COURT COMPLEX	100,750	12,550	94	80
ROAD DEPARTMENT	<u>not avail*</u>	<u>not avail.*</u>	<u>7</u>	<u>5</u>
TOTAL	248,094	66,770	179	152

* Square footage of carpeted and hard surface floor is unavailable for the Road Department. Bidders are responsible for measuring and stating such on their own.

**The Toeller Building, Albion Human Services Building, and County Building can vary in occupied square footage, due to leased space. During the course of this agreement, the occupied square footage could vary due to this reason, but the awarded contractor will be notified of such changes.

Hard surface floor type per building, per square foot**:

<u>Toeller</u>	<u>Court Complex</u>	<u>Jail & Sheriff Admin.</u>	<u>Abbreviations Key:</u>
VFC 12,955	VCT 2,570	VCT 35,000	VFC = vinyl floor covering
CT 6,095	CT 7,030	CT 8,420	VCT = vinyl composition tile
	QT 2,950	QT 75	CT = ceramic tile
		TZ 11,890	QT = quarry tile
			TZ = terazzo
<u>County</u>	<u>Albion</u>	<u>Road Department</u>	
VCT 8,352	VCT 1,672		
CT 2,100	CT 695	*unavailable	
QT 1,504			
TZ 600			

**Square footage quantities are not absolute and may vary

FOR PURPOSES OF SUBMITTING YOUR PROPOSAL, USE THE ABOVE FIGURES.