

FACT Charter School, Cleaning RFP April 2021

QUESTIONS FROM THE BIDDERS CONFERENCE:

Is FACTS going to open full time in the fall?

Our current assumption is that we will open at 100% capacity in the fall. However, as we all know, we are in an unpredictable time.

What happens if school closes?

FACTS will make our best efforts to keep workers employed, including those of our cleaning service. We would expect our vendor to work with us in this effort which may require shifts in the cleaning tasks assigned to the cleaners.

Question about the cleaning supplies and methods listed in the RFP

- FACTS has moved to adopt green cleaning products and to standardize some cleaning practices such as implementing a color coded hygiene system for the use of FACTS employees. The color coded cleaning supplies currently in the utility closets are for the use of FACTS employees (and for the use of the cleaning contractor only as they are carrying out day porter tasks such as cleanups when students are still in the building.) FACTS employees are not to use the cleaning supplies and equipment of the cleaning contractor.
- We are open to recommendations if you have better methods or cleaning products than the ones we listed in the RFP. We hope to find a cleaning contractor who has more expertise in cleaning than we do.
- You are welcome to include suggestions in your proposal

The utility closets are small and full of FACTS cleaning equipment. Where will the Cleaning Contractor store their equipment and supplies?

FACTS will carve out space in the hallway to one of the freight elevators. Please let us know of special space requirements for equipment that will be stored here.

OTHER QUESTIONS SUBMITTED AFTER THE BIDDERS CONFERENCE:

The professional liability insurance requisite in your RFP, this is not something we carry and have never been asked to provide. We can purchase it but it is expensive and I want to make sure that before we do it is absolutely necessary or perhaps negotiable.

Please consider this requirement negotiable. Perhaps we got overly zealous advice from our insurance consultant. The requirement to have General Liability Insurance and Workers Comp Insurance is not negotiable, however.

Will we be able to wash our microfiber cloths and mops on site?

We have a small scale W/D machine which you may use depending on volume. TBA on capacity. Please note that this combination washer/dryer has a long wash and dry cycle of approximately 2 hours.

The Dawn dish soap, what would that be needed for?

Students use this to wipe down their desks before and after class. This cleaning product is not intended for the cleaners to use, but it is an acceptable product to use.

What is the current summer cleaning process? With our experience we find that during the summer we use more labor for cleaning and floor care. Does the current vendor use the same amount of staff or add extra cleaners during the summer?

There is a summer deep clean (outlined in the RFP) and a weekly clean. In our understanding, over the summer the current vendor works longer hours for the deep cleaning. We compensate our current vendor by the job and do not know how many person hours of labor are involved.

What currently happens over the holiday breaks as in December holiday and Spring break with cleaning staff? We typically use this time to provide floor care projects.

We typically do not do cleaning projects over the breaks although you are welcome to do so as the daily cleaning would not be necessary. There is usually very limited staffing in the building over breaks. At the beginning of winter and spring break there is often extra trash to manage (following classroom parties) as well as a clean out of the staff refrigerators and microwaves. The current cleaners come to do a cleaning just prior to the return of students and teachers after breaks.

What type of extra cleaning will be needed or projected for the 1st year contract?

We don't anticipate any extra cleaning beyond what is outlined in the RFP. Please base your bid on a typical year -- one without concerns over Covid-19. The school might have Covid exposure events requiring special cleaning. We would want to work with our chosen vendor to create a pricing structure for such special periodic cleanings and would

hope that our chosen vendor will have the capacity to accommodate those periodic events.

Stripping and waxing of the floors as well as Carpet Cleaning the areas to be included are listed in the RFP. If other work is requested how do we charge for the floor care?

The floor waxing listed in the RFP is annual. We only wax all of the floors every few years during the summer and would ask for a separate quote for this work at that time.

When the contract is awarded will summer projects (Floor care and Carpet cleaning as listed under Summer Cleaning) need to be completed or will it only be partial summer work until school starts? (Will need to know for proper staffing).

The work need to be would be done over the summer before school starts in Fall. Please note that there are no carpeted rooms.

What is causing the need for the bid- looking to make a change to enhance the current program or is the contract term up for bidding?

We have not bid out cleaning in a number of years and are required to do so. We are looking to better understand the pricing for the services we receive and to learn more about best practices for school/institutional cleaning.

Can you share the name of the current incumbent?

No. 1 Express Cleaning LLC.

Is it possible to obtain the Right to Know form or share the current annual price?

For a typical school year, the 10 month contract is for \$71,400 and the summer is \$18,500.

However, please do not base your bid price on what we are currently paying as we do now know that it is a reasonable amount. We want the best combination of quality and value that you can provide.

Current custodial cleaning hours and shifts, how many cleaners?

Two cleaners. Typically they began at 3pm. We do not know how long they are here each evening.

On page (9) of the RFP it refers to day porter services starting at 3pm please define what other on call services will be required?

Currently the cleaning company begins work at 3pm. This is when our building manager leaves for the day. Most of the cleaners' time starting at 3 pm is their regular cleaning work. However, we want the cleaning staff to be available for tasks such as spills or vomit clean ups and the restocking of bathrooms; The building is usually clear of students by 3:30 with the exception of some after school programs.

Our current cleaner also provides cleaning after special school events (parties, conferences, parent meetings, and gatherings); however we do not anticipate any of these types of gatherings in the coming year. The cleaner gives us a price per event.

In regard to submitting the bid- are we emailing the bid response electronically or a paper bid (if so how many copies)?

Electronically is good

Window cleaning is this interior only? If not, we will have use a sub-contractor for cleaning exterior windows and provide quote as needed.

Interior only.