



Brooks Development Authority
Request for Proposals (RFP)
Commercial Janitorial Services
Bid #06062017-006
Questions/Answers

1. Who provides the paper products, toilet paper, paper towels, can liners, and hand soap? If the contractor is responsible for these paper products, can you please provide the number of employees associated to each of the buildings to estimate this cost.

ANSWER: Contractor will provide paper products. 125=44, 470=4, 502=24, 510=7 511=8, 801=Conference Space, 930=Gym, 1106=16

2. In regards to the areas that require carpet cleaning, and stripping and waxing (carpet, granite, terrazzo, ceramic, VCT). Is there a breakdown of these particular square footages at each location so that this work can be priced equitably in our contract price?

ANSWER: No, 98% of the square footage is carpet and the remainder is bathrooms and hallways.

3. Are these buildings serviced during the day (8am-5pm) or evening (after 5pm)? Please specify if there is a specific schedule to follow.

ANSWER: They are currently serviced from 6am-12am

4. Is a subcontractor required?

ANSWER: No

5. Is there a current contract in place if so who is the current vendor and is there a bid tabulation we can get or approximate annual amount of last contract?

ANSWER: Yes, there is a current contract in place. The incumbent is Unified Service Associates and the approximate amount of the last contract is \$60,000.

6. Is it low bid?

ANSWER: No, this is a Request for Proposal (RFP). Price is not the only factor that will be taken into consideration. Please see the RFP document on the Brooks

website (<https://livebrooks.com/development/vendors-bids/>) for the Scope of Work and Criteria.

7. Is there a way to get day/night hours and approximate number of employees needed?

ANSWER: Please see question #1 and #3.

8. Does contractor supply all chemicals, equipment and consumables?

ANSWER: Please see question #1.

9. Is there a way we can take a tour of the property?

ANSWER: Yes

10. What is the total number of commodes, urinals and sinks in the buildings to be cleaned?

ANSWER: 12=Urinals, 41=Sinks, 41=Commodes

11. What is the census of the approximate 81,855 square feet?

ANSWER: Please see question #1.

12. Would Brooks Development Authority consider a bid for cleaning separate from paper and chemical products and floor care? Products would be invoiced at cost plus xx% and based on usage. Floor care would be invoiced as needed at \$xx per square foot for carpet and \$xx per square foot for stripping and waxing.

ANSWER: No.

13. Is Brooks Development Authority Tax Exempt?

ANSWER: Yes.

14. Is this a performance-based contract?

ANSWER: Yes.

15. Are there exterior windows to be cleaned? If so, how many stories high and what is the approximate square footage of exterior windows to be cleaned?

ANSWER: Windows would be cleaned at the 1 story level.

16. Are there significant events held in any of the buildings where more than the usual number of employees may be needed for interior and exterior cleaning and maintenance? If so, will additional worker hours be paid on invoice?

ANSWER: Yes, at building turnovers. These services will be invoiced separately.

17. If extraordinary unforeseen damage or accidents occur, and if special cleaning and treatment is required, will Brooks Development Authority pay for extraordinary and unforeseen costs?

ANSWER: Yes

18. Will Brooks Development Authority pay separately for services rendered as the result of an emergency?

ANSWER: Yes

19. Will award of this opportunity be granted to the lowest bidder?

ANSWER: This is a Request for Proposal (RFP), price is not the only factor.

20. Is there a janitor closet in each building with a sink?

ANSWER: Yes

21. In buildings with multiple floors is there a janitor closet on each floor?

ANSWER: Yes

22. Are lockers provided to janitorial staff to lock up their personal belongings while on the job? If not, is there space for lockers to be installed for the purpose of securing employee belongings?

ANSWER: No & Yes

23. Are janitorial staff required to wear uniforms?

ANSWER: Yes

24. Will BDA provide a network drop for the purpose of installing an electronic time and attendance system?

ANSWER: Sure, but the monthly cost would be billed back to the contractor.

25. Is there a fairly secure place to plug in an electronic time and attendance system?

ANSWER: Yes

26. What is the holiday schedule?

ANSWER: The 2016-2017 Holiday Schedule is attached. The new schedule will be provided when available.

27. Are there exceptions where janitorial staff may be needed on some holidays?

ANSWER: No

28. What is the BDA policy on participating, or awarding to vendors who participate in the Bexar County Reentry Program?

ANSWER: We do not currently have a policy, but it is not something we are participating in at this time.

29. How much of the square footage of this RFP is used for health, wellness, or medical purposes?

ANSWER: 17,469sqft

30. Is cleaning of medical or exercise equipment required?

ANSWER: It may be

31. Does Brooks recycle? If so, is there a separate blue recycle dumpster?

ANSWER: Yes

32. Are there dumpsters on the premises for dumping trash?

ANSWER: Yes

33. I received the RFP for janitorial services. Will we be able to set up a time to walkthrough the property before the RFP is due?

ANSWER: Please see question #9.

FY 2016 - 2017 HOLIDAY SCHEDULE

The City of San Antonio's FY 2016 – 2017 Holiday Schedule.

City of San Antonio FY 2016 - 2017 Holiday Schedule		
Holiday	Day	Date
Veteran's Day	Friday	November 11, 2016
Thanksgiving Day	Thursday	November 24, 2016
Day after Thanksgiving	Friday	November 25, 2016
Christmas Eve (observed)	Monday	December 26, 2016
Christmas Day (observed)	Tuesday	December 27, 2016
Winter Holiday	Wednesday	December 28, 2016
Winter Holiday	Thursday	December 29, 2016
New Year's Day (observed)	Friday	December 30, 2016
Martin Luther King, Jr. Day	Monday	January 16, 2017
Fiesta San Jacinto	Friday	April 28, 2017
Memorial Day	Monday	May 29, 2017
Independence Day	Tuesday	July 4, 2017
Labor Day	Monday	September 4, 2017