

QUESTIONS AND ANSWERS

JANITORIAL SERVICES PROJECT NO. 08-19

Date: October 24, 2008

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter #1 – Request for Proposals (RFP) for Janitorial Services

The following questions regarding Request for Proposals (#08-19) for Janitorial Services were received in the Procurement Operations department within the time period specified in the solicitation document:

Question #1: Do you have and can you please provide the amount (estimated is acceptable) of paper usage that is currently being consumed?

HCC Answer: Please refer to refer to the separate posting on the HCC website for this information.

Question #2: Can you please provide the dollar amount of the current janitorial services contract? (weekly, monthly or annual).

HCC Answer: The annual estimated amount for the period beginning September 1, 2007 through August 31, 2008 was \$2,739,352.00.

Question #3: Do you have maps for each campus?

HCC Answer: Maps are available on the HCC website at: www.hccs.edu

Question #4: Can you provide prints of each building?

HCC Answer: Prints of each building are not available. HCC encourages each firm to conduct a site visit to gain this type of information.

Question #5: On page 31 Section Contractors Employees, in section 8.2 HCC is requesting a social security number, date of birth, name, address, and driver license number for each employee. Some of this employee information may not be available due to Human Resource concerns. If files were available to be viewed, would this suffice?

HCC Answer: Yes.

Question #6: In your format requesting an 80% green minimum standard does this pertain only to paper supplies and chemicals only or should we consider equipment as well?

HCC Answer: The minimum standard applies to paper supplies and chemicals only.

Question #7: Do night porters have different tasks than day porters?

HCC Answer: Generally, the duties will be the same.

Question #8: If replacing dispensers for consumable goods is required – does HCC absorb that cost and who installs units?

HCC Answer: HCC will absorb the cost for replacement dispensers. The selected contractor will be responsible for installing the dispensers and supplying paper for the HCC-furnished dispensers.

Question #9: Can you provide approximate square footage amounts of floor types in each building?

HCC Answer: No. This information is not available. HCC encourages each firm to conduct a site visit to gain this type of information.

Question #10: Can you provide restroom fixture counts for each building?

HCC Answer: See answer to Question #9.

Question #11: Are we responsible for exterior window cleaning or just glass at entrances and interior glass?

HCC Answer: The selected contractor will be responsible for cleaning glass at entrances and interior at all facilities except the Town & Country facility. At the Town & Country facility, exterior cleaning is required as well.

Question #12: On Page 47 of cleaning specifications, you have shampoo furniture twice – listed as quarterly and on request-if it is on request are we allowed to bill additional for that?

HCC Answer: Any “on request” services are billable, unless the quarterly services were not provided.

Question #13: On Page 48, can you define what you mean by Complete Clean/Sanitize: Bowls, Basins, etc. - when that item is also listed above it?

HCC Answer: A more in-depth cleaning is required.

Question #14: What are the manufacturer's specs for upholstered furniture cleaning on page 51?

HCC Answer: The specifications will be provided to the selected contractor once the contract is awarded. Specifications depend on location site, not all locations are furnished the same and the specifications may vary.

Question #15: Are we responsible to provide sand for urns outside buildings?

HCC Answer: No.

Question #16: During the first term of this contract, minimum wage will increase in the State of Texas. Do you wish us to price the first year to cover these increase costs as well since the fee will be fixed for the first year?

HCC Answer: No.

Question #17: Are there any parking fees on campuses for our employees?

HCC Answer: No, except reserved parking spaces.

Question #18: Performance and Payment Bond – will one bond be sufficient for 100% of the contract amount?

HCC Answer: No.

Question #19: Student Internship – Is this still a requirement of the RFP?

HCC Answer: Yes.

Question #20: RFP Forms – could the RFP forms that are to be completed and returned in the proposal be made available in MS Word format for ease of completion?

HCC Answer: No.

Question #21: Green cleans – could you clarify if Green Cleaning is a requirement of the RFP or an option to propose?

HCC Answer: It is an option to propose.

Question #22: Fragrance/Deodorant Canisters and Batteries – could you confirm if the contractor is to supply the canisters? How many there are throughout the district?

HCC Answer: Yes. The selected contractor must supply canisters. The number of canisters throughout the District/HCC is not available. Vendors are encouraged to obtain an estimated count during site visits to the facilities.

Question #23: Toilet Seat Cover Dispensers – could you confirm if the contractor is to supply the dispensers? If so, how many are there throughout the district?

HCC Answer: HCC will provide replacement dispensers as needed. The selected contractor will be responsible for installing the dispensers, supplying paper products and stocking the dispensers. The number of dispensers throughout the District/HCC is not available.

Question #24: Towel Dispensers – who owns the paper towel dispensers throughout the District? If contractor owned, how many are there?

HCC Answer: The towel dispensers are owned by HCC.

Question #25: Window Cleaning Interior – Could you confirm the frequency and how high to clean interior windows per building?

HCC Answer: Spot clean daily, up to 8 ft. high.

Question #26: Window Cleaning Exterior – could you confirm the frequency and how high to clean exterior windows per building?

HCC Answer: See answer to Question #25.

Question #27: Contract Start Date – Can you confirm the start date of service?

HCC Answer: Not at this time.

Question #28: First, what is the student and faculty population for each campus? Please include all locations and the administration building.

HCC Answer: Please refer to the separate posting on the HCC website for this information.

Question #29: On page 55, Item 12, the cleaning specification for Mechanical Rooms, Warehouse and Vacant Floors. You are requesting service daily of sweeping and mopping mechanical rooms at 3100 Main Street. Does this space get a lot of traffic that it requires daily service-in most environments service weekly would be sufficient to maintain these areas. Also, that space shows as 39,919 square feet, does that take into account the spaces where equipment is located?

HCC Answer: Yes. At 3100 Main, there are some mechanical areas that get a lot of traffic. The 39,199 square feet includes the space where equipment is located.

Question #30: The square footages represented in the Request for Proposal, are these gross or cleanable square footages?

HCC Answer: Gross Square Footages.

Question #31: To clarify service in the garages – we are not responsible to sweep the actual parking areas or maintain them? We are to service the common areas in the garage such as landings, stairways, elevators and the perimeter around the garage.

HCC Answer: The services shall be performed in accordance with the requirements specified in Appendix 1, Item 11 (page #54) of the solicitation document.

Question #32: Please clarify cleaning of the call center cleaning at 3220 Main Street – is it 7 day service for night cleaning and holidays?

HCC Answer: The cleaning requirements for the call center (Retail/Office Space) are five (5) days a week, Monday thru Friday. The facility is closed on major (U.S.) holidays.

Question #33: For Katy Mills Center (child care center) listed under the Miscellaneous; please confirm we are only service 1x week?

HCC Answer: Confirmed.

Question #34: Will there be an extension to place bids since we do not have responses back for questions.

HCC Answer: See Amendment No. 001 to the solicitation. Please note that this is a negotiated method of procurement and is not a competitive bidding method of procurement. HCC will be accepting technical and price proposals; not bids.

Question #35: Please provide population counts for all bldgs.

HCC Answer: The information will be posted separately on the Procurement Operations Web page.

Question #36: Is Attachment 2B (Staffing Requirements) considered part of pricing or technical?

HCC Answer: Both. However, it acceptable to include the Attachment 2B information as part of the pricing proposal.

Question #37: Is it a requirement that we have completed 2 major contracts to be qualified to submit our proposal?

HCC Answer: No.

Question No. 38: Should we put the attachments (No. 1-13, 16 as mentioned on page 5) into one folder, separate from the original proposal folder and seven copy folders? Or do we put a copy of the attachments into the original proposal folder and seven copy folders?

HCC Answer: A copy of the attachments should be included in each of the seven copies.

Question No. 39: Our Surety Company has asked us to verify that the performance bond for RFP 08-19, if awarded, is to be written on an annual basis.

HCC Answer: Yes.

Question No. 40: Performance and Payment Bond – will one bond be sufficient for 100% of the contract amount?

HCC Answer: No. The bonding requirements shall remain as specified in the Solicitation.

Question No. 41: At the pre-proposal meeting, we were given a site visit acknowledgement form. Please confirm if it is required or not to visit each campus listed on the form.

HCC Answer: No.

