



ADMINISTRATIVE OFFICE OF THE COURTS

EDUCATION
GOVERNMENT RELATIONS
INTERNAL AFFAIRS
JUDICIAL INFORMATION SYSTEMS
OPERATIONS
PROGRAMS

Questions/Responses No. 1 to the Request for Proposals (RFP) K16-0050-24 Baltimore City Court Cleaning Services

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by the procurement officer and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1) Question: Could you provide an updated list of the suites to be cleaned? Not all offices or floors toured on 1/15 were listed on the RFP.

Response: Yes, edit to the list would be remove 421 East Bldg., then add 621 West Bldg., Rooms 113, 146, 250,

2) Question: What is the total square footage to be cleaned? Is there a breakdown of the square footage for each office?

Response: See Attached Descriptions of all areas.

3) Question: Is each office only to be cleaned 1 time within the 1 month contract period?

Response: Yes, 1 time cleaning services to be complete over the course of 1 month if possible with extend base period of one month.

4) Question: Is the vendor responsible for any paper products or trash receptacle liners?

Response: No

5) Question: Why is this project coming out to bid? Is the project expected to turn into a longer-term contract?

Response: No

6) Question: Is there a defined schedule for when each suite is to be cleaned?

Response: Monday – Friday 5:00 PM – 8:00 PM, floors to be done on Saturdays

7) Question: What areas are to be stripped and waxed? Is there a corresponding square footage for these designated areas?

Response: See attached descriptions of all areas

8) Question: Do we clean any shades, blinds or any curtains hanging over the windows?

Response: Dust any shades, blinds

9) Question: Do the bathrooms located in certain departments require cleaning. Do any of them have showers? If so what cleaning would be required and how many bathrooms would be added to the RFP?

Response: No

10) Question: What type of cleaning is required for the carpets? Vacuuming only or deep cleaning and shampoo.

Response: Both

11) Question: During the cleaning process of the windows, do we have permission to move any items obstructing access to the windows i.e. chairs, boxes, and furniture?

Response: No moving of files, items in windows or filing cabinets. It will be the responsibility of the Clerks staff.

12) Question: What kind of cleaning is required in the docketing and filing rooms? Are we allowed to move the files in order to clean the filing cabinets?

Response: Window Areas, dust top file cabinets, no moving of filing units. Floor

13) Question: Windows that have AC units in them, do they require cleaning?

Response: Dusting of units, wiping window area.

14) Question: Are we required to clean any kitchen appliances in any of the office spaces i.e. refrigerator, microwave, and toaster oven?

Response: No

15) Question: Are we responsible for any trash removal?

Response: Only what you accumulated

16) Question: Will air vents require cleaning and added to the RFP?

Response: Yes

17) Question: Will ceiling fans require cleaning and added to the RFP?

Response: Yes

18) Question: Are we required to clean any pictures and or picture frames hanging on any of the walls?

Response: No

19) Question: Would the cleaning schedule require cleaning on the weekends? Are you looking to have standard cleaning done during normal business hours and carpet, wood and tile floors cleaning on weekends only?

Response: Monday – Friday 5:00 PM – 8:00 PM, Saturday's 8:-- - 2 Flooring.

20) Question: Are there any particular chemicals that cannot be used during the cleaning process?

Response: No hazardous material.

Issued by: April Molley
Procurement Officer
February 24th, 2016