



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Questions/Responses No. 1 to the

Request for Proposals (RFP) K17-0008-60D

District Court PG County Commissioner's Office 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: What would be the hours of operations and schedule for stripping/waxing tile floors?

Response: All janitorial work, with the exception of carpet shampooing and stripping/waxing VCT tile floor, shall be performed during regular business hours and completed by 4:30PM. Work schedule shall be approved by the District Court Project Manager

2) Question: Will AOC provide paper office supplies?

Response: Contractor shall furnish all janitorial supplies, paper products, and other materials necessary to properly perform the duties under this agreement. Contractor shall supply extra paper products, toilet tissue and hand towels, for weekend and after hour's usage by District Court Commissioners. District Court will supply an area for the storage of the paper products.

3) Question: Is there a janitorial sink or supply closet?

Response: Custodial staff may use the water and sink in the janitorial closet located outside of the commissioner's lobby. The janitorial closet may NOT be used for storage of any kind.

4) Question: Do you have a breakdown on the carpet and tile Sq. Ft?

Response: No we do not have floor plans however: the VCT to Carpet ratio is about 50/50.

5) Question: Will there be parking available?

Response: Yes, a designated parking area will be provided for cleaning staff.

Issued by: April Molley
Procurement Officer
June 23, 2016