



# Administrative Office of the Courts

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## Operations

### Questions/Responses No. 1

#### Request for Proposals (RFP) K20-0017-25

#### Janitorial Services of the Maryland Judiciary Building located at 187 Harry S. Truman Parkway, Annapolis

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail 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: Please clarify the worker wage requirements for the Maryland Judiciary janitorial bid. It may have been stated in the pre-bid meeting that the minimum living wage (\$14.42 hr) was not applicable??

**Response:** The bid is for janitorial services that will encompass all time, labor, materials and tasks listed on the bid, which will be invoice monthly. Pricing is constructed and determined by the bidding vendor.

2. Saturday, Sunday requirements – inclusive in bid? How many annual days for weekend work?

**Response:** This is an on-call situation. Currently our training center is closed and but when it re-opens, there would be notice (usually a week or more notice) if there are any scheduled activities for the weekends. It is very rare.

3. How many days/week do you anticipate cleaning services being provided?

**Response:** The RFP is for daily, weekly, monthly and quarterly cleaning. Our building is open Monday – Friday except for Holidays.

4. In the Technical Proposal, under section 3.4.5 C iv. **it asks for the services provided and scope of the contract.** Do you want attachments of the actual scope of work for each reference or just a summary?

**Response:** Per the section referenced above, this is referring to your references. Please provide a reference based on a similar size project, along with the

name of the company and point of contact for the company. This should also include the value and term of the contract with the company. This should have a scope of work and number of occupants in the building.

5. **it also asks for the number of employees serviced.** Is it referring to the number of employees in the building we are cleaning or is it asking for the number of our company employees that clean the building?

**Response:** See above.

6. How many visitors does the building receive on average, per day? I am asking for when the training rooms are in normal use, post Covid. We are trying to determine the amount of toilet paper cases needed.

**Response:** There are 265 employees and when training resumes, there could be up to 300+ people in the training rooms. There is no training the rest of the 2020 year.

7. One of the quarterly tasks is carpet extraction. The task specifies “common area carpeted areas”. Can you specify what your definition of common areas are?

**Response:** Hallways and traffic hallways throughout the building.

8. As a follow up to this question #2, if offices are not considered “common area”, is there a task to carpet extract ALL carpets including offices?

**Response:** This will be on a case by case basis. If there are spots in the common hallway areas, we would like the spots cleaned.

9. You do not want the day porter pricing in the financial, correct?

**Response:** All pricing should be in the financial. There should NOT be any pricing in the Technical portion.

10. What is the total square footage broken down by type (carpet, tile, etc.)?

**Response:** the building is 75% carpet and 25% tile floor combo.

11. What is the fixture count for the restrooms?

**Response:** There are 16 large restrooms and 2 powder rooms. There is approx. 4+ fixture per large restrooms.

12. Please provide the number of windows and total square footage.

**Response:** What windows? The building windows are not in the scope of work. If something needs to be done with the windows, we will have it quoted.

13. There appears to be no line item for Monthly tasks hours. Are we to include the monthly hours within one of the other line items?

**Page 51:** Total man-hours required for: Daily Task is \_\_\_\_\_ Weekly Tasks is \_\_\_\_\_ Quarterly Task is \_\_\_\_\_

**Response:** Please add the Monthly Task information in the blank space under the Daily Task.

14. In the event the building is shut down and services are suspended will the contractor still be paid so they can pay the employees for the day(s)?

**Response:** If the building is shut down your monthly billing should reflect the discount for no services during that time period. There is also no service on State Holidays when the building is closed.

15. Are there windows that the contractor will be expected to clean? Are there windows that the contractor will NOT be expected to clean? If so, please specify.

**Response:** Building windows will be on a case by case. The only windows that are expected to be cleaned are ALL double doors that enter the building (4 double doors on 1<sup>st</sup> floor) and the front vestibule entrance.

16. Page 24 1.3- 2.3.1 Background checks. We understand that MD Judiciary will conduct the background checks. However, can you please provide more information, if anything on someone's record is acceptable or if the record check has to be 100% clear?

**Response:** The Judiciary does a background check on ALL contractors. We do not know what will pass and what won't until we get the report. Criminal history is checked.

17. Page 27 Proposal 3.2- 3.2.2. Are all copies including the original to be unbound? Or can the copies be put in individual 3 ring binders?

**Response:** 1 unbound original. The 3 copies can be put in 3 ring binders.

Issued by Lisa Lee  
Procurement Officer  
August 12, 2020