

# CAPITAL AREA MICHIGAN WORKS!

## JANITORIAL SERVICES RFQ Questions & Answers

**NOTIFICATION: CAMW! Will need the company awarded the contract to start on June 2, 2025.**

**Question 1: Is there a specific paper towel roll that fits the dispensers and do we currently use brown or white paper?**

**Answer: As you'll see in the invoices the paper towel is a 10" Brown Roll. Please provide the cost for both brown and white.**

**Question 2: What type/brand/style of hand soap is required?**

**Answer: Currently using Clario Pink Foam Soap**

**Question 3: The RFP say we have until 9:30pm to clean, but it was mentioned that we must be out of the facility by 9pm. Can you clarify?**

**Answer: Yes, you have until 9:30 to be out of the building before the alarm system turns on. We'd like to have the company wrap up cleaning by 9:00 to make sure you're out by 9:30.**

**Question 4: Can we receive a recent supply invoice to compare the exact products to our vendor database?**

**Answer: Attached on Website.**

**Question 5: Drinking fountains are not listed on the RFQ, how often would you like those wiped down?**

**Answer: Every night.**

**Question 6: Can you be more specific with the "as needed" tasks? Maybe 1x/week or 1x/month for some of them? Examples in the RFQ include:**

- a. Plastic floor mats & bases of the chairs. It was mentioned you wanted 5x/week for floor mats, do the chairs need the same frequency?
  - a. The floor mats & chairs in open public area (each computer station- 38) may need to be done 5x/week during the winter; however, in the summer the floor mats & chairs may only need to be done 1x/month.
  - b. In each cubicle throughout the building, the floor mats & chairs could be done (2x/year)

- b. Spot clean the walls, doors, windows (interior only) and light switches.
  - a. **2x/year**
- c. Dust all partition tops, baseboards, inside emergency door frames, chairs and remove cobwebs.
  - a. **2x/year**
- d. Clean inside windows, including doors, and wipe down window frames for cobwebs. *Does "clean inside windows" refer to the inside of the exterior windows, not the interior glass windows or partitions. 2x/year*
  - a. **"Clean inside windows": I misspoke at the tour. It does include the inside of the exterior windows; however, it also includes the interior glass windows in doors and side glass.**
- e. Buff floors of restrooms, break room and entrance way. **Include a separate cost to provide this service. Do not include in the monthly cost.**

Question 7: Elevator buttons and vacuuming the floor were mentioned but it isn't included in the RFP.

Answer: **Include in quote = 1x/week**

Question 8: For Part III of the bid, in addition to the page you provided, are we able to submit a proposal in a different format?

Answer: **Yes, as long as the pages that need signatures are included in the quote package.**

Question 9: Do you have a breakdown of the square footage per area?

Answer: **These are rough estimates. Total square footage of building 31,482. The totals below may not include common excess space such as hallways.**

**Section A (South side): 6,896**

**Section B (Middle): 8,240**

**Section C (North side): 4,913**

**Section D (Upstairs): 7,514 including bathrooms, 150 sq ft main stairwell**