

### Proposer Questions for Janitorial Services RFP

1. Are floor plans available to assist in developing proposals?

**Answer:** Floor plans of all buildings will be emailed to the attendees of the March 4 pre-proposal meeting

2. Does DPL contract with other vendors for exterior window washing and deep cleaning of floors?

**Answer:** Yes. The District has separate contracts with other vendors for quarterly washing of exterior windows and quarterly deep cleaning of floors. RFQs will be issued in advance of the end of those contracts. Both procurements may be subject to ORS 279.850, requiring the District to contract through an Oregon Forward Contractor if one can meet specification and wishes to provide the service.

3. Will proposals be reviewed/scored as received, or will all proposals be reviewed after March 17 at 10am?

**Answer:** This is a sealed bid RFP. Any sealed proposals will be held unopened until March 17, and all proposals will be unsealed at 10:01am. Reviews of proposals will begin at that time.

4. Who is the vendor for the District's restroom paper products?

**Answer:** The District purchases restroom paper products through Juniper Paper & Supply Co.

5. How long has the incumbent been providing janitorial services under the current contract?

**Answer:** One Way Janitorial has been the District's janitorial services provider since 2017. The District exercised both contract extensions.

6. In 2017, was ORS 279.850 in effect and did the District contract with an Oregon Forward Contractor?

**Answer:** The ORS was in effect in 2017. A qualified refurbishment facility was identified, however they declined to provide a specification bid.

7. Are there any access or security considerations for after-hours vendor activity?

**Answer:** No security alarms or other systems requiring disarming/rearming. Access via key fobs and/or hard key kept in a lock box at each location. Library staff have an established procedure for clearing buildings at closing to ensure that no one is left in the building when janitorial vendors start their work.

8. Who are the points of contact for coordinating janitorial service?

**Answer:** Library supervisor contact information will be shared with the selected proposer. They are the main points of contact at each building. Robert Guzzo is the point of contact for

Administration Building and for District wide coordination of service.

9. What is the District's budget range for janitorial services?

**Answer:** The District does not have a pre-set budget range for this service. As described in the RFP, proposal selection will be based on best value of provision of services for the proposed cost. It is part of the proposer's work to review the scope of work in the RFP and develop a staffing model and cost analysis that is sustainable for their company, while remaining competitive to other proposals.

10. Would the District consider/request regular janitorial service during hours when the buildings are open to the public?

**Answer:** The District is requiring regular janitorial services to occur after hours, either in the evening after buildings are closed or in the early mornings before buildings are opened. The only exception to this is on-call services for urgent clean-up.

11. Can proposers make site visits to the buildings listed in the scope of work?

**Answer:** All public spaces in our libraries can be visited during hours when that library is open to the public. For site visits of the staff work spaces, please contact Robert Guzzo to coordinate a time that is convenient for library staff.