

**SETA Children and Family Services
Request for Proposals – Janitorial Services to Head Start Program
Posted: January 28, 2022
Questions and Answers**

Updates Provided at the Offeror’s Conference

1. On Page 17, Section 1.2.2/Supplies and Equipment, of the Request for Proposal (RFP) - omit the fourth bullet “Hand Soap (hand pump).” The successful respondent will not provide Hand Soap (hand pump). All other items listed under Section 1.2.2 will be provided by the successful respondent and should be included in the proposed cost of providing services.
2. On Page 17, Section 1.2.2/Supplies and Equipment, of the Request for Proposal (RFP) – under the 3rd bullet, hand soap (built in soap dispensers refill) require foaming soap, not lotion soap.
3. On Page 18, Section 1.2.3/Site Information, of the Request for Proposal (RFP) - Group 1 includes a center called Northview. Omit this center from the proposal. It is currently closed for construction and will not be included in this solicitation.
4. On Page 19, Section 1.2.3/Site Information, of the Request for Proposal (RFP) – Group 4 lists Strizek Park as needing Deep Floor Cleaning Only. This is incorrect. The center requires cleaning in accordance with Section 1.2/Scope of Work. The chart should read as follows:

Center	Classes	Restrooms	Offices	Parent Rooms	Sinks	Toilet Paper Dispensers	Paper Towel Dispensers	Built In Soap Dispensers	Trash	Waste	Staff Rooms
Strizek	1	4	2	n/a	5	4	5	5	1	7	n/a

Questions and Answers

Question: *Where are the commercial kitchens located?*

Response: There are three centers that list a commercial kitchen as part of the Scope of Work – Crossroad Gardens, Mather, and Galt. There is no longer a commercial kitchen at Crossroad Gardens. It should be omitted as part of the proposal. The commercial kitchen at Galt is no longer used for daily meal preparation. It should also be omitted as part of the proposal. Mather still requires commercial kitchen cleaning along with a stand-alone Commercial Kitchen under Group 9, which is included in the RFP.

Question: *What centers require deep floor cleaning only, no routine cleaning?*

Response: There are three centers included in the RFP that only require deep floor cleaning, no routine cleaning - North Avenue (Page 18), Parker Avenue (Page 19) and Freedom Park (Page 19).

Question: *Who provides composting bags for food waste disposal?*

Response: SETA will provide composting waste bags for food waste disposal. Janitorial services staff will dispose of composting waste bags in separate trash containers outside, as provided by SETA/waste management.

Question: *Are the tours by groups or can we go on our own?*

Response: Proposers may visit centers on their own but only within the designated dates/times listed in the RFP, Pages 6-8. Do not go to sites unannounced. The scheduled date/time will be a proposers only opportunity to see each site prior to submitting a proposal.

Question: *What are the highest priority areas to clean, meaning what are the most common complaints from staff?*

Response: All areas outlined in the Scope of Work are high priority in a childcare center. Attention to detail is very important. The most common complaints are mopping floors with dirty water; not filling equipment with adequate supplies (paper towels, toilet paper, etc.); not taking out all of the trash; and dragging trash bags across floors/carpet leaving streaks and filth behind.

Question: *How often do all windows need to be cleaned?*

Response: In accordance with the RFP, Section 1.2/Scope of Work (on page 15), windows need to be spot cleaned weekly; window ledges need to be wiped down weekly; and glass doors need to be cleaned inside and outside on a daily basis.

Question: *At Florin Grammar School, do we need to clean the port-a-potty and if so, how often?*

Response: Yes, the outdoor port-a-potty modular unit serves as the staff restroom and will be cleaned in accordance with the cleaning schedule outlined in the RFP, Section 1.2/Scope of Work/Restrooms (on page 14), which states daily.

Question: *Will SETA be installing the dispensers for soap, etc. at Florin Grammar School like at other centers?*

Response: If there are any dispensers missing, SETA will be responsible for installation. However, proposers should refer to the chart on Page 18, which outlines the total number of dispensers at Florin Grammar School, when determining costs.

Question: *At Grizzly Hollow, who cleans the lobby and hallways?*

Response: SETA is responsible for keeping the lobby and hallways clean at Grizzly Hollow. There may be occasions when the landlord adds cleaning services to these areas. When this occurs, it would not eliminate the expectation that SETA's janitorial vendor is responsible.

Question: *At Grizzly Hollow, who cleans the restrooms in the lobby?*

Response: SETA is responsible for keeping the restrooms in the lobby clean at Grizzly Hollow. There may be occasions when the landlord adds cleaning services to this area. When this occurs, it would not eliminate the expectation that SETA's janitorial vendor is responsible.

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