SOLICITATION #23-3004-RFP04 Janitorial Services - Bidder's Conference Feb. 20 – Feb. 21, 2023

#### 1. Who is the current contractor?

A. Building Maintenance Services

### 2. What is the current value of the contract?

A. \$338,158.00 annually

### 3. Is there a maximum amount for this bid?

A. No, there are no limits to how high or how low you can bid. Submit your bids for what it will cost your company to provide the required services. Please provide your best offer.

### 4. What is the budget?

A. While DCBOH has a budget for this solicitation, DCBOH does not advertise its budgeted amount, please provide your budget for the services requested.

### 5. Does this project pay Net 7 or Net 15?

A. This contract is at Net 30.

### 6. Do you have a previous bid tabulation for this contract?

A. No.

### 7. How many years should be included in the bid?

A. You are submitting a bid for one year with a four year cumulative contract renewal period. A potential total contract life of five (5) years.

### 8. Do we have to submit samples of the supplies we are using such as paper towels or toilet paper?

A. No. Supplies are the responsibility of the selected vendor.

### 9. Is there a supply standard?

A. All basic supply guidelines are invoked. The solicitation provides details as to standards DCBOH requires.

## 10. Since this is a 1-year contract with the potential option to renew 4 years, after the first-year term do we have an option for price increases based on the economy?

A. At each renewal term if you can justify the cost increase, you can request consideration for a cost increase.

### 11. Will there be a potential increase in the number of buildings serviced in the contract?

A. At this point in time, we are not projected to increase the number of buildings we have.

### 12. How will the potential vendors be evaluated?

A. It will be heavily weighed on if the vendor meets or provides what's requested in the solicitation, reference checks, dependability, communication, and innovation. We encourage you to read the solicitation. There are points assigned for each category. The tiebreaker will be determined by references.

### 13. Is the current contracted company doing good or bad?

A. The solicitation does not release because the contractor is doing a good or bad job. The solicitation releases because the contract term expired.

## 14. Will we be responsible for cleaning or wiping down the dental equipment (chairs, instruments, etc.)?



A. No

### 15. How do you want the cost proposal submitted or outlined?

A. There are no set submission requirements for your cost proposal; however, I recommend the submissions are remitted by each building location.

### 16. Do we have a recycling system?

A. Yes.

### 17. Is floor care a part of the budget that we are to submit in this bid?

A. Yes

### 18. Are the areas to be cleaned while the patients are in the building?

A. Yes, for spills or other needs. That will be the Day Porter's responsibility, but typically the majority of the cleaning is done overnight.

### 19. Does the TB Clinic require special cleaning attire?

A. Basic PPE (Personal Protective Equipment)

## 20. Will the contractor be required to wipe down the clinical machines/instruments (Ex: lab area, Dental clinic)?

A. No

### 21. Do you know when the contract will be awarded?

A. There is no set date, but there is a process once the bid closes to conduct the evaluation to narrow it down to three competitors and then ultimately, one awardee.

### 22. Will you publish the top three (3) contractors?

A. No. We will only post the awarded company.

### 23. Are the Day Porters to be included in the budget or just the night crew?

A. Yes, both Day Porters and Night Crew are to be included in your budget proposal.

### 24. Are both days mandatory for contractors to show up for site visits?

A. Absolutely, we are not interested in anyone bidding who doesn't have time to see what they are bidding on. If you are personally unable to attend, you can have a representative from your company attend in your stead.

### 25. How do you convey to the contractor about questions, concerns, or complaints?

A. Currently, communications are via phone call, text, or email; however, we are working on a system that will help communicate between the Day Porter and Internal Services as well as the Night supervisor.

### 26. Do you have periodic meetings with the contractor to resolve issues and how often is that?

A. Yes, quarterly per building; however, you will have a direct contact person to follow up with for all daily issues. If there is a significant issue, we need to know right away.

### 27. Is the Janitorial team responsible for setting the alarms in the building?

A. Yes, if they are the last people in the building. Security leaves at 7 pm.

### 28. Will project managers have access to security badges and is there a certain allocation amount for the badges?

A. Yes. Badges are allocated based on the contractor's need for access.

## 29. Is there a certain amount of time the contractor has to come to a location and clean a spill before 6 pm?

# Board of Health

A. If there is a spill during the day, that would be something the Day Porter for that building location would handle.

**30.** There are 5 Day Porters requested, are they shared between building locations? A. No, Every building will have its own Day Porter. Tucker WIC and the Warehouse do not have a Day Porter.

31. Is there a drop sink in each janitorial closet?

32. For reporting issues like broken light fixtures, etc. is there a log or anything we can submit to let you know?

A. Yes, there will be a log of some sort and we are open to ideas if you already have a system in place.

33. What would set us aside or what would be the deciding factor for the contractor proposals?

A. Referrals, innovation, and recommendations.

**34.** Can we give you a quote for cleaning and a separate quote for the cost of paper products? A. Yes, you can submit one or more quotes. We ask that you provide a quote for everything we've outlined in the solicitation. However, if you have a proposal option that you would like for us to consider (such as the one posed via this question), you can provide an alternate quote for consideration.

You are encouraged to provide a separate quote for other services that you may offer that may be of benefit to DCBOH (pressure washing services for our Mobile Fleet cleaning, etc). A quote relative to additional services is completely optional and not required per this solicitation.

35. Are we allowed to place chemical dispensers in the janitorial area?

A. Yes, that is your designated area; however, installation of chemical dispensers will need to be discussed before implementation.

36. How many buildings does the DCBOH have in total?

A. We have seven (7) total buildings; one is a warehouse while the others are health centers.

37. How many vendors will be awarded the contract?

A. We are looking for one (1) vendor to handle all of our locations.

38. What is the square footage of the parking lot?

A. We do not have a record of the parking lot square footage.

39. Which building is the busiest or has the most activity?

A. Clifton Springs

**40.** Can the soap, hand sanitizer, and tissue/napkin dispensers be changed or upgraded? A. This is something that can be proposed and discussed with the vendor of award.

**41. Will the janitorial team be responsible for disposing of specimen cups or needles?** A. No. The lab disposes of specimen cups and/or needles; however, the janitorial staff will be responsible for discarding biohazard bags into a specific hazard box where an outside company picks them up.

**42.** If we encounter blood spills or blood pathogens. How do we handle clean-up?

A. You should have special cleaning kits for that type of spill. That would be part of your janitorial supply.

43. Will the contractor have to break down or submit separate invoices for the services for the Board of Health and CSB?

## Board of Health

A. No, there is no separate billing. Both entities should be billed together, however each building should submitted on a separate invoice.

### 44. How long is the security detail in the buildings?

A. Monday thru Friday 7am- 7pm. If you have to stay after security has left. You will have a badge card and be responsible for securing the building and setting the alarm system.

### 45. Does the day cleaning staff differ from the evening/night cleaning staff?

A. Yes for most of our buildings. However, we prefer that the day and night shift staff change to allow for fresh eyes to review the cleaning areas.

### 46. Will the pharmacy require cleaning?

A. No. Trash for the pharmacy will be left outside of the pharmacy for pick-up. In any instance where the Pharmacy is requested to be cleaned, it is the responsibility of the Day Porter.

## 47. Will industrial shelving be provided in the janitorial closet areas, or can we make changes to the area for function?

A. Changes to the janitorial closet area can be discussed with the vendor of contract award.

## 48. Can we standardize some of the equipment that may not be cost-efficient? Ex: auto paper towel dispenser

A. We are open to ideas and encourage you to include cost saving mechanisms in your bid proposal.

### 49. What happens to the soiled mop heads or cleaning towels?

A. The contractor will be responsible for the washing and sanitizing of their products.

### 50. Does the cleaning staff go into the CSB rooms where sound machines are located?

A. Yes, they will be cleaned, but this will be a night crew job, never a Day Porter responsibility.

### 51. Will the cleaning staff have access to buildings on Saturday?

A. Yes you could, it would have to be pre-arranged.

### 52. What is the earliest time the cleaning staff can start at the Tucker WIC?

A. They can come in at any time after 4 pm.

### 53. What holiday schedule does the DCBOH adhere to for building closures?

A. The State of Georgia

### 55. How often is the warehouse cleaned?

A. The warehouse will be cleaned 2 days per week as outlined in the solicitation.

#### 56. Can we have more than one Day Porter in some facilities?

A. Yes. If the Contractor deems more than one (1) Day Porter is appropriate for any given location, please be certain to reflect the number of Day Porters per location in your bid response.

### 57. How often will cleaning be needed for the Travel Clinic?

A. At this time, the Travel Clinic is not in use. Once the travel clinic reopens, cleaning for this area will be discussed with the Contractor of award.

### 58. How many break rooms are in the buildings?

A. One per building, may vary. There are some exam rooms that have been turned into break rooms.

### 59. Can we do the floors on the weekend like wax and top coating?

A. Yes, but it will need to be coordinated beforehand.

### 60. What is the breakdown of carpet vs VCT in each of the buildings?

A. We don't have that exact figure.

# Board of Health

61. What is the square footage for the Vital Records Areas? A. 1,763 sq ft

62. Can you give us some insight on the number of restrooms, and dispensers you have, or how many people are serviced to get a better sense of the number of supplies needed for paper towels, toilet covers/paper, soap, etc?

#### **VISITORS BY HEALTH CENTER - SEPT. 2022 THROUGH FEB. 2023**

Health Center	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
T. O. Vinson	698	658	468	244	385	338
Clifton Springs	987	632	392	339	390	267
East DeKalb	878	827	398	345	422	364
North DeKalb	4467	1250	764	1163	400	216
County Wide Services	723	734	602	628	758	766

**63.** Is there a certain number or How many Day Porters are required at each building? A. At least one per building, currently Richardson has two.

### 64. What are the Day Porter hours for each building?

A. Richardson is 7:30-4:30; all other buildings are 9-4.

65. Do you have guidelines or requirements for contractors that will be working in areas such as mental health and wherever children would be? Such as background checks or patient care.

A. Please see background check details in the solicitation.

66. Can you identify the areas that need hospital cleaning?

A. All Clinic areas

67. Are the contractors required to have a security clearance?

A. No, but please see exact requirements in the solicitation.

68. What time are we allowed to come to each building to start cleaning since there are various public operating times?

A. 5:00pm (except the warehouse which is 3-5pm)

### 69. Will you provide the age of the buildings?

A.

HEALTH CENTER	<b>YEAR BUILT</b>
North DeKalb Comprehensive Health Center	1998
Clifton Springs Health Center	1900
East DeKalb Comprehensive	1997
Eleanor Richardson Building - Health Center	1993
T.O. Vinson Health Center	1971
Tucker WIC	Data Not Available
Warehouse	Data Not Available



70. Where is the property line for trash pickup in the parking lots? (Specifically, Clifton and Tucker locations)

A. At this time, we do not have that detail.

- 71. Which Heath Centers have an active Dental Clinic where services are rendered? A. Vinson, North, East and Clifton
- 72. Will janitorial staff be responsible for cleaning/wiping out the specimen boxes? A. No
- 73. Does the contractor have to provide feminine napkins for dispensers or bags for discarding feminine products?

  A. Bags only
- 74. Will the cleaning of the outside of the building be included or outlined in the contract? A. Please see details in the solicitation.
- 75. Does the contractor have to provide hand sanitizer dispensers and/or refills? A. No this is provided by the DCBOH

### ADDITIONAL INFORMATION PROVIDED:

Facility floorplans DCBOH holiday schedule

Additional Services for consideration – Cleaning of the DCBOH ten (10) mobile units, possibly, twice per month.



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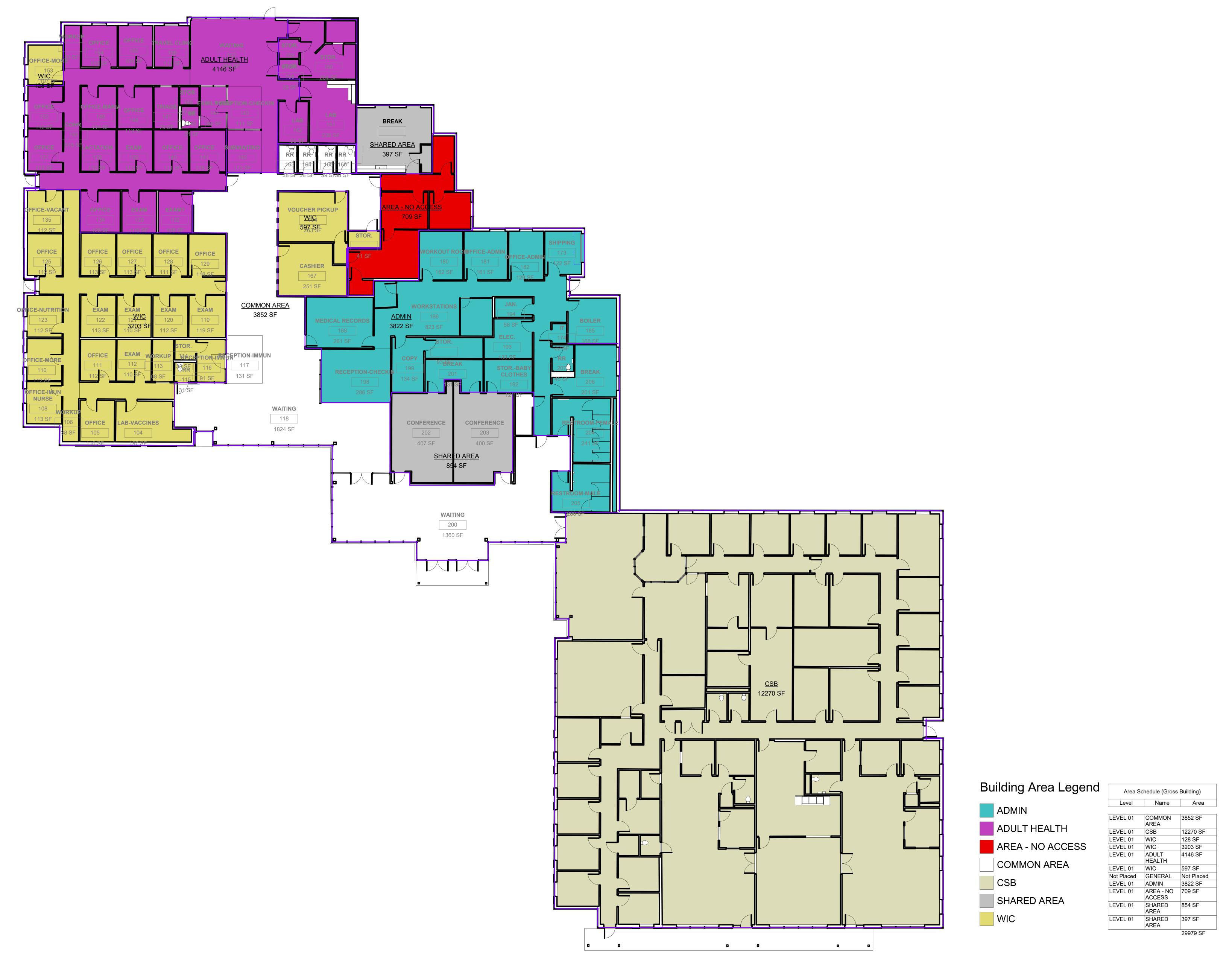
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BUILDING AREA LEVEL 1

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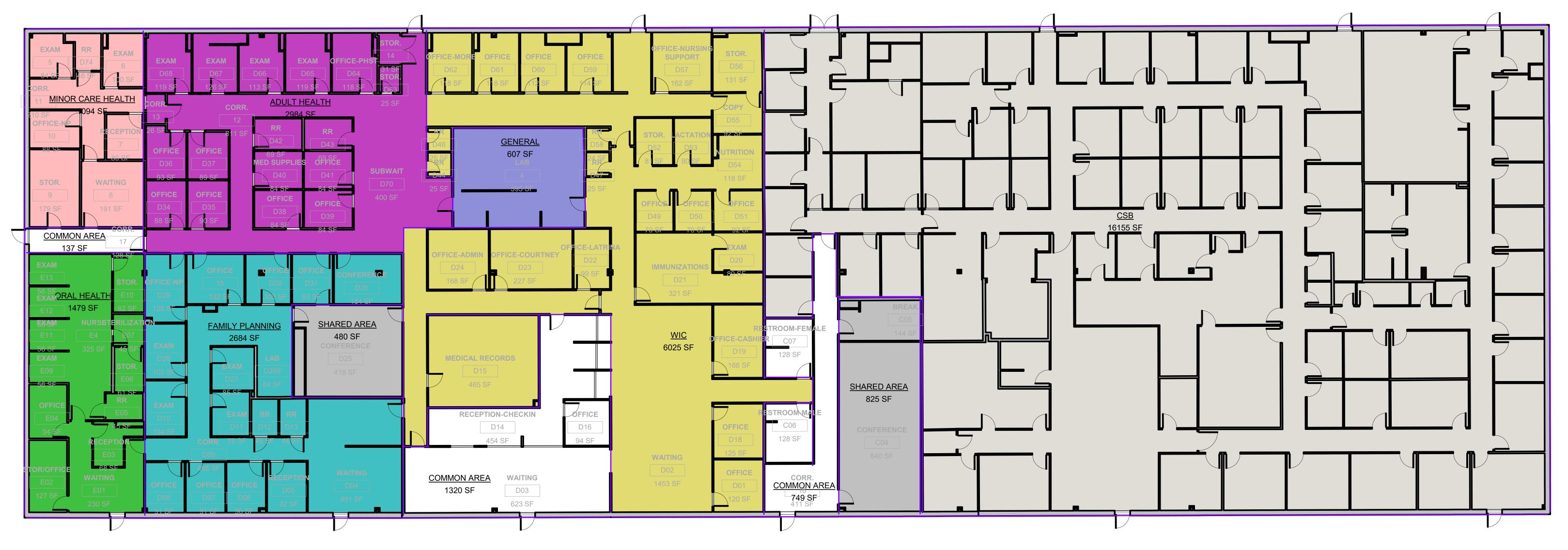
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BUILDING AREA - LEVEL 1

SCALE: 1" = 10'-0"





1 BUILDING AREA - LEVEL 1

SCALE: 1" = 10'-0"

Building Area Legend Area Schedule (Gross Building) Area ADULT HEALTH ADULT HEALTH 2984 SF
COMMON AREA 137 SF COMMON AREA COMMON AREA 749 SF COMMON AREA 1320 SF CSB 16155 SF FAMILY PLANNING GENERAL 607 SF
MINOR CARE HEALTH 1094 SF
ORAL HEALTH 1479 SF
SHARED AREA 825 SF FAMILY PLANNING 1479 SF 825 SF 480 SF 6025 SF 34538 SF GENERAL SHARED AREA MINOR CARE HEALTH WIC ORAL HEALTH SHARED AREA WIC

CLIFTON SPRINGS

DEKALB BOARD OF HEALTH

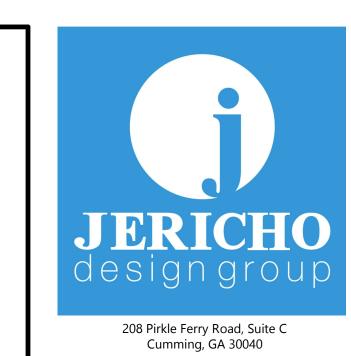
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North Health Center

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Area Schedule (Gross Building)

5830 SF 2067 SF

1273 SF

1126 SF

470 SF

1296 SF

578 SF

3369 SF

14328 SF

1282 SF

1046 SF 52954 SF

760 SF 208 SF

LEVEL 01
ADULT HEALTH 6237 SF

SHARED AREA 507 SF
VITAL RECORDS 1007 SF
WIC 11572 SF

COMMON AREA

COMMON AREA

SHARED AREA

ADULT HEALTH

ADULT HEALTH
COMMON AREA

CSB
SHARED AREA
SHARED AREA
SHARED AREA
TRAVEL CLINIC

LEVEL 02

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BUILDING AREA LEVEL 1

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1 BUILDING AREA - LEVEL 1

SCALE: 1/8" = 1'-0"

Building Area Legend COMMON AREA INFECTIOUS DISEASE REFUGEE SHARED AREA

VITAL RECORDS

Area Schedule (Gross Building)		
Name	Area	
LEVEL 1		
COMMON AREA	3928 SF	
INFECTIOUS DISEASE	2609 SF	
INFECTIOUS DISEASE	1146 SF	
INFECTIOUS DISEASE	83 SF	
REFUGEE	6499 SF	
REFUGEE	3312 SF	
SHARED AREA	315 SF	
VITAL RECORDS	1770 SF	
LEVEL 3		
COMMON AREAS	3286 SF	
ENVIROMENTAL HEALTH	8748 SF	
HEALTH ASSESSMENT & PROMOTION	4925 SF	
INTERNAL SERVICES	2321 SF	
SHARED AREA	293 SF	
SHARED AREA	421 SF	
SHARED AREA	249 SF	
LEVEL 5		
CLINICAL SERVICES	2465 SF	
COMMON AREAS	3806 SF	
COMMUNICATIONS & RELATIONS	3133 SF	
COMMUNICATIONS & RELATIONS	217 SF	
EMERGENCY PREPAREDNESS	2005 SF	
FINANCE	3458 SF	
HR	2214 SF	
INFORMATION TECHNOLOGY	1951 SF	
SHARED AREA	225 SF	
SHARED AREA	283 SF	
SHARED AREA	358 SF	

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Area Schedule (Gross	Building)				
Name	Are	а			
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ECTIOUS DISEASE	1146 SF				
ECTIOUS DISEASE	83 SF				
FUGEE	6499 SF				
UGEE	3312 SF				
ARED AREA	315 SF				
AL RECORDS	1770 SF				
EL 3					
MMON AREAS	3286 SF				
/IROMENTAL HEALTH	8748 SF				
ALTH ASSESSMENT & PROMOTION	4925 SF				
ERNAL SERVICES	2321 SF		Draw	vn Bv	Che
ARED AREA	293 SF			vn By	
ARED AREA	421 SF		AM ————		JDG
ARED AREA	249 SF		Date	<b>)</b>	Job
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MMON AREAS	3806 SF		Snee	et Title	
MMUNICATIONS & RELATIONS	3133 SF		RU	ILDING .	ΔRFΔ -
MMUNICATIONS & RELATIONS	217 SF				/ <b>\ \ _</b> / \
ERGENCY PREPAREDNESS	2005 SF		LE	/EL 1	
ANCE	3458 SF				
	2214 SF				
ORMATION TECHNOLOGY	1951 SF		l <del></del>	- ( )	
ARED AREA	225 SF		Shee	et No.	
ARED AREA	283 SF				
ARED AREA	358 SF				1 N4

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1 BUILDING AREA - LEVEL 3

SCALE: 1/8" = 1'-0"

## Building Area Legend

COMMON AREAS

ENVIROMENTAL HEALTH

HEALTH ASSESSMENT & PROMOTION

INTERNAL SERVICES

SHARED AREA

Area Schedule (Gross	Building)	
Name	Area	
LEVEL 1		
COMMON AREA	3928 SF	
NFECTIOUS DISEASE	2609 SF	
NFECTIOUS DISEASE	1146 SF	
NFECTIOUS DISEASE	83 SF	
REFUGEE	6499 SF	
REFUGEE	3312 SF	
SHARED AREA	315 SF	
VITAL RECORDS	1770 SF	
_EVEL 3	I.	
COMMON AREAS	3286 SF	
ENVIROMENTAL HEALTH	8748 SF	
HEALTH ASSESSMENT & PROMOTION	4925 SF	
NTERNAL SERVICES	2321 SF	
SHARED AREA	293 SF	
SHARED AREA	421 SF	
SHARED AREA	249 SF	
_EVEL 5	1	
CLINICAL SERVICES	2465 SF	
COMMON AREAS	3806 SF	
COMMUNICATIONS & RELATIONS	3133 SF	
COMMUNICATIONS & RELATIONS	217 SF	
EMERGENCY PREPAREDNESS	2005 SF	
FINANCE	3458 SF	
HR	2214 SF	
NFORMATION TECHNOLOGY	1951 SF	
SHARED AREA	225 SF	
SHARED AREA	283 SF	
SHARED AREA	358 SF	

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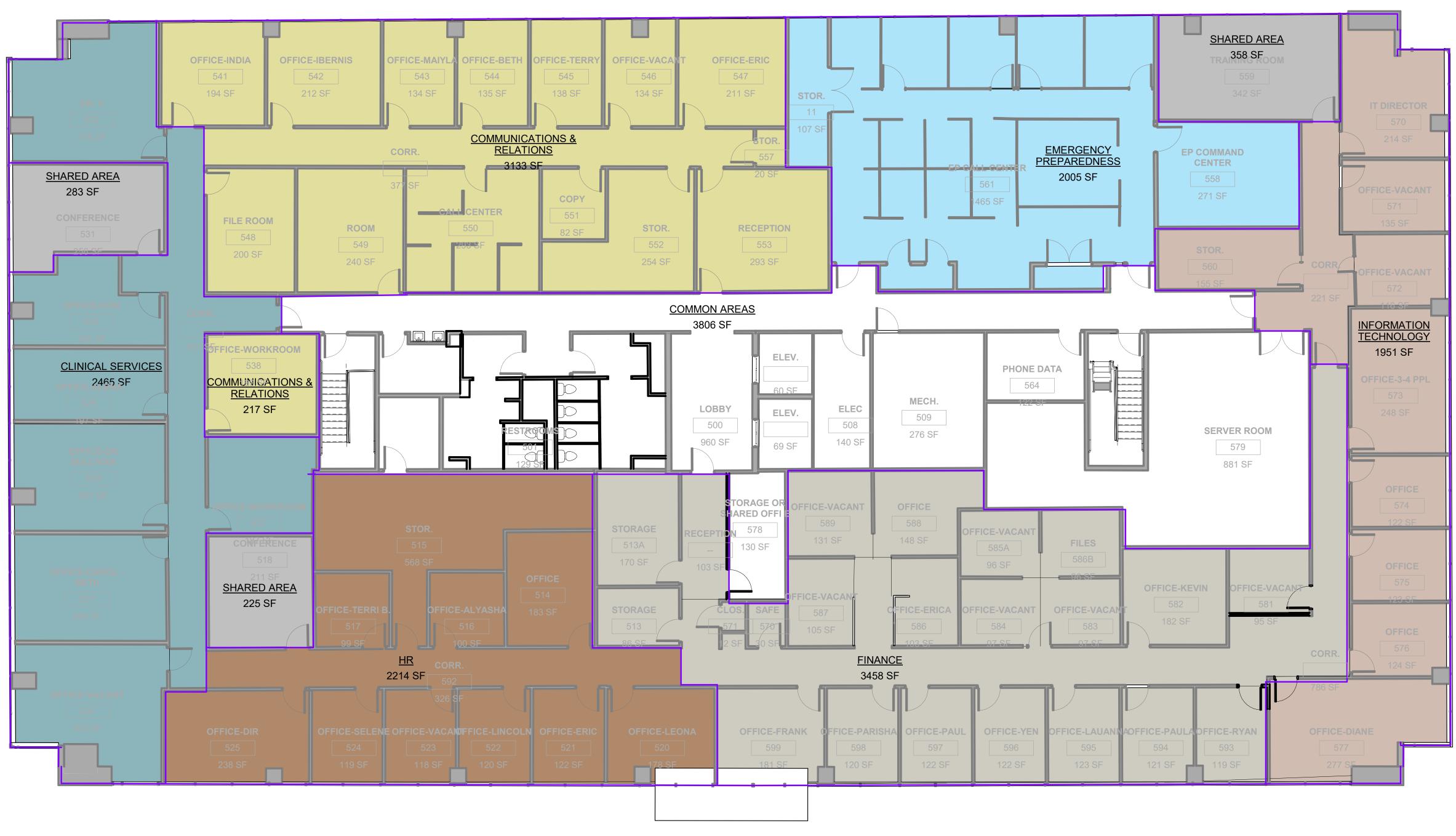
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BUILDING AREA -LEVEL 3

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1 BUILDING AREA - LEVEL 5

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Building Area Legend

CLINICAL SERVICES

COMMON AREAS

COMMUNICATIONS & RELATIONS

EMERGENCY PREPAREDNESS

FINANCE

HR

INFORMATION TECHNOLOGY

SHARED AREA

Area Schedule (Gross	Building)	
Name	Area	
LEVEL 1		
COMMON AREA	3928 SF	
NFECTIOUS DISEASE	2609 SF	
NFECTIOUS DISEASE	1146 SF	
NFECTIOUS DISEASE	83 SF	
REFUGEE	6499 SF	
REFUGEE	3312 SF	
SHARED AREA	315 SF	
/ITAL RECORDS	1770 SF	
LEVEL 3		
COMMON AREAS	3286 SF	
ENVIROMENTAL HEALTH	8748 SF	
HEALTH ASSESSMENT & PROMOTION	4925 SF	
NTERNAL SERVICES	2321 SF	
SHARED AREA	293 SF	
SHARED AREA	421 SF	
SHARED AREA	249 SF	
EVEL 5		
CLINICAL SERVICES	2465 SF	
COMMON AREAS	3806 SF	
COMMUNICATIONS & RELATIONS	3133 SF	
COMMUNICATIONS & RELATIONS	217 SF	
EMERGENCY PREPAREDNESS	2005 SF	
INANCE	3458 SF	
HR	2214 SF	
NFORMATION TECHNOLOGY	1951 SF	
SHARED AREA	225 SF	
SHARED AREA	283 SF	
SHARED AREA	358 SF	

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BUILDING AREA -LEVEL 5

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CHILD HEALTH COMMON AREA 4474 SF 367 SF MECH. 1105 WAITING 1000 <u>WIC</u> 3623 SF 6095 SF ELEV-EQUIP **CHECK-IN**1015 **MECH.** 1131 1132 CHILD HEALTH ROOM
2008 SF 1125

1 BUILDING AREA - LEVEL 1

SCALE: 1/8" = 1'-0"

Building Area Legend

CHILD HEALTH COMMON AREA

WIC

LEVEL 01	
CHILD HEALTH	4474 SF
CHILD HEALTH	2008 SF
COMMON AREA	6095 SF
COMMON AREA	367 SF
WIC	3623 SF
LEVEL 2	
ADULT HEALTH	996 SF
CHILD HEALTH	220 SF
CHILD HEALTH	207 SF
CHILD HEALTH	144 SF
COMMON AREA	4779 SF
CSB	6706 SF
GENERAL	361 SF
MATERNAL & CHILD HEALTH PROGRAM	4343 SF
SHARED AREA	2243 SF
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Area Schedule (Gross Building)

Area

BUILDING AREA -LEVEL 1

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**Job No.** 22035-02

No. DATE

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COMMON AREA	6095 SF	
COMMON AREA	367 SF	
WIC	3623 SF	
LEVEL 2		
ADULT HEALTH	996 SF	
CHILD HEALTH	220 SF	
CHILD HEALTH	207 SF	
CHILD HEALTH	144 SF	
COMMON AREA	4779 SF	
CSB	6706 SF	Drawn By
GENERAL	361 SF	AM
MATERNAL & CHILD	4343 SF	AIVI
HEALTH PROGRAM		Date
SHARED AREA	2243 SF	01/25/23
TB CLINIC	1356 SF	Obsert Title
TB CLINIC	2196 SF	Sheet Title
LEVEL 3		BUILDIN
BABIES CAN'T WAIT	1082 SF	
BABIES CAN'T WAIT	189 SF	LEVEL 1
BABIES CAN'T WAIT	165 SF	
CHILDRENS MEDICAL CENTER	4415 SF	
	4200 CE	Sheet No.
COMMON AREA	1390 SF	Sileet NO.
COMMON AREA	261 SF	
ORAL HEALTH	2563 SF	
SHARED SPACE	303 SF	
	50496 SE	

208 Pirkle Ferry Road, Suite C Cumming, GA 30040

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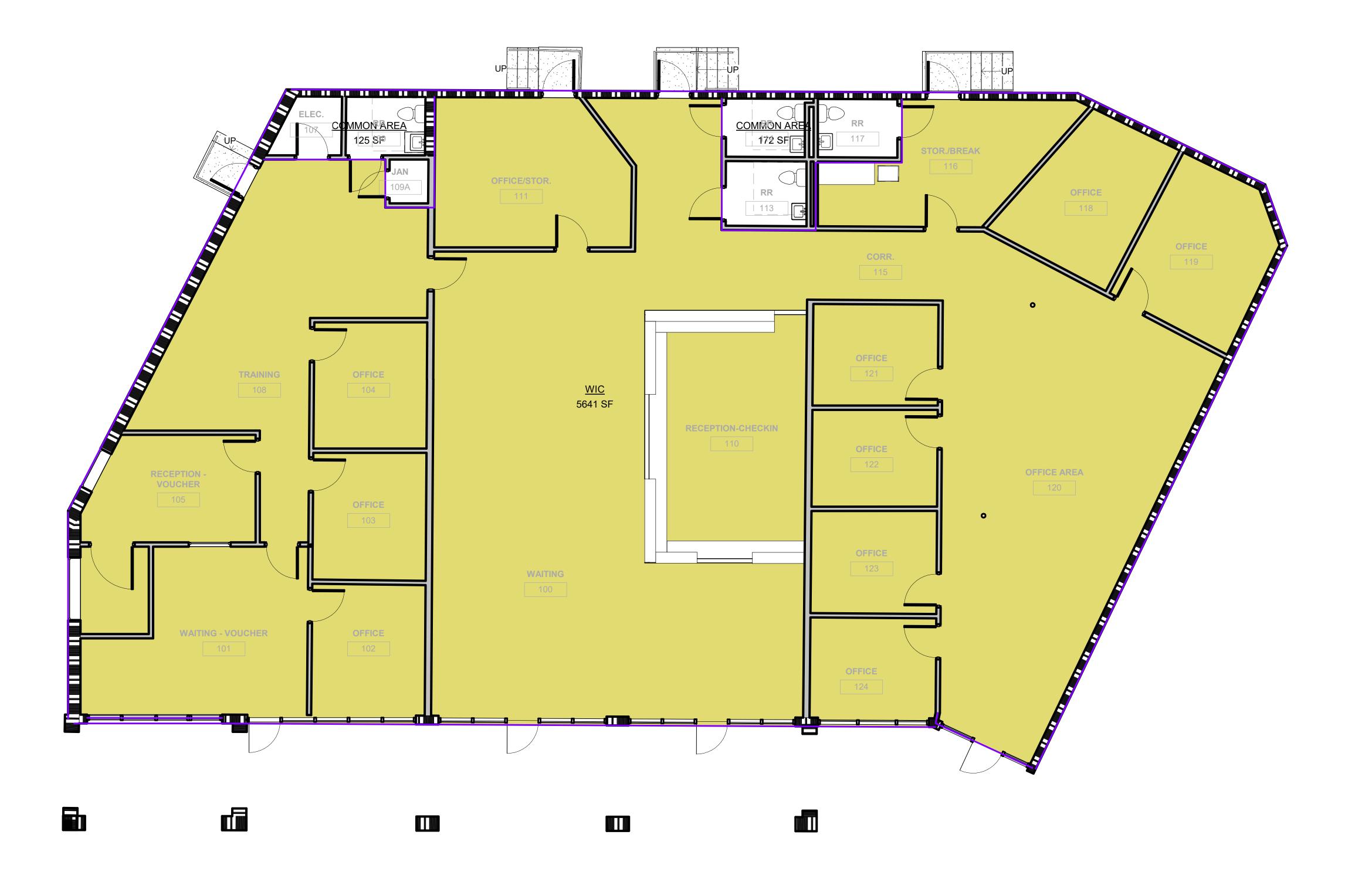
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367 SF 3623 SF 996 SF 220 SF 207 SF 144 SF 4779 SF 6706 SF 361 SF 4343 SF 2243 SF 1356 SF 2196 SF

BABIES CAN'T WAIT BABIES CAN'T WAIT 165 SF CHILDRENS MEDICAL 4415 SF CENTER COMMON AREA
COMMON AREA
ORAL HEALTH
SHARED SPACE 1390 SF 261 SF 2563 SF 303 SF

50486 SF





1 BUILDING AREA - LEVEL 1
SCALE: 3/16" = 1'-0"

Building Area Legend

COMMON AREA

WIC

Area Schedule (Gross Building) Area WIC 5641 SF COMMON AREA 125 SF COMMON AREA 172 SF 5938 SF

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BUILDING AREA -LEVEL 1

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## Georgia State Holidays 2023

The following is the list of state holidays when the Capitol and state agencies will be closed in 2023.

New Year's Day: January 1 - will be observed Monday, January 2

Martin Luther King, Jr.'s Birthday: Monday, January 16

Washington's Birthday: February 20 - will be observed Tuesday, December 26

State Holiday: Observed on Good Friday, April 7

Memorial Day: Monday, May 29

Juneteenth: Monday, June 19

Independence Day: Tuesday, July 4

Labor Day: Monday, September 4

Columbus Day: Monday, October 9

Veterans Day: November 11 - will be observed Friday, November 10

Thanksgiving Day: Thursday, November 23

State Holiday: Observed on Friday, November 24

Christmas Day: Monday, December 25