

Request for Proposal (RFP) for Custodial / Janitorial Services for Woodland Community College's Colusa County Outreach Facility (RFP No. 11-004)

RFP Questions & Answers

Effective: October 19, 2011

RFI #	Question	
1.	I want to know if the auto insurance of a million dollars applies. As is written on the Request for Proposal (B) and (C).	<p>The insurance requirements are the minimum amounts accepted by the district for Janitorial Services for Woodland Community College's Colusa County Outreach Facility (RFP No. 11-004):</p> <p>(b) Contractor shall maintain an Automobile Liability insurance policy (on Insurance Services Office form number CA 0001 covering Automobile Liability, code 1 "any auto," and endorsement CA 0025) insuring Contractor for an amount not less than One Million Dollars (\$1,000,000.00) combined single limit per accident for bodily injury and property damage.</p> <p>(c) Contractor shall maintain a Crime insurance policy in an amount not less than One Hundred Thousand Dollars (\$100,000) with the District named as Joint Loss Payee. Coverage shall include coverage for District's Property on the District's premises, with coverage, at minimum, as broad as ISO endorsement form CR 04 01 03 00.</p>
2.	<p>1) Under Exhibit A - Staffing, it quotes:</p> <p>" The Contractor shall provide adequate personnel, Green Seal Certified (or equivalent), trained in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated."</p>	<p>Contractor shall follow Green Seal practices and procedures and use appropriate products and equipment to reduce overall impacts of cleaning on health and the environment. Information on Green Seal Certified Cleaning will be provided to Contractor. Official certification will not be required.</p>

	<p>I have looked into attaining this green seal certification for my company, and it would cost a relatively small janitorial company as mine about \$10K. Also too, it would take quite some time to receive (up to 6 months). Is this a rigid requirement? What are the requirements for the "equivalent certifications"?</p> <p>In the past few years, I have slowly been making the switch to becoming a green cleaning company, changing my cleaning processes and chemical use. I have also been training my employees to learn and implement these "green practices". Can this be qualification enough?</p>	
3.	<p>2) The contract states that cleaning services shall be performed 4 times per week from monday-thursday 10pm-12am. My only concern is that often it does take longer than only 2 hours to clean the building. More often it takes closer to 3 hours to clean it thoroughly. During our walk-thru you said that it would be fine to clean past 12 am, which is great. But my employee has stated a valid concern he has when cleaning the building. At 12am, the bathroom and hall lights go out automatically, making it difficult to clean these areas. To properly clean the building may I ask that the programmed lights stay on until 1 am to assure we can dust, clean, cobweb, etc. these areas?</p>	<p>Two hours was the suggested amount of time required for cleaning the facility. Contractor may use the amount of time necessary to complete the scope of work stated in the contract. The lighting schedule can be adjusted by request.</p>
4.	<p>District Clarification</p>	<p>It is the intent of the District to make this award based on the lowest daily price. Please use the revised bid form available on the website.</p>

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