



Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

THEODORE KASTNER, M.D., M.S.
Commissioner

ROGER BEARDEN, J.D.
Executive Deputy Commissioner

September 22, 2021

Janitorial Service – Taconic DDSOO – IFB TA 093021

Questions and Answers:

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

1. **Question:** Can we do a FOIL request on this RFP? Can we get a complete contract with the total dollar amount? Who were the last three lowest bidders for the contract? What are you paying now?

Answer: The above questions refer to the current contract. The current contract utilizes a different scope of work and a different pricing structure. It is also a short-term contract with a one-year term. Current pricing will not be comparable based on these differences.

2. Question: Can you share who the incumbent is now?

Answer: The current contractor is LCS Companies of New York, INC. dba LCS Facility Group.

3. Question: You mentioned you weren't happy with the current service being provided, could you elaborate a little bit? What are you not happy with?

Answer: The current Contractor utilized sub-contracting without prior approval by OPWDD. They have also struggled completing tasks as listed in the scope of work.

4. Question: Can we get a list of all the companies that can bid?

Answer:

Company
Access Supports for Living
K&P Facilities Maintenance Inc.
Gateway Building Services
Hbar Holding LLC
Quality Facility Solutions Corp.
LGC Global Energy FM
PriorityCleans.
Facilities Maintenance Corp.
Superior Building Maintenance
Superior Janitorial And Maintenance Services LLC
Ward Global Enterprises, LLC DBA A-Plus Cleaning and Supplies
Paramount Services Group, Inc.



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Scrub Masters Plus Corporation
CleanWork Solutions, LLC.
ABS/CBS
A-1 Cleaning
Procleaning Solutions LLC

5. Question: In the event of a positive case of Covid on site will we be required to do disinfecting? Like coming and doing a COVID disinfecting?

Answer: No, this is outside the scope of work. OPWDD would request a quote for additional services.

6. Question: Approximately how many people were assigned to the location roughly (contractor staff)?

Answer: This is unknown. Each location should be visited by the vendor to confirm staff needed to perform tasks as listed in the scope of work.

7. Question: If we have an instance where the person in the office is busy and they don't have time to clean that area should we have a report of that at the end of the month.

Answer: Yes, if there's a reason why you couldn't get to that specific area, just note it.

8. Question: Who provides supplies?

Answer: Taconic DDSOO will provide soap, garbage bag liners, paper towels and toilet paper. Cleaning chemicals and equipment are provided by the vendor.

9. Question: Can we store our cleaning supplies somewhere on the site?

Answer: Yes, there is a secure closet at every site where you can store your equipment and chemicals. We ask that everything be stored per manufacturer guidelines.

10. Question: Is there a slop sink in every facility where we can rinse our mops out?

Answer: Yes, but this should be confirmed with a site visit.

11. Question: You said you can bid on one or all sites. Is there a reason you were not looking to do this as a package?

Answer: To encourage small businesses, who may not be able to handle all 12 sites, to bid.



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12. Question: Is there a square footage in the solicitation per location broken down by floor types; tile, carpet, and the like?

Answer: No. Vendors are strongly encouraged to visit each site for which they are bidding.

13. Question: How many locations?

Answer: There are twelve locations listed in the IFB.

14. Question: When it comes to scheduling the site visits do we go through you or is there a list of people to contact.

Answer: There's a contact person and phone number in the IFB for every location. I ask that you contact them directly and attempt to set something up. If you don't get a response within 48 hours, let me know and I'll find an alternative contact.

15. Question: Is it ok if we send an email to them and include you on the email?

Answer: Yes.

16. Question: What's the award process going to be like? Is there going to be a vetting process?

Answer: This procurement is an Invitation for Bid. While we will be completing extensive background checks which include checking references, contracts will be awarded to contractors providing the lowest cost.

17. Question: Can we have more time to conduct site visits? Would the due date be extended as well?

Answer: OPWDD will issue an addendum allowing more time for site visits. The new bid opening date is 10/14/2021 at 3pm.

18. Question: Prevailing wage?

Answer: Prevailing wage does apply to this procurement. If you have any questions regarding prevailing wage, please contact the NYS Department of Labor.

19. Question: Is pricing by item mandatory?

Answer: Yes.



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20. Question: With prevailing wage you also have to do a certified payroll report at the end of every month.

Answer: Yes. It must be included with your invoice.

21. Question: What form do you use, like a state form?

Answer: Please see the attached PW-12 Weekly Payroll form.

22. Question: Once the company has been selected, will the prices each company bid be made available?

Answer: Bid Results will be released approximately one week after bid opening. All bid pricing received will be included.

23. Question: Does the addendum have to be included in the proposal?

Answer: The addendum must be signed and returned to OPWDD within three days upon request.

24. Question: When it comes to payment, isn't it a net 30 payment?

Answer: Payment is net 30 days.

25. Question: You want pricing bid on task so first task is clean all receptacles. Say there are 50 in a site, if one is missed is that non-compliance?

Answer: No, one missed garbage can is not non-compliance. Repeatedly skipping or not completing tasks will be addressed with the vendor as non-compliance. If there is a reason a task couldn't be completed, just leave us a note.

26. Question: Do we supply insurance with the proposal or wait until a contract is awarded?

Answer: Insurance is required to be provided upon tentative contract award.

27. Question: Does OPWDD verify disinfection?

Answer: No

THIS CERTIFICATION MUST BE COMPLETED ON EACH WEEKLY PAYROLL FORM USED BY THE CONTRACTOR OR SUBCONTRACTOR

Date _____

I _____ (Name of signatory party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____

(Contractor or Subcontractor)

_____, that during the payroll period commencing on the _____

day of _____, 20____, and ending the _____ day of _____, 20____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____, from the full _____ (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Articles 8 and 9 and described below:

(2) That any payrolls submitted for the above period are correct and complete; that the wage rates for laborers, workers, or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer, worker or mechanic conform with the work he/she performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- In addition to the basic hourly wage rates paid to each laborer, worker or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c).

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer, worker, or mechanic listed in the above-referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

SIGNATURE

THE WHOLE FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE ARTICLES 6 AND 9.