



Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

ROGER BEARDEN, J.D.
Executive Deputy Commissioner

Date: October 19, 2021

Long Island DDSOO: 2022 – 2027 Janitorial Services for Plainview Maintenance Office IFB LI 110521

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: What are the hours for cleaning and floor finishing?

Answer: Cleaning and floor finishing are to be done Monday through Friday after 5:00pm. Work is to be completed by the start of the following workday at 7:00am

2. Question: Is trash disposed of in dumpsters on the property, or removed from the premises?

Answer: Trash is to be disposed of in the dumpster in the rear of the building.

3. Question: What is the mix for supported individuals (2 to 1, etc)?

Answer: This is an office space for State employees, not a Day Hab facility.

4. Question: In the bid document, it is stated “The Contractor will be responsible for providing all necessary paper towels, hand soap, trash bags, toilet seat covers, and toilet paper.” The items that are listed, are they to be included in the monthly contract price or are those billed separately based on actual usage? If included in the monthly price, we would like to ask for historical information on usage of such items or number of staff on a daily basis to estimate usage.

Answer: The items listed are to be included in the monthly contract price. There is a staff of 24 people that use this office space.

5. Question: How many trash containers are needed to be washed and sanitized quarterly and what are their sizes?

Answer: There are approximately sixteen 10-gallon garbage cans and four 42-gallon garbage cans.

6. Question: Can we send our bid package by emailing it to you?

Answer: No, the bid package **must** be mailed or hand-delivered. If mailing the bid, please allow several days for the bid to reach our office in Wassauc, NY, even if using overnight delivery.

7. Question: Since there is a significant amount of carpet space in the office area, would carpet cleaning fall under the 4 times per year frequency or per request?

Answer: Vacuuming and spot cleaning of carpets are a daily task as per Task 8 in the Scope of Work. Shampooing and/or deep cleaning of carpets would not be covered under this contract.



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8. Question: For the large garbage cans, do you prefer the garbage bags to be black or white, or do you have no preference?

Answer: There is no preference in garbage bag color as long as they are of sufficient quality.

9. Question: Which areas in particular would need the stripping and waxing done? While there, our manager noticed that the entrance, reception area, and kitchen had vinyl floors, but we'd like to know if you'd like the bathrooms waxed? Additionally, two offices were closed and we were not able to access them, so we do not know if they contain carpet or vinyl to be waxed?

Answer: The only area to be waxed is the kitchen. The three bathrooms have ceramic tile and the offices are all carpeted.

10. Question: We work with a sister company that is a WBE. Would I be able to bid under that company as well?

Answer: OPWDD will select the responsible and responsive Bidder that will provide the lowest Total Annual Cost for All Janitorial Services for Plainview Maintenance Office. WBE status will not factor into the selection of a tentative awardee. Therefore, there is no advantage to bidding with two companies as there is only one contract tentatively being awarded to the qualified bidder with the lowest cost.

11. Question: We would be subcontracting this work for the cleaning at this facility in Plainview. I see there's something in the IFB that this would not be allowed without approval and I wanted to touch base on that. Please advise on how to proceed.

Answer: For the purposes of this IFB (LI 110521), it has been decided that permission will not be granted for subcontracting of services. Therefore, subcontracting of janitorial services for Plainview Maintenance Office will not be allowed.

12. Question: How many people did the previous vendor have on site when janitorial services were being performed?

Answer: The previous vendor had two people on site when janitorial services were being performed.

13. Question: Is the warehouse space in the back included in the Scope of Work or just the offices and other spaces in the front of the building?

Answer: The only space in the warehouse area that needs to be cleaned is the third bathroom.

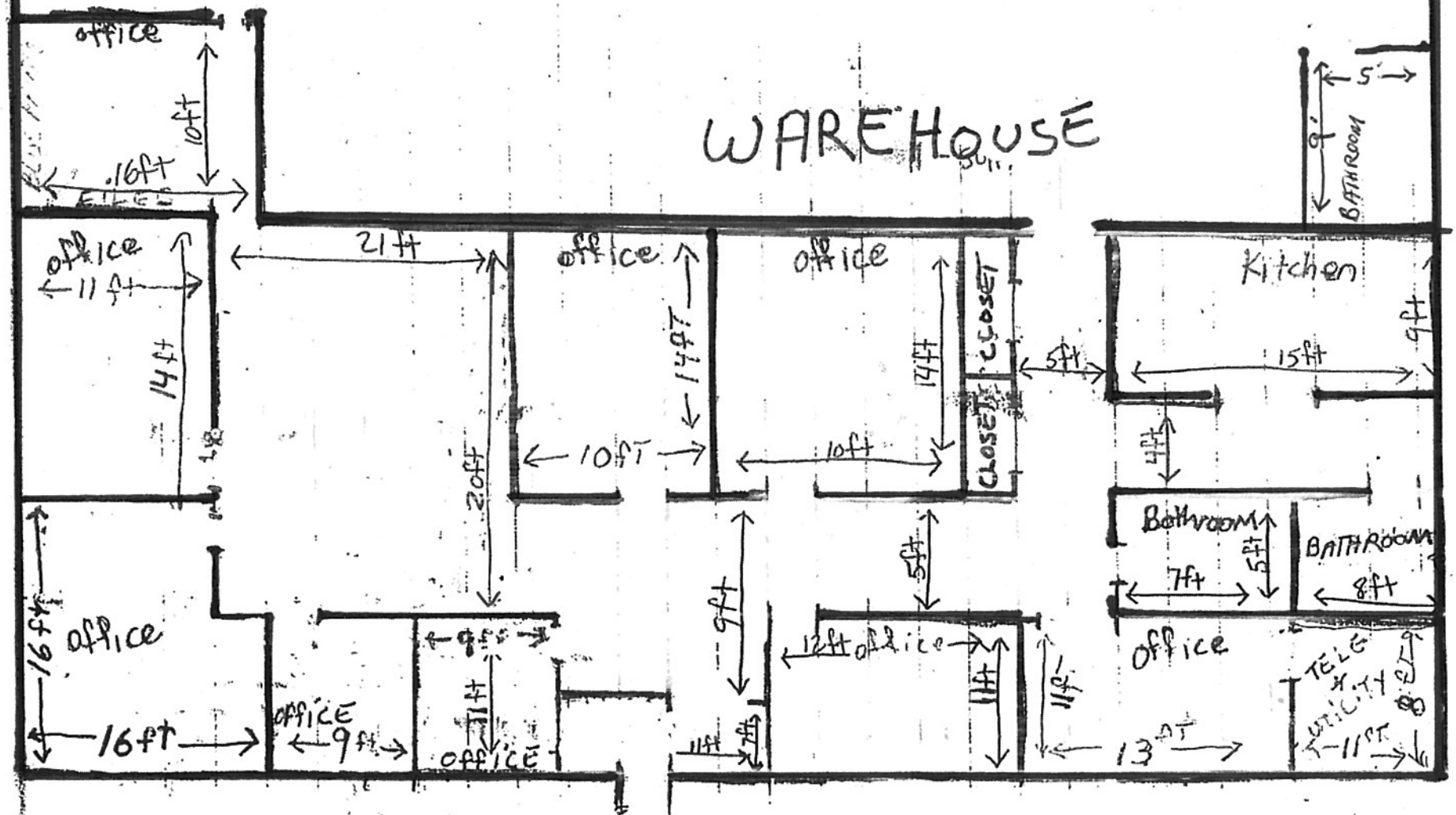
14. Question: Could you please provide the square footage of said contract space and a floor plan with square footage of each area and room if possible?

Answer: Please see the map on the following page that was provided by the Plainview Maintenance Office.

LIDDSO
170 DuPont St.

(NOT TO SCALE)
• APPROX. MEASUREMENTS

WAREHOUSE



PARKING LOT
170 DUPONT STREET



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Respectfully,

A handwritten signature in blue ink, appearing to read "RW", positioned below the word "Respectfully,".

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