

Common Questions & Answers:

Q: When is the actual due date for the RFP?

A: RFP is due at 158 Regal Row, Houma La 70360 before or on December 17th by 2pm in a sealed envelope.

Q: Is the Unit Price Monthly and the Extended Amount Annually?

A: The unit price is for a monthly rate. The extended amount should be calculated to annual (12 month) charge.

Q: Is there floor work included or strictly tasks listed in the checklist?

A: Floor work such as stripping & waxing is not included. Tasks on the checklist are the tasks expected.

Q: Are the documents that are due 5 working days after requested, due once the bid is awarded?

A: The documents are only due if requested and found needed for further consideration of award. On the date that contractor(s) receive such a request, the documents must be received at 158 Regal Row, Houma, within 5 working days from request to continue to be considered for award.

Q: When referring to supplies, does that include consumables (toilet paper, paper towels, trash bags, hand soap etc.)?

A: Supplies reference on solicitation as "Janitorial Srv & Supplies" does not include consumables. Agencies will supply consumables/paper goods.

Q: Are the minimum hours required listed in the specifications what we are actually pricing?

A: No, the Contractor is responsible for making levels over and above the minimums described in order to comply with the Standards by the Contract Documents. Contractor should use their best judgement and estimate from site visit and bid's specs to provide reasonable bid for each site. It's expected that a minimum of 4 hours is needed to perform tasks whether one person or two/more persons. However, it may take longer than 4 hours at some sites. Please bid accordingly to meet the performance expected within the specifications.

Q: Does the bid need to be sealed when delivered to 158 Regal Row?

A: Yes, no electronic bid will be accepted. Bids must be signed, sealed, and received at 158 Regal Row, Houma La 70360 prior to 2:01pm.

Q: If the Contractor has a different Representative for each location is it ok to turn in more than one signature page?

A: if contractor has a different authorized rep for each location, please turn in more than one signature page and/or bid packet. All sites are not required to have a bid quoted.

Could you please clarify the duties of the on-site supervisor?

Q: Does this on-site supervisor have to be at one location the entire time or can this person go between the 3 locations during the week?

A: The supervisor can float between locations. The supervisor is expected to be a “working supervisor” when on site.

Q: Is there any exceptions for the 5 years of employment? Due to the current job market would 3 – 5 years be acceptable?

A: 5 years of employment is expected. It does not intend that it has to be in the same line of work. However, employment history should demonstrate some experience as a supervisor or supervision over a crew of workers within the last 5 years.

Q: On the Solicitation it ask for a price to provide supplies? Is this accurate or should we only provide a service only price?

A: There are two lines on the solicitation for each site. One line is for the Contractor to bid for services and cost of their supplies if they wish to only use their supplies for cleaning provided the chemicals are approved prior by our agency. The other line is for the Contractor to bid for service only using supplies that we will provide for cleaning. We would like a bid on both lines to best and fairly evaluate bids submitted, but it is not necessary. Contractor can bid for the lines/services that only intend to provide for.