

April 24, 2024

**REQUEST FOR PROPOSAL FOR
JANITORIAL AND CLEANING SERVICES,
CONSUMABLE SUPPLIES, AND
FACILITY SUPERVISION & MAINTENANCE SERVICES**

Update #4 May 14, 2024

Regarding the decision-making process:

Q: What factors are considered when making the decision on who the award goes to?

A: Per the original RFP document, any contract(s) awarded pursuant to the RFP will be awarded based on the bids or offers that are responsive to the RFP and are most advantageous to NCA with respect to the following factors:

- Projected total annual spend (up to 45 points)
- Anticipated quality & reliability of services (up to 10 points)
- Confidence in the ability to complete services in a timely manner (up to 10 points)
- Related experience/references (up to 10 points)
- Vendor team member qualifications (up to 10 points)
- Financial stability of the firm (up to 10 points)
- Firm history & information (up to 5 points)

Regarding the gym floor material:

Q: What will the gym floor material be?

A: Gerflor Taraflex

Regarding the floor material in the classrooms and offices:

Q: What floor types are in which classroom and office areas?

A: Sealed concrete in science rooms and art rooms, carpet in music rooms, offices, elevator, and conference rooms, and VCT in all other classrooms.

Regarding the paint in the hallways and classrooms:

Q: What type of paint will be used in the hallways and classrooms

A: Commercial-grade Sherwin Williams

Regarding the locations of janitorial closets:

Q: Where are janitorial closets located throughout the building?

A: Janitorial closets are currently located on each hallway of the building. Additional closets are included both upstairs and downstairs in the building addition construction and will be available once the new section of the building is opened.

Regarding the availability of floorplans:

Q: Are floor plans/architectural plans available to view?

A: This information will not be made available to the public but will be shared with the winning bidder upon awarding.

Regarding the facility maintenance role:

Q: What are the roles and responsibilities of the facility maintenance technician?

A: Per the original RFP document, this individual will be expected to utilize a work order/ticketing system to complete a wide range of indoor and outdoor duties, including but not limited to general physical labor (setting up/tearing down events, moving furniture), handyman services (small repairs, patching & painting), and exterior repairs and maintenance (cleaning walkways, patching roadways). NCA's preference would be to have an individual in this role who could safely and competently complete minor electrical and plumbing tasks as well.

Regarding the summer schedule:

Q: What are the summer schedule needs and requirements?

A: Per the original RFP document, during the summer months (June - July) a lighter, regular cleaning schedule is permitted when school is not in session that maintains, at a minimum, all bathrooms and common areas on a weekly basis, and other areas twice per month. More discussion and detail will occur with the winning bidder to determine the exact needs and schedule. Facility supervision and maintenance will be maintained through the summer months as well to assist with various projects.