



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator  
410-260-1295

## Questions/Responses #3

### JANITORIAL SERVICES FOR MARYLAND JUDICIARY AT VARIOUS LOCATIONS IN ANNAPOLIS RFP # K15-0020-25

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Does this project require being MDOT certified?  
**Reponses:** No
2. Question: Can you please define how often the floors need to be stripped and waxed?  
**Response:** Twice a year at least.
3. Question: Can you please define how often all carpets need to be cleaned and what method you wish to use?  
**Response:** Cleaned twice a year minimum, method determined by contractor. Spot clean as necessary
4. Question: Section 8 – Carpeted Areas on page 19 appears to be referencing hard-surface flooring and not carpeting. Would you please clarify if there is a preferred cleaning method for carpeted areas (e.g., bonnet cleaning, dry-cleaning, steam cleaning, etc?)  
**Response:** Contractor to determine best methods to clean carpeting.  
Carpets to be cleaned twice a year. Spot clean as necessary.
5. Question: What is the total square feet of carpet space that needs cleaned under this contract?  
**Response:** This information is not available
6. Question: Section 2.2.7 - Supplies, on page 19 of the proposal stipulates that the contractor shall provide all supplies, paper products and materials necessary. Would you please provide the following information to better aid bidders in their efforts to properly estimate consumables supplies:
  - a. 2661 Riva Road, Bldg. 9 (Security Building)
    - i. Number of bathrooms (and number of stalls in each)?
    - ii. Number of staff?
    - iii. Number of visitors?
    - iv. Number of sinks or kitchenettes?

Faye D. Matthews  
Deputy State Court Administrator  
410-260-1257

Mark Bittner  
Assistant Administrator  
Judicial Information Systems  
410-260-1001

Louis G. Gieszl  
Assistant Administrator  
Programs  
410-260-3547

Melinda K. Jensen, CPA  
Assistant Administrator  
Operations  
410-260-1240

Julie R. Linkins, Esq.  
Assistant Administrator  
Education  
410-260-3549

Kelley O'Connor  
Assistant Administrator  
Governmental Relations  
410-260-1560

Kathleen E. Wherthey, Esq.  
Assistant Administrator  
Internal Affairs  
410-260-3453

- b. 2001 Commerce Park Drive
  - i. Number of bathrooms (and number of stalls in each)?
  - ii. Number of staff?
  - iii. Number of visitors?
  - iv. Number of sinks or kitchenettes?
  
- c. 2003 Commerce Park Drive
  - i. Number of bathrooms (and number of stalls in each)?
  - ii. Number of staff?
  - iii. Number of visitors?
  - iv. Number of sinks or kitchenettes?
  
- d. 2009 Commerce Park Drive
  - i. Number of bathrooms (and number of stalls in each)?
  - ii. Number of staff?
  - iii. Number of visitors?
  - iv. Number of sinks or kitchenettes?
  
- e. 2011 Commerce Park Drive
  - i. Number of bathrooms (and number of stalls in each)?
  - ii. Number of staff?
  - iii. Number of visitors?
  - iv. Number of sinks or kitchenettes?

**Response:**

- a. **2661 Riva Road, Bldg. 9 (Security Building)**
  - i. Number of bathrooms (and number of stalls in each) : see floor plans
  - ii. Number of staff : 150
  - iii. Number of visitors: 20 per week
  - iv. Number of sinks or kitchenettes: One kitchen
  
- b. **2001 Commerce Park Drive**
  - i. Number of bathrooms (and number of stalls in each): See floor plans
  - ii. Number of staff: approx. 55
  - iii. Number of visitors: 10 per week
  - iv. Number of sinks or kitchenettes: See floor plans
  
- c. **2003 Commerce Park Drive**
  - i. Number of bathrooms (and number of stalls in each): See floor plans
  - ii. Number of staff: approx. 45
  - iii. Number of visitors: 10 per week
  - iv. Number of sinks or kitchenettes: 2 kitchens , 2 sinks
  
- d. **2009 Commerce Park Drive**
  - i. Number of bathrooms (and number of stalls in each): See floor plans
  - ii. Number of staff: approx. 40
  - iii. Number of visitors? JECC (2009 and 2011), average 300 per week or 1,200 per month; some months busier; summer not as busy; fall, winter, spring, busy
  - iv. Number of sinks or kitchenettes: See floor plans
  
- e. **2011 Commerce Park Drive**
  - i. Number of bathrooms (and number of stalls in each): See floor plans
  - ii. Number of staff: approx. 40
  - iii. Number of visitors: average : see 2009 answer

iv. Number of sinks or kitchenettes: See floor plans

7. Question: What type/quantity of supplies are currently used in the various facilities (e.g., Single-Ply or 2-Ply Toilet Tissue; Tri-fold Paper Towels, Brown or White; Hand Soap refill size and type—Antibacterial or Standard, Hand Sanitizer Brand; Etc.)?

**Response:** Each facility different; hand soap either anti or standard

8. Question: Section 2.2.1 on page 12 of the solicitation identifies the approximate square footage for each location, but does not provide a break-down of carpeted area, waxable and non-waxable flooring. Would you please provide an estimated break-down for each facility?

a. 2661 Riva Road, Bldg. 9

Carpet (Ft<sup>2</sup>)? Waxable Flooring (Ft<sup>2</sup>)?; Non-Waxable Flooring (Ft<sup>2</sup>)?

b. 2001 Commerce Park Drive

Carpet (Ft<sup>2</sup>)? Waxable Flooring (Ft<sup>2</sup>)? ; Non-Waxable Flooring (Ft<sup>2</sup>)?

c. 2003 Commerce Park Drive

Carpet (Ft<sup>2</sup>)? ; Waxable Flooring (Ft<sup>2</sup>)? ; Non-Waxable Flooring (Ft<sup>2</sup>)?

d. 2009 Commerce Park Drive

Carpet (Ft<sup>2</sup>)? Waxable Flooring (Ft<sup>2</sup>)? Non-Waxable Flooring (Ft<sup>2</sup>)?

e. 2011 Commerce Park Drive

Carpet (Ft<sup>2</sup>)? Waxable Flooring (Ft<sup>2</sup>)? Non-Waxable Flooring (Ft<sup>2</sup>) ?

**Response:** The square footage is not available. It is the contractors responsibility to take measurements during the mandatory proposal/site visit.

9. Question: Is a Day Porter required for any of the facilities?

a. If so, how many?

b. If a Day Porter is required, should the resources be shared between facilities or dedicated to a particular building?

c. If so, should the Day Porter(s) be on-duty for the duration of the facility's hours of operation?

**Reponses:** No

10. Question: Section 2.2.9 – Holidays (Other) on page 20 states, “Janitorial Personnel may be needed to clean restrooms periodically throughout the day and empty trash throughout the day. There are also events on Saturdays and Sundays.

a. Historically, how often have these events taken place?

b. Will these services be billed separately?

**Reponses:** There are events on holidays, Saturdays, and Sundays throughout the year. These events may occur one weekend day per month or two weekend days per month. These services are billed separately. The work would be at JECC.

11. Question: Section A.5 Computer Training Room does not state a period of frequency for cleaning. How frequently should the Computer Training Room be cleaned?

**Reponses:** Everyday.

12. Question: How will Janitorial staff gain access to restricted areas (i.e., Computer Training Room)?

**Reponses:** Facilities Coordinator can give access to computer rooms.

13. Question: What size trash can liners will the Contractor be responsible for replacing? Is there an estimated quantity of each (e.g., 10 gal, 13 gal, 40 gal, etc.)?

**Reponses:** Majority are liner 10 gal; depends on location; JECC – have more 30 gallon containers

14. Question: If a fire or security alarm is activated, will contractor be required to response at the location as well?

**Reponses:** No

15. Question: Will there be any wage restrictions associated with this solicitation?

**Reponses:** Not applicable.

16. Question: Only refrigerators and microwaves and stove to be cleaned are in kitchenette in 2011 JECC. Two refrigerators, two microwaves, and one stove. Other kitchen areas are responsibility of employees as to refrigerator and microwave

**Reponses:** Only refrigerators and microwaves and stove to be cleaned are in kitchenette in 2011 JECC. Two refrigerators, two microwaves, and one stove. Other kitchen areas are responsibility of employees as to refrigerator and microwave.

17. Question: Will you be awarding to more than one contractor?

**Reponses:** Only one contract.

Date Issued: October 30, 2014  
Karen Hoang, Procurement Officer  
Procurement and Contract Administration