



Janitorial Services RFP #2024-005 Questions and Answers

1.1. Purpose

Question: Can a company bid for a single facility/building or must consider all the ones mentioned in Section 1 General Information and Instructions, item 1.1 Purpose on page 4?

Answer: The Proposer must consider all facilities and provide costs for each facility. If a service requirement for a facility cannot be met by the Proposer, then “No Proposal” should be indicated on the Cost Proposal Form.

1.12. Cost Proposal

On Page number 7, 1.12. Cost Proposal ...
... Proposal must include the projected costs, to be broken down by facility and subsequent service (daily, weekly, monthly, bi-annual, annual.) The Cost Proposal Form in Section 3 shall be used to enter the proposed costs and submitted as part of the response to this RFP. ...

Question: 1.12 Cost Proposal does not refer to “Unit Price”; can we omit the Unit Price and only enter the Monthly and Annual Cost for daily, weekly, monthly, bi-annual, annual cost services? We don’t see an issue if omitted as the Scope of Work for each Facility is outlined and clear in the Bid/RFP.

Answer: The Unit Price should be included in addition to the Monthly and Annual Costs.

1.16. Contract Award

Question: On page 8, item 1.16 Contract Award, it states that “the City has the right to award by item, group of items, total proposal, or any combinations found to be in the best interest of the City.” Does this mean there could be more than one company awarded?

Answer: One or more company may be awarded; however, it is the intent of the City to award the contract to one company. There is no pre-determined number of awards as it varies on the proposals and subject to the availability and appropriation of funds. The City may also award by item (for example, shampoo clean furniture), by group of items (for example, mop and wax all tile and vinyl floors) or any combination (for example,

clean Portland Loos only once a week during winter months but daily during summer months, and daily service for the harbor office) if it is found to be in the best interest of the City.