

## 24-04: Janitorial (Ames) RFQ Questions/Answers

Q: Will the contract winner know before the end of October if they will have the contract or not?

A: Yes and no. Our Board meeting that concludes the final steps needed to sign a contract takes place 10/24/24. Technically, a preliminary “yes” can be changed by the final Board vote, so we wait to inform our bidders after the vote has concluded.

However, earlier in the scoring process, we generally let the top two bidders know that they are within the top two, so there is a “pending yes,” or a heads up on how the process is going. The Board has not overturned a scoring committee recommendation in recent memory.

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Q: What is the total carpet square footage?

A: We have never had a need to calculate it, but the overall square footage of our building is 20,700 sq. ft., with very little of it being laminate flooring. Only our bathrooms and kitchen space are not carpeted.

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Q: Is there a minimum staffing quota?

A: We do not have a minimum number. For our Ames location, we have had it serviced by one person or a two-person team, and both were effective setups. So long as the work gets done, we do not feel a need to dictate how many staff members should be allocated to our building. We feel you know your staff best, as well as how quickly and effectively they operate. If that means a 4-person team for a short amount of time or one person for a longer shift, that is entirely your choice.

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Q: Do you recycle?

A: We shred paper and recycle it via specially marked bins, yes. All other materials are considered trash. We have a pickup service for the recycled goods each month.

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Q: What materials do you provide?

A: Currently, we provide all paper products, small trash can liners, and menstrual products. Our current contractor provides their own cleaning supplies, large trash can liners, menstrual product disposal liners, and air fresheners.

We understand each company has their own supply habits and abilities - If your organization would like to suggest an alternate setup, please provide the relevant information as an optional line item(s) in your quote.