



**CITY OF BEAUFORT**  
1911 Boundary Street  
BEAUFORT, SOUTH CAROLINA 29902

## **RFP 2023-103 Janitorial Services Questions and Answers**

- 1. Q. What is the total square footage of the building?**  
A. The total square footage of the City Hall building is 33,076 square feet and 11,777 of that is basement space. See Addendum #2 Table 5.6-3 for square footage of each floor as well as map layouts of each floor
- 2. Q. Will you consider pushing back the final date to have everything submitted?**  
A. Unfortunately, no since we are on a fairly tight schedule and would like to have contracted by the beginning of the new year, we will not be pushing back the final date. We must get Council approval by this month because there are no sessions in December.
- 3. Q. Is this contract a one year with a three-year option?**  
A. No. The contract is a three-year contract, with annual (two one-year) options to renew. The contract may be extended past that, but no more than 5 years beyond the date of the original award agreement.
- 4. Q. Would you consider having the first cleaning as a deep cleaning because it doesn't need to be maintained on a regular basis? If so, would you consider it as a separate cleaning fee?**  
A. The first cleaning doesn't necessarily have to be a deep cleaning, but if you look and determine that the building should have a deep clean, we can discuss it after the contract has been awarded. If we agree to the deep clean, it'll be added on separate of the contract as a cleaning fee.
- 5. Q. Will the city notify the contractor if there are any meetings that run late?**  
A. Yes. The city will notify the contractor of upcoming meetings that last later than 6 PM.
- 6. Q. How early can the contractor come in to clean?**  
A. On a standard day, the contractor can clean from the hours between 6 PM that night and 7:30 in the morning.



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- 7. Q. Is there any set time duration that the city would like the contractor to stay and clean each day?**

A. The contractors can take as long a time as they need to clean to the contract's requirements, but only from hours between 6 PM that night and 7:30 in the morning.
- 8. Q. What forms of background checks is the city requiring?**

A. Contractors must agree to a SLED security check as well as a city background check.
- 9. Q. Does each floor have its own janitorial closet?**

A. Yes. Each floor has its own janitorial closet. There are also storage rooms in the basement for janitorial use.
- 10. Q. There are cleaning products and vacuums/leaf blowers in janitorial storage. Are we allowed to use these?**

A. Yes. Any cleaning products and cleaning devices leftover in storage can be used. After these leftovers are used up, the contractor will need to provide their own cleaning supplies. However, for paper products, the contractor can either procure their own and include the cost in their bid, or request that the city contract more paper products for City Hall since our current supply goes to our parks facilities.
- 11. Q. Will the city supply hand soap?**

A. No. The contractor will supply hand soap. However, we do not want to change our current soap dispensers.
- 12. Q. Will the contract have a city-designated supervisor?**

A. Yes, Alfredo Amelly, our Public Works superintendent, will supervise the contractor's janitorial activities.
- 13. Q. Will there be any interviews after the bid submission deadline?**

A. The city may request that contractors come in for a second interview before the bid selection process.
- 14. Q. When would the city like to start services?**



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- A. The city would like to start services and have the contract approved by the first of next year.
15. **Q. How will the contractor get into the City Hall building?**  
A. The city will provide the contractor a key card, which will allow them access into and within the building.
16. **Q. Will the contractor need to take out recycling?**  
A. Yes. We ask that recycling be taken out for rooms which have designated recycling bins.
17. **Q. How would the city like the break rooms cleaned?**  
A. In the break rooms, please sweep the floors, wipe down any surfaces, and wipe out sinks. The refrigerator interiors do not need to be cleaned.
18. **Q. Will the back and front outside landings need to be maintained?**  
A. The contractor only needs to leaf blow off the front and back landings. Please leaf blow all the front steps.
19. **Q. Will the contractor be responsible for outside window cleaning?**  
A. No. The contractor will only be responsible for inside window cleaning.
20. **Q. Is the city requiring \$3,000,000 in aggregate insurance?**  
A. No. We are only requiring that \$1,000,000 in aggregate insurance be held as well as all other insurances stated in the city's General Terms and Conditions. [www.cityofbeaufort.org/166/General-Terms-Conditions](http://www.cityofbeaufort.org/166/General-Terms-Conditions)
21. **Q. Will the contractor need to provide a Schedule C tax form, or just a bank statement?**  
A. No. Only a bank statement need be provided.
22. **Q. Can the contractor use the office in the basement as well as the fridge inside?**  
A. Yes. This room will be provided for the janitorial contractor to use as a break room or as needed.
23. **Q. Will the contractor need to supply facial tissues?**  
A. No. See addendum #2 B.

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**24. Q. Will the contractor have to provide services in case of emergency, ie. natural disaster?**

A. No. The city will take care of any services outside of contract due to emergency but may request a quote for these services if greatly needed.

**25. Q. In case the contractor sees an issue that Public Works needs to address, can they contact the city?**

A. Yes. The city will provide an email to report issues to Public Works. We would love for our service providers to work with us as a team to report structural issues with the building.

**26. Q. Will this contract possibly expand in the future?**

A. Yes. We would like our contractor at City Hall to eventually provide janitorial services at our Police Dept. & Court building.

**27. Q. Does the AC/Heating in the building shut off at a certain time?**

A. Yes. Generally motion sensors for lights in the building trigger AC/Heat turn-on/shut-off, but this permanently shuts off at 9 PM. If the contractor lets the city's Public Works department know what time they'll be in the building, we can turn on AC/Heat at their request.