

Request for Quote – Janitorial Services Bid (Greenville) Q&A

1. How many people currently clean the site? **Generally, only one Janitorial Employee is on-site. NCEL does not dictate how many Janitorial employees can be on-site at time.**
2. What is the current yearly cost of the current contract? **\$10,200.00**
3. Are the current janitorial employees performing work in a satisfactory manner?
N/A
4. How many hours does it take the workers to perform the work on a daily basis?
The time varies from one employee to the next also, the services being provided Daily, Weekly, monthly, etc...
5. Will the bidder be responsible for removing trash from the site or are there dumpster on the property? **Janitorial Vendor is responsible for removing trash. There is a Dumpster on-site.**
6. What was the previous purchase order? **PO0007689**
7. What are the insurance requirements as far as workers compensation and vehicles?
Section 14E of the Contract (Attachment E of the RFQ) will be rewritten as follows:

E. CONTRACTOR shall at all times maintain at least the following types and amounts of insurance during the term of this Agreement:

(i) General liability insurance in the amount of at least One Million Dollars (\$1,000,000);

(ii) Employer's Liability/Workers Compensation insurance with limits no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;

(iii) Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage; and

(iv) Such other types and amounts of insurance as the NCEL shall from time to time reasonably require.

NOTE: NCEL is strongly considering requiring a Janitorial Bond. Please be prepared as it may be added as a requirement at the time the contract is awarded.

Section 14F of the Contract remains as written in the RFQ:

F. Such insurance policies shall name the NCEL as an additional insured, and shall provide that such policies cannot be terminated, canceled, or modified without giving CONTRACTOR and NCEL written notice at least ten (10) days prior to the effective date of any termination, cancellation or modification. CONTRACTOR shall be required to provide proof of insurance coverage in accordance with this Agreement and CONTRACTOR's Quote prior to execution of this Agreement and at least annually during the term hereof. Renewed insurance policies must be submitted to the NCEL within five (5) days prior to the expiration of the then existing insurance policies. All insurance required of CONTRACTOR by this Agreement must be issued by companies or financial institutions which are finally rated A or better (or a comparable rating) by a nationally recognized rating agency and duly licensed, admitted and authorized to transact business in the State of North Carolina.

8. Can the insurance certificate be submitted after being awarded the bid? **Yes**

9. What is the square footage in total? **4908 square feet**

10. I wanted to inquire about the strip/wax annually and semi annually.

The only VCT was warehouse and during visit, attendees were told to disregard warehouse.

Please advise!

That is correct. The warehouse will not be stripped/waxed.