NEW YORK STATE OF OPPORTUNITY. | Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

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Executive Deputy Commissioner

May 24, 2024

Re: 2024-2029 Janitorial Services for Cayuga Office in Cayuga County - IFB CN 060524

Questions and Answers:

1. **Question:** Can interested bidders schedule a site visit?

   Answer: As stated in IFB CN 060524, page 4, section 6. Site Inspections: It is the Bidders obligation to visit any and all sites they wish to bid on…The telephone number for the Cayuga Office has been provided. It is the Bidder's responsibility to set up an appointment with the site manager to determine the specific requirements of all aspects of the site in relation to the service to be provided.

   As stated in IFB CN 060524, page 19, Qualifications & Scope of Work, 20. Site visits are to be made by appointment only. **Arrangements can be made by contacting the site manager Ann Lang at (315) 253-6283 ext. 100.**

2. **Question:** Who is currently providing these services?

   Answer: New York State Industries for the Disabled, Inc.

3. **Question:** Are the employees of the current Contractor part of a union?

   Answer: OPWDD does not have this information.

4. **Question:** Please provide the current approved contract amount.

   Answer: This procurement is in a restrictive period, such records will not be provided, and are exempt from FOIL until the contract resulting from this IFB is fully executed.

5. **Question:** Should stripping and waxing of the floor be included in the monthly cost?

   Answer: As stated in IFB CN 060524, page 25, section Cost Proposal Form: Enter the Total Monthly Cost for All Janitorial Services for Cayuga Office in the corresponding box as detailed within the Qualifications & Scope of Work under **CLEANING TASKS AND FREQUENCY**, pages 21-22. **This should be a total monthly cost for all daily, weekly, every other week, and monthly tasks.**

   Please refer to **CLEANING TASKS AND FREQUENCY**, pages 21-22, for the detailed list of which cleaning tasks are included for this specific procurement.

6. **Question:** Are supplies reimbursable (toilet paper, paper towels, hand soap, trash bags, etc.)? If so, how should they be invoiced?

Answer: As stated in IFB CN 060524, page 19, 13. The Contractor will, unless otherwise specified, furnish all necessary materials, equipment, and supplies required and/or so specified to accomplish the work described in this contract, including all necessary **paper towels, hand soap, and toilet paper**…

As stated in IFB CN 060524, page 25, Cost Proposal Form: The Total Monthly Cost for All Janitorial Services for Cayuga Office is to include the cost of furnishing all said services, travel time, mileage, **materials,** equipment, **supplies,** labor, fees, and all other ancillary costs to the satisfaction of OPWDD and the performance of all work set forth in the Qualifications & Scope of Work.

7. **Question:** Please clarify page E-25. Is this procurement set aside for MWBE?

   Answer: Page E-25 is part of the Sample Contract Template. **The Sample Contract Template provided with IFB CN 060524 is for reference only**. Please refer to IFB CN 060524 for details specific to this procurement. This procurement is not set aside for MWBE.

Respectfully,

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