



# Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

## Questions & Answers

*Issued: March 18, 2016*

RFP #16-002-48

### JANITORIAL SERVICES SHELBY COUNTY SHERIFF'S OFFICE TRAINING FACILITIES, SPECIAL OPERATIONS & K9 OFFICES

#### TO ALL PROSPECTIVE BIDDERS:

The following questions were submitted by potential vendors.

Our answers are listed in **red** below:

1. The RFP states----The Training Facilities/Multiplex, 993 Dovercrest 27,926 sq. ft. is 5 x week (Mon-Fri) after 10 pm. We wanted to know, what is the cut-off time for the cleaning services? **Cut-off time is 11:00 p.m.** I know it's after 10 pm, but what is the cut-off time before the employees report back to work the next morning? **7:00 a.m.**
2. Can we type the proposal? **Yes**
3. Cost and fees - all we need is the price schedule sheet for this section? **Yes.** If we don't see anything extra for this RFP to add to cost and fees do we still have to explain assumptions or constraints or any additional charges or is the cost sheet already provided enough for this section? **If you don't foresee anything extra for the RFP, the cost sheet should be enough; however you should indicate this in your proposal and follow the required proposal format indicated the RFP.**
4. Where it says 1 original copy of proposal and six copies and 1 copy CD - so we have to make 7 copies total with 1 being the original and put the other on a CD disc or USB drive? **1 being the original, six additional paper copies and 1 USB flash drive.**

I am not on the county bid list. Is there any way I could be approved before I turn in the bid packet if I fill it out? I have over the amount of insurance you will require I am fairly certain and have great references. **As indicated in the RFP Minimum Proposer Requirements #6, you must Apply and qualify for a vendor number through the Purchasing Department and an Equal Opportunity Compliance (EOC) certification number through our EOC Administration Office prior to submitting your response (MANDATORY),**

5. My questions is do we have to be a minority company to win this bid? **No, but you do have to be a registered vendor with Shelby County Government.**
6. Can we have the total cost submitted by your current bidder for the Janitorial Services and the current Contract? Also, how many employees are working at each location on the day and night shift?

Current contract \$36,777. It is at the contractor's discretion as to how many employees are used to meet the services requirements.

Carla Hayes, Buyer  
Purchasing Department  
Shelby County Government

Cc: Bid File

