



# Mayor & Council of Berlin

10 William Street  
Berlin, MD 21811  
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www.berlinmd.gov



## CONTRACTUAL CLEANING SERVICES REQUEST FOR BIDS Due: Friday, May 8, 2015, 10:00 AM

### REQUESTS FOR ADDITIONAL INFORMATION Due: by 4:30 PM, Wednesday, May 6, 2015

- Q1.** The bid document states that the hours of work are to be between 7 am and 12 pm. Is this negotiable?
- R1.** The successful bidder may request a change in the hours of work. Approval is at the discretion of the Town of Berlin.
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- Q2.** Is the successful contractor expected to supply all equipment – such as ladders – required in the performance of the work?
- R2.** The successful contractor is expected to supply all equipment needed for satisfactory performance of the work?
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- Q3.** Is storage available onsite?
- R3.** Yes, storage is available or will be made available at each location.
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- Q4.** Can the Town provide an estimate of the quantities of paper products and does the supply of cleaning materials, etc. include hand soap?
- R4.** Unfortunately we do not have an estimate of the quantities of paper products. Yes, hand soap would be included in the supplies intended for the contractor to provide.
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- Q5.** Are site plans of the building available?
- R5.** Site plans of Town Hall and Planning were emailed to known interested parties on Monday, May 4, 2015. They are also available on the Town website at: <http://berlinmd.gov/maryland-government/request-for-proposals/>
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- Q6.** The remote sites (Wastewater Treatment Plant, Electric Utility Substation, and Public Works) need to be cleaned once a week as per Addenda No. 1. Do all sites have to be cleaned on the same day?
- R6.** No, each site can be cleaned on a different day, at the contractor's discretion.
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**Q7.** How will payment be disbursed to the successful bidder? By invoicing submission to the town on a weekly, monthly basis?

**R7.** Payment will be disbursed to the successful contractor by check issued upon receipt of an invoice. The successful contractor shall invoice the Town on the first of each month for the preceding month's work.

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**Q8.** How many employees work at each of the buildings?

**R8.** Town Hall-12, Planning-2, Visitor Ctr-3, Public Works-8, Electric Substation-8, Water Resources-12

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**Q9.** Can we hand deliver the proposals the morning of May 8<sup>th</sup>, by 10 AM.

**R9.** Yes, hand-delivery is fine. Please make sure that they are sealed in an envelope marked Contractual Cleaning proposal.

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**Q10.** Any average price for supplies cost a year?

**R10.** Unfortunately, we do not have that data available.

\*\*\*NOTHING FOLLOWS, 5/6/15, 5 PM\*\*\*