



**DALLAS COUNTY  
PURCHASING DEPARTMENT**

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Purchasing Director

**December 04, 2015**

**General Information No. 1**

**RFP No. 2016-020-6557**

**Request for Proposal for Commercial Janitorial Cleaning Services for the George Allen Sr. Courts Building, Records Building Complex and Administration Building**

**(THIS IS NOT AN ADDENDUM)**

The Dallas County Purchasing Department has received and hereby provides for general information purposes only the following questions and the County's responses.

(Note: Due to time constraints, Dallas County will not be responsible for ensuring confirmation vendor receipt of this and/or any further acceptance of and/or responses to future questions prior to the opening/due date.)

Question 1: What frequency of cleaning is the current vendor providing? How many days per week is cleaning currently required?

*Answer: 3 days of evening services with nine (9) full-time on-site daytime janitorial cleaning personnel*

Question 2: What type of background checks were required on previous contract?

*Answer: Background check requirements for the current solicitation (Bid No. 2013-053-6361) read as follows:*

*3.11.5 Background Check: Contractor at its own expense will be responsible for performing and/or securing all background check on personnel engaged in performance of work/service under this contract. The background check documentation shall include the but not be limited to following information:*

*3.11.5.1 Criminal History, Convictions or Deferred Adjudication: Report criminal history per location (i.e.; county, state and/or federal, as requested) for all names under which the applicant has worked and for all areas of residency per the employment application for the last seven (7) years. Conduct criminal history check for areas of residency not provided by applicant as evidenced by the social security number trace, if applicable. Criminal history reports shall include: 1) Case Number and charge, 2) Offense, arrest, file and disposition dates, 3) Disposition and sentence.*

*3.11.5.2 Employment Verification Report: The report shall verify applicant's current and previous employers and work experience for the most recent seven (7) year work history for all names which the applicant has worked. The report shall include, but not be limited to the following: i) Dates of employment, ii) Job Titles/Positions held, iii) Performance, iv) Eligibility for rehire, iv) Reasons for Termination*

*3.11.5.3 Trace Reports (Social Security Number Verification): Verify that the SSN reported by the applicant is valid. The social security number verification report shall also provide the current or prior address information not listed by the applicant as well as any aliases over the past seven (7) years.*

*3.11.5.4 The personnel background check must be completed prior to start working on any Dallas County property.*

*3.11.5.5 The results of the personnel background checks must be submitted to the Project Coordinator or other designated Dallas County staff members prior to start of work/service under this contract*

Question 3: Can you clarify the type of background certifications that need to be submitted to the County by a potential contractor for this new contract?

*Answer: Please refer to Sections 7.2 and 7.3 of the RFP for details regarding the background check requirements. See Attachment D for sample verification form*

Question 4: Was Obamacare required on the previous contract?

*Answer: No, however under the new RFP, all awarded firm(s) must comply with Affordable Care Act requirements as outlined by Federal law.*

Question 5: How many nightly employees are there on the current contract? For failure to sign in? Or for not meeting cleaning specifications?

*Answer: The evening/night crew consists of a total of nineteen (19) individuals for all three locations.*

*Unable to answer the questions: "For failure to sign in? Or for not meeting cleaning specifications?" due to the fact it is not clear what the requestor is asking information for.*

Question 6: Have any deductions been taken on the current contract in the last 18 months?

*Answer: No.*

Question 7: ON page 27, it states that the contractor will be responsible for having contract employees sign in/out log, which will result in non payment for non compliance. Does the County provide the sign in Log? Or the Vendor?

*Answer: Dallas County will provide the daily sign-in log.*

Question 8: If the Contractor is responsible for determining the number of staff and hours in the proposal to satisfactorily meet the contract cleaning requirements, how will deductions be determined and deducted for non verifiable hours?

*Answer: Please refer to Section 9.15 Time Keeping and Attendance, Section: 9.16 Man Power Requirements (Evening Crew) and Section 9.30 Payment Adjustment Information*

*Yes, it is your responsibility for determining and indicating the "actual number of employees/personnel assigned to this location performing janitorial services each night" in proposal response. Dallas County will hold the selected firm accountable to the number stated in addition to the requirements stated in Sections 9.15, 9.16, and 9.30.*

Question 9: How many dayporters are required on the current contract?

*Answer: See response to Question 1.*

Question 10: Has there been an increase in cleanable square feet since the previous contract? **No**

*Answer: Yes*

Question 11: What are the daily hour requirements for the Site Project Manager?

*Answer: Please refer to Section 9.18.1 for requirements*

Question 12: What are the daily hour requirements for the Supervisor?

*Answer: See response to Question 11*

Question 13: Will the Site Supervisor/Supervisor be responsible for George Allen, Records, and the Administration Building?

*Answer: Yes*

Question 14: How many Supervisors and Project Managers are on the current contract?

*Answer: Three (3) Supervisors and One (1) Project Manager*

Question 15: Are there currently any addendums for this contract?

*Answer: Yes, Addendums 1 and 2*

Question 16: Will the answers to these questions be posted on the County's website?

*Answer: Yes*

Question 17: Would you be able to disclose the current contractor's contract(s) for the below RFPs?

*Answer: Yes, the information is included in this document  
Current Vendor: Oriental Building Services  
Bid No. 2013-053-6361 Tabulation Sheet attached*

Question 18: Could you send me a copy of the previous bid tabulation and the price of the current vendor who was awarded the contract?

*Answer: See response to question 17.*

Question 19: What is the current monthly invoice for custodial services for the facilities in RFP No. 2016-020-6557 for the month of October 2015?

*Answer: The current monthly invoice rates are as follows:*

*George L. Allen Sr. Courts Building: \$ 0.23/sq. ft*

*Records Building Complex: \$ 0.23/sq. ft*

*Administration Building: \$0.23/sq. ft*

*On-Site Daytime Janitorial Personnel: \$9.00/hr.*

*Optional Services: Additional Service Hour \$26.50/hr.*

Question 20: I am interested in the plan holders or bidders list for the above mentioned project. I would appreciate any help you could provide me with.

*Answer: Our bidder list (no contact list) is posted on the Dallas County Purchasing Department website.*