



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 2 to the Invitation for Bids (IFB) K22-0009-40 Annapolis District Court Janitorial Services

Ladies and Gentlemen:

The following questions for the above referenced IFB were received by e-mail and are answered and posted for all prospective Offerors. All information contained herein is binding on all Offerors who respond to this IFB.

9. Question: What is the current MD Judiciary employee count per location?

Response: This information is not known.

10. Question: Who is the incumbent contractor?

Response: Abacus Corporation.

11. Question: Do you have the square footage for the carpet vs. the floors that need to be stripped and waxed?

Response: This information is not known.

11. Question: If the Prime Vendor is MBE certified, will that satisfy the 15% goal?

Response: Please refer to the MBE form, attachment D. Minority Business Enterprise (MBE) Forms, D-1A, Part 1 – Instructions.

12. Question: Will the contractor be responsible for recycling?

Response: Yes, breaking down boxes, but not shredding and other related work.

13. Question: Is this solicitation based on lowest price or does this solicitation include a Technical and Financial submission?

Response: Please refer to Section 3 of the IFB for submission requirements. Award will be made to the lowest responsive, responsible bidder.

14. Question: Will a master key be given to the selected contractor for after hours

access?

Response: No, work is to be completed during working hours.

15. Question: What is the cost for the ID badge?

Response: \$15.00

16. Question: What is the required rate for janitorial staff?

Response: The vendor should propose their rate in the bid.

17. Question: Will MBE forms A & B be provided?

Response: Please refer to the attachments from eMMA and the Judiciary's website.

18. Question: Is there any work required in the warehouse area or only in the offices and restrooms?

Response: Only in the offices and restrooms.

19. Question: What paper supplies and type - towels, toilet paper, seat liners, urinal blocks, sanitary products (free or coin operated reimbursement), other?

Response: All but two bathrooms have seat covers. There are no urinal blocks or sanitary napkin dispensers. Please refer to Section 2.3.4 regarding paper supplies.

20. Question: Is there parking available?

Response: Yes

21. Question: Are there any kitchen areas that need cleaning?

Response: Only in building 2004A Industrial Drive.

22. Question: Where are Contractor supplies kept?

Response: All cleaning supplies will be kept in 2002A Industrial Drive. Contractor will restock/replenish other buildings as needed.

23. Question: Are windows (inside and outside) of the locations required to be cleaned?

Response: No cleaning of windows are required with the exception of the entryway glass doors and windows.