THE INDIANAPOLIS PUBLIC LIBRARY

REQUEST FOR PROPOSALS

JANITORIAL AND HOUSEKEEPING SERVICES

ADDENDUM 1

RFP Issue Date: January 23, 2014

Contact: Miguel Ruiz
Accounting Contract Administrator
The Indianapolis Public Library
2450 North Meridian Street
Indianapolis-Indiana 46208

Telephone: (317) 275-4844
E-mail: mruiz@indypl.org
Web Site: http://www.indypl.org

Addendum Issue Date: February 10, 2013

ANSWERS TO QUESTIONS SUBMITTED BY VENDORS DURING THE PRE-PROPOSAL CONFERENCE

Q. If a vendor is still considered a start-up business, will the Library consider them for the contract?
A. Yes. The Library will consider all proposals submitted by the deadline with all the requirements as described in the request for proposals (RFP).

Q. Is Central Library included in the Window cleaning requirement?
A. Yes. Interior and exterior window cleaning at Central is required in the scope of services.

Q. How many facilities are there total?
A. 23 – refer to the RFP Attachment A for more details.

Q. Are you currently using a cleaning vendor and who are they?
A. The Library's current vendor is Titan Associates. They have been with the library for ten years.

Q. What supplies will the Library provide?
A. The Library will provide general cleaning supplies as described on page 2 of the RFP, and the equipment listed on page 3 of the RFP. Any other equipment shall be provided and maintained by the Contractor.

Q. How many housekeeping employees are currently employed by the library at Central Library?
A. We have 1 supervisor and 4 team members.

Q. Please clarify the role for events. What are the set-up, tear-down, scheduling, and notice of event requirements?
A. Event services are only required at the Central Library. The Contractor shall not be responsible for booking or scheduling any event. The Contractor shall work with the Library Supervisor of Housekeeping to coordinate the set-up / tear-down of furniture in the meeting rooms and event spaces. Event services are coordinated on a weekly basis, and set-up diagrams are provided for all meetings and events.

Q. Can a washer and dryer be installed on site at Central Library?
A. Previous consideration of washer/dryer at Central Library has been rejected. It will be reconsidered on a case-by-case basis. The Contractor will be responsible for the laundry services for all the micro-fiber cloths used as part of the Services.

Q. Are the walk off mats included in the scope of services?
A. The mats at Central Library are a contracted service. The mats at the rest of the branches are owned by the Library and to be maintained by the Contractor.

Q. Would the insurance requirements be the same for regional proposals?
A. Yes.

Q. Can two or more vendors combine services?
A. Yes.

Q. How is glass currently being cleaned at Central Library?
A. There is a separate contract with Chrystal Clear for glass cleaning at Central.

Q. What is the average expense for services for the past 3 year?

A. The average annual cost to the library over the past three years was approximately $850,000, and this includes any extra services requested throughout the year.
Q. On Attachment B Vendor Fee Sheet, what is required for the Monthly Fee?
A. The intent of the Vendor Fee Sheet is to receive a proposal for all the Routine Services required as described in Sections II.5.a. General Area Services, II.5.b. Restroom Services, II.5.c. Branch Weekend Refresh Services, and II.5.d. Grounds and Parking Lot Cleaning Services. A revised Attachment B will be included in Addendum 2, to be issued on 2/14/14.

Q. What is the usage of the buildings by the Patrons?
A. To illustrate the usage of the facilities, below is a door count for each facility for 2013:

Location	Door Count for 2013		
	Annual	Monthly	Weekly
Brightwood	92,128	7,677	1,772
Central Library	784,346	65,362	15,084
College Avenue	160,171	13,348	3,080
Decatur	113,932	9,494	2,191
Eagle	159,228	13,269	3,062
East 38th Street	165,419	13,785	3,181
East Washington	106,477	8,873	2,048
Flanner House	68,950	5,746	1,326
Fountain Square	85,682	7,140	1,648
Franklin Road	133,180	11,098	2,561
Garfield Park	126,405	10,534	2,431
Glendale	241,969	20,164	4,653
Haughville	131,306	10,942	2,525
~~InfoZone~~	~~121,663~~	~~10,139~~	~~2,340~~
Irvington	208,271	17,356	4,005
Lawrence	228,477	19,040	4,394
Nora	249,486	20,791	4,798
~~Outreach~~	~~47,003~~	~~3,917~~	~~904~~
Pike	244,476	20,373	4,701
Southport	253,663	21,139	4,878
Spades Park	65,461	5,455	1,259
Warren	281,770	23,481	5,419
Wayne	190,905	15,909	3,671
West Indianapolis	78,428	6,536	1,508
LSC	N.A.	N.A.	N.A.
Total	4,338,796	361,566	83,438

Q. What are the uniform requirements for the Contractor's Staff?
A. To ensure an effective work environment, all employees of the Contractor are to have and wear a Library approved uniform while working at any Library Facility.