

## **Addendum A**

### **Office of the Probate Court Administrator**

#### Request for Quotation, PCA 2020-02

#### Frequently Asked Questions (FAQ) (August 7, 2020)

- 1. “It states that we can conduct services after 6:00 pm, it never stated is there a time frame you can conduct service until?”**

Daily interior building maintenance / janitorial services and other maintenance services must be provided after 6:00 p.m. and must be completed prior to normal business hours which begin at 7:30 a.m.

- 2. “Are the services daily from Saturday through Sunday or just on the weekdays Monday through Friday?”**

Daily interior building maintenance / janitorial services are provided Monday through Friday.

- 3. “Are the Company Equipment to conduct the service being left on the location of service?”**

The company equipment may be left on site.

- 4. “Are there a perfect amount of cleaners allowed on the property?”**

The numbers of cleaners is a decision of the service provider.

- 5. “Who is the current vendor?”**

URSCO Services Company

- 6. “What are the monthly fees & hourly fees charged by current vendor?”**

\$1,065.00 and \$61.00. Office of the Probate Court Administrator urges bidders to consider their costs and the RFQ specifications when responding to the solicitation. The specifications of the RFQ versus the prior contract have changed so bidders are urged to use this for informational purposes only.

**7. “Who provides light bulbs?”**

Office of the Probate Court Administrator provides the light bulbs for replacement.

**8. “Who provides window blinds if new blinds are needed?”**

Office of the Probate Court Administrator provides the window blinds for replacement.

**9. “I can see that the building has 2 floors. Is the entire building included in the contract or is the contract for only part of the building such as the upper floor?”**

The RFQ is for interior building maintenance / janitorial services and other maintenance services for the facilities of the Office of the Probate Court Administrator, 186 Newington Road, West Hartford, CT

**10. If the contract is split, will one contract be dedicated to cleaning and the other maintenance?**

See response to FAQ # 10.

**11. Can the payment terms be upgraded to net 30 instead of net 45?**

No.

**12. Does the staff person we designate to maintain keys have to remain on-site during cleaning hours?**

No.

**13. In preparation to submit a quote for cleaning, I would like to request a walk-through of the West Hartford. Would it be possible to have access to the building so a more accurate quote can be submitted?**

Please review the RFQ, IV. STANDARDS AND SPECIFICATIONS, 1. INSPECTION OF PREMISES: Due to recent concerns over COVID-19, PCA will not be able to accommodate a prebid conference. In lieu of a conference, PCA will accommodate individual appointments for an inspection of the premises by one person, subject to appointment and limited to thirty minutes in length. Anyone interested in inspecting the premises for the purpose of submitting a quotation must email Melissa Riley at [MRiley@ctprobate.gov](mailto:MRiley@ctprobate.gov) to schedule an appointment to occur during business hours from 9:00 a.m. to 4:00 p.m. from July 29, 2020 to August 7, 2020.

**14. Would floor plans be available?**

The premises are available for in-person inspection by appointment-only during business hours from 9:00 a.m. to 4:00 p.m. from July 29, 2020 to August 7, 2020.