

PRE-PROPOSAL CONFERENCE MINUTES

*RFP CUSTODIAL SERVICE CONTRACT for -
PUBLIC BUILDINGS AND PARKS RESTROOMS*

DATE: Thursday, May 2, 2013
TIME: 9:00 AM
LOCATION: Public Works Conference Room
190 Garfield St.
Woodburn, Oregon, 97071

AGENDA:

1. Sign in attendance form & introductions.
 - Ron Palmer - City of Woodburn
 - Dan Brown - City of Woodburn
 - Duane Barrick - City of Woodburn
 - Doug Hawkes - Total Solutions Janitorial
 - Bob Biggs - Cascade Building Maintenance
 - Gregg McDonald - National Maintenance Contractors
2. Review of RFP contents requirements. (Pgs. 12 & 15).
3. Review of insurance requirements. (Pg. 10 (7.0)).
4. Review of selection & award process. (Pgs. 13,14 & 16).
5. General questions.
 - Average volume of consumable cleaning and supply products? - *See attached Figure #1 (annual supply order Feb. 2011 - Jan. 2012).*
 - What time(s) can parks restroom facilities be cleaned or not? - *Currently staff accomplishes this work between 7 AM and 9 AM and begins with Centennial Park (higher use facilities first). Parks are in use until up to 10 PM.*
 - Price for 100 SF (tasks A, B, C, and D - Pg. 8(2.3)), is a small amount which may be reflected in a prohibitive cost, will floor work be grouped in larger amounts for better price? - *City understands that including as much work as possible will give us a better unit cost. However this item is the minimum space the awarded Contractor will be called out to accomplish based and/or due to unusual circumstances or needs. This item mimics current services as provided in house.*
 - "Serviced Every (3rd) work day" facilities means? - *If serviced week one on Monday it should be serviced again on Thursday or Friday and then on Monday the following second week, etc.*
 - The existing condition of the floors in the WWTP maintenance area is pretty bad, is this the level of service the City requires under this RFP? - *No. All floors in the facility need to be maintained in like kind with other office floors as shown/directed.*
6. Tour of facilities.

END OF MEETING:

(SECOND) PRE-PROPOSAL CONFERENCE MINUTES

*RFP CUSTODIAL SERVICE CONTRACT for -
PUBLIC BUILDINGS AND PARKS RESTROOMS*

DATE: Wednesday, May 8, 2013
TIME: 9:00 AM
LOCATION: Public Works Conference Room
190 Garfield St.
Woodburn, Oregon, 97071

AGENDA:

1. Sign in attendance form & introductions.
 - Ron Palmer - City of Woodburn
 - Dan Brown - City of Woodburn
 - Duane Barrick - City of Woodburn
 - John McGregor - ServiceMASTER Janitorial Services
 - Catherine Birr - Coverall of Oregon
2. Review of minutes from First Pre-Proposal Conference of May 2, 2013
3. General questions.
 - Parks restrooms need to be locked at night? - **No. They are on an electronic lock.**
 - Where do we account for the consumables (paper products)? - *We have provided a complete annual summary of all the consumable cleaning and paper products used last year. Calculate your per SF cost as requested in the RFP with this knowledge. We will be comparing Proposals based on your labor costs, overhead and this information you have been given figured in to your Offer.*
 - Can we have consumables delivered and stored here at the City? - *No. You must provide those as well as storage.*
 - How many personnel do you currently have on staff for this work? - *The City currently employs 3 full time employees and one supervisor for this work.*
 - Will the awarded contractor be responsible for graffiti clean up of these facilities? - *Not the graffiti. We believe that takes a certain level of expertise to remove and cause no damage to the substrate. Other general "mess" caused by abhorrent behaviors will be included.*
4. Tour of facilities. - *No tour was conducted for this group as agreed*

END OF MEETING:

