

RFP Q&A Janitorial Services Addendum:

Facility Square Footage

Approximately 66,000 sf (+/-)

Square Footage by Floor and Flooring Type

If available, please provide the approximate square footage by floor and by flooring type, including carpet, vinyl/VCT/LVT, tile, rubber flooring, and other hard-floor surfaces.

1st Floor – 13,300/mixed: primarily carpet some vinyl, some VCT

2nd Floor – 12,972

3rd Floor – 12,972

4th Floor – 12,972

5th Floor – 10,277

6th Floor – 3,093

Total Gross SF – 65,586 (excluding basements)

All floors have mixed materials: While primarily carpeted there is some vinyl, some VCT mixed within

Building Quantities

Please provide, if available, the approximate number of:

‘3 buildings’: Slade (6 floors), Garr (attached to Slade/5 floors), Earle (4 floors)

- The entire facility is included in the Scope
- (14) Restrooms
- (2) Showers/locker areas on 4th floor/Slade
- 215 staff (+/-) in both cubes and private offices
- (7) Conference rooms
- (6) Kitchenettes
- (1) Large cafeteria / breakroom
- (3) Elevators
- (4) Stairwells

1. Required Staffing Level

The RFP requires the Vendor to maintain a 100% staffing level. Is there a minimum number of cleaning personnel or total nightly labor hours that RHHousing expects the selected contractor to provide?

- **No, however, the scope must be completed each night**

2. Shift Supervisor

May the designated shift supervisor perform routine janitorial duties while

supervising the crew, or is the supervisor expected to function exclusively in a supervisory capacity?

- **Yes**

3. **Cleaning Hours**

Should all routine and periodic cleaning work be completed within the 5:30 p.m.–9:00 p.m. service window, or may approved project/periodic work continue beyond 9:00 p.m.?

- **This can be approved in advance**

4. **Current/Historical Staffing**

For estimating purposes, can RIHousing provide the current or historical staffing level for the facility, including the approximate number of cleaners and total weekly janitorial labor hours?

- **n/a**

5. **Restroom Consumables and Hand Soap**

The RFP indicates that RIHousing will provide restroom supplies, including soap, but also states that dispenser soap will be supplied by the Vendor. Please clarify which party is responsible for providing hand soap/dispenser soap.

- **RIHousing supplies all consumables/soap. This was recently updated.**

6. **Trash Liners and Janitorial Consumables**

Please confirm whether the Vendor is responsible for providing trash liners, cleaning chemicals, disinfectants, equipment, and other janitorial supplies, while RIHousing supplies restroom paper products and sanitary products.

- **RIHousing provides trash liners, toilet seat covers, all consumables for restrooms/paper products**

Vendor is responsible for chemicals, disinfectants, equipment and all other janitorial supplies.

7. **As-Needed Floor Care**

Are the services identified under Section E – As Needed Cleaning Projects, including stripping/refinishing vinyl flooring and washing/sealing rubber flooring, to be included in the base monthly contract price or separately invoiced when requested?

- **Separately Invoiced and performed upon request (generally 2x per year)**

8. **Floor-Care Quantities**

If Section E services are to be priced, can RIHousing provide the approximate square footage of flooring subject to stripping/refinishing or sealing and the historical frequency of these services?

- **This can be observed during the walkthrough**

9. **Seasonal Cleaning**

Are the services listed under Section F – Seasonal Cleaning included in the base contract amount, or are they considered separately authorized and billable services?

- **Please include in the base contract amount**

10. **Sanitizing Services**

Section G describes sanitizing services as “as-needed, as-requested,” while also indicating that they are performed as part of Daily Services. Please clarify whether

these tasks are required every service day or only when specifically requested by RIHousing.

- **Sanitizing should be performed every day.**
- **Occasionally, additional services may be requested and would be billed separately.**

11. Additional Requested Tasks

Please confirm that work requested outside the defined routine, weekly, quarterly, seasonal, and specifically identified project scope that requires additional labor or specialty services may be billed separately using the additional service rates included in the proposal.

- **Work requested outside of the routine, weekly, quarterly, seasonal, and scope would be considered specialty services and billed separately.**

12. Prevailing Wage / Wage Requirements

Is this contract subject to Rhode Island prevailing wage, living wage, service contract wage requirements, collective bargaining requirements, or any other mandated wage and/or fringe-benefit schedule? If applicable, please provide the required wage schedule.

- **This work is subject to RI prevailing wage / no collective bargaining**

13. Background Checks

Are there specific background-check standards, fingerprinting requirements, disqualifying criteria, or an approved screening provider that the selected Vendor must use??

- **Please have checks done through the RI Attorney General's Office**

14. Holidays and Building Closures

Please provide the RIHousing holidays or scheduled building closure days on which janitorial services will not be required, and confirm whether the monthly contract price remains fixed during those periods.

- **RIHousing holidays are the same as the State of RI holidays.**
- **Services are required when the building is open, Monday – Friday, except for holidays**

15. Contract Start Date

What is the anticipated commencement date for the one-year janitorial services contract?

- **Current contract expires on 10.24.2026 and work will begin immediately following**

16. Insurance Requirements

Please provide the required insurance coverage types and minimum limits applicable to the selected Vendor.

- **Minimum requirements can be found within the State of RI MPA 544 FY24**

17. Walkthrough Date

The RFP lists the available walkthrough as “Thursday, August 14th at 1:00 p.m.” August 14, 2026 falls on a Friday. Please confirm whether the walkthrough is scheduled for Thursday, August 13, 2026, or Friday, August 14, 2026.

- **This was already corrected on the site to 8.13.26 (Thursday)**