

1. I don't have any company vehicle so do I still need to get the vehicle coverage? Staff drive their personal vehicle to drive to work.

Due to liability and general terms and conditions of the bid documents, we do require company vehicle coverage. Please refer to pages 7 and 8, section 15 of the bid documents.

I'm only in business for almost 2 years.

Please refer to page 12 under Bidder's Qualifications for meeting the minimum requirements.

2. I have few questions regarding Library employees. How many employees are employed by the Library?

We have 266 employees: 236 are regularly scheduled employees, 30 are fill-in.

Here is the breakdown:

Central: 212 regular employees

Hanover Park Branch: 11 regular employees

Hoffman Estates Branch: 13 regular employees

How many of them work in the office areas.?

Central first floor – approximately 22 to 52

Central second floor – approximately 47 to 50

Hanover Park Branch – approximately 2

Hoffman Estates Branch – approximately 2

Are some of the office employees working on the weekends?

Yes.

Central first floor – Approximately 31

Central second floor – approximately 8

Hanover Park branch – usually 1 (closed on Sundays)

Hoffman Estates Branch – usually 1 (closed on Sundays)

3. By me being in the state of Wisconsin do I still need to register with Illinois?

Yes. Please refer to page 6, section 11, page 7 section 15, and page 12 of the bid documents.

4. On Page 15 in the section about subcontractors. Dba XXXXXX Company – XXXXXX Cleaning Company – we don't have the employees so will they look at the franchise entity as a subcontractor and if they are okay with a franchise unit will they be okay less than 5 years in business?

Please refer to page 12, Bidder's Qualifications. In addition, on page 15, we require that bidders agree that each worker assigned to this contract is a direct employee of the named organization.

5. Hanover Park is in both Cook and DuPage Counties. Which part is the library in for prevailing wages?

Cook County. All (3) Libraries are in Cook County.

6. According to the documents, on page 13 (where it states the work schedule for this bid) Hanover Park branch library is repeated twice on the document with the same exact work scope specs and requests. We are just looking for clarification as to what exactly this typo entails. We just want to make sure that the scope of works and what is being requested of us is accurate for all three libraries in the bid.

We apologize for the error. The third library listed under Work Schedule in that section should read **Hoffman Estates Branch Library**. STDL Central is cleaning for 7 days a week because we are open 7 days a week there. Hanover Park Branch and Hoffman Estates Branches are cleaning for 6 days a week each as both branches are closed on Sundays. Everything else in that section is correct. Thank you for pointing this out.

7. On reading the RFP, page 13, the manpower hours are spelled out, but it doesn't say how many days. Is it 7 days a week?

It is for 7 days a week at the Central Library, and 6 days a week at both the Hanover Park Branch and Hoffman Estates Branch with both those branches closed on Sundays.

8. On prevailing wage for Cook County, there is a Health and welfare charge of \$923.87 per month per employee. There is also a \$52 a week or \$1.30 per hour charge for Pension. Neither of these have a 5-year escalation.

Some Questions:

- Is the Health and Welfare mandatory?
- Should we allow for an annual increase on H and S?

- If we can get H and S cheaper, should that number be used?
- Is the Pension Contribution mandatory?
- Should we allow for an annual increase on Pension?

Please refer to page 10, section 23., Prevailing Wages; of the bid documents to answer your questions for compliance.

Please go to these links below for further information:

<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>

<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Documents/2020%20Rates/Janitorial%20Wages/Cook.pdf>

9. Will cleaning be completed on Saturdays and Sundays?

As part of the routine cleaning specifications and task frequency, the cleaning does also include Saturdays and Sundays (for 7 days a week) at the Central library, and includes just Saturdays (for 6 days a week) at the two branch libraries. The branch libraries are closed on Sundays – so no cleaning takes place on Sundays at the two branches.