

Last Updated: 1/20/2021. Final.

1. Is there a specific date for walk throughs or because these are public buildings are we able to just show up when it's convenient?

We currently had to re-close our libraries again to the public so unfortunately, we can't have anyone just show up to do their own walk through's. However, I have scheduled Friday, January 15, starting at 11AM for interested bidders to have a guided tour of the three facilities for this purpose.

Interested bidders must email bids@stdl.org before January 15 to let us know you're planning to come so we know how many and who to expect. Provide company name and attendees name(s) in the email.

For the tour, you would come to the west side main entrance of our Schaumburg location, accessed from the asphalt parking lot areas on the west side. Security will be notified of who we are expecting so the RSVP is important so they can let you in at that locked west main entrance.

We will all meet in the lobby on the first floor and start the tour from there. After the tour at the Schaumburg library, we will meet together at the Hanover Park branch for the tour there, and end at the Hoffman Estates branch for that tour.

Face covering masks are required to enter the buildings.

2. Will you hold a meeting for prospective bidders so they can tour the facility and ask questions? If yes, please let me know when and where will it take place?

Yes, please see number 1. (above) for the guided tour date, time, RSVP must, and other details.

3. Since the cleaning specifications mention monthly floor scrubbing, do you happen to have the SF of hard floors at each location? If you don't have exact SF, please let me know approximate SF.

The approximate square footage (SF) of hard flooring for the monthly scrubbing areas, per the task sheets is:

STDL Central:

Monthly floor scrubbing per task sheets pages 20 & 21 / Main Entrance Area/Vestibule/Lobby and Public and Staff Rest Rooms:

- Terrazzo: 370 SF
- Ceramic/porcelain tile w/grout: 1,196 SF

STDL Hanover Park:

Monthly floor scrubbing per task sheet page 29 / Public and Staff Rest Rooms:

- VCT: 108 SF
- Ceramic/porcelain tile w/grout: 272 SF

STDL Hoffman Estates:

Monthly floor scrubbing per task sheet page 34 / Public and Staff Rest Rooms:

- Ceramic/porcelain tile w/grout: 206 SF

4. Please let me know how much do you currently pay per month for cleaning services at STDL Central, at STDL Hanover Park Branch and STDL Hoffman Estates Branch?

We do not use a hired-out contract cleaning service for routine cleaning at any of the three libraries so there is no reference for that. Our cleaning has been done by our staff.

5. In review, I notice a lot of 4-hour people. Can we combine into some 8-hour people?

No. The bidding specs need to remain the same for proper bid review comparisons and due to our business hours.

6. At the branches, it is hard to get people for 2 hours. Can we have one 4-hour person?

No. The bidding specs need to remain the same for proper bid review comparisons and due to our business hours. In addition, the library does not want just one person by themselves working in the library in case of a medical emergency and for safety reasons when arriving and leaving the buildings at night or early in the morning.

7. The Question Worksheet on page 19, question 5., asks us: Please provide the following information: What size crew will work at each building? And, How many hours will they be scheduled to work?

It is a bit contradictory and I want to make sure we can meet the requirements. Any assistance on this would be greatly appreciated.

The minimum requirements on pages 13 and 14 are minimum requirements. If a bidder determines that it would take more to perform the work as outlined in the specs, then they should bid it that way.

8. Question 1 on the Question Worksheet, page 19, asks us to provide a monthly and quarterly task schedule for each building for the first year of service. Are there specific days you would like us to stick to for monthly such as the first or last Saturday of the month? Same question for quarterly, is there a preference to beginning of quarter vs. end of quarter?

No for both questions, but you could do that if you would like to. Bidders should create their own schedule that works for them and that is outside of our open-to-the-public business hours at each library. The key for us is to have monthly consistency (approx. 30 days apart) and quarterly consistency (approx. 90 days apart) for these tasks.

9.
 1. Is the building presently being serviced by a unionized workforce?
 2. If so, is Unionized labor a requirement?
 3. If it is a unionized, under what CBA?

1. No
2. No
3. N/A