



## Office for People With Developmental Disabilities

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Governor

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Commissioner

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Executive Deputy Commissioner

March 3, 2022

Janitorial Services – Broome DDSOO – 2022-2027 Tompkins County Day Habilitation

### Questions and Answers:

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

**1. Question:** Can I email or fax my bid?

**Answer:** Emailed and faxed bid documents are not accepted. Please refer to Submission Requirements on page six, section 13. A. of the IFB BR 031522. Failure to submit the forms as specified within IFB BR 031522 will result in the bid being disqualified.

**2. Question:** Does the Contractor or OPWDD supply the toilet paper, paper towels, hand soap and garbage can liners?

**Answer:** As stated within the Qualifications and Scope of Work, Section B. SUPPLIES on page 20 of IFB BR 031522,

“The Contractor shall supply all necessary paper towels, toilet paper, hand soap, and garbage can liners.”

**3. Question:** What cleaning products are to be used?

**Answer:** As stated under Qualifications and Scope of Work, item 13. on page 19 of IFB BR 031522,

“The Contractor shall, unless otherwise specified, furnish all necessary materials, equipment, and supplies required and/or so specified to accomplish the work described in this contract. OPWDD shall provide adequate storage space for janitorial supplies and equipment. The Contractor shall store all supplies and equipment in said space and shall keep this area neat and clean. Storage must comply with fire safety rules and regulations. The door to the storage area must always be kept locked. Any chemicals stored on site must have their original label. No chemical labelled “Danger”, “Explosive” or “Corrosive” may be stored on site.”

Furthermore, Contractor must comply with section C. DISINFECTANT STANDARDS on page 20 under Qualifications and Scope of Work:

“In accordance with New York State Executive Order 134, the Contractor is encouraged to select and procure preferred cleaning products having properties that minimize potential impacts to human health and the environment consistent with maintenance of the effectiveness of these products for the protection of public health and safety. For information and approved items, visit:

<https://greencleaning.ny.gov/policies.asp> and <https://greencleaning.ny.gov/Products.asp>.

***Germicidal Detergent – Quaternary Ammonium Type III Quat. Liquid:a***

This product shall be a combination of surface-active quaternary ammonium germicides and detergents in a concentrated liquid form, for use as a combination CLEANING AND DISINFECTING agent in hospitals, schools and other public buildings.

The detergent-disinfectant shall be made from uniformly high-grade material and ingredients blended together in a compatible formulation and prepared in accordance with the best manufacturing practice. The product shall afford positive germ-kill on both gram-negative organisms when diluted in accordance with the manufacturer's instruction and used as directed; the cleaning agents shall be compounded for efficient removal of soil by any of the orthodox cleaning techniques using sponge, mop, floor machine, spray, or flooding and shall be of the "soft" or rapidly biodegradable type.

The recommended use-dilution shall be a germicidal of Salmonella, Cholera's Micrococcus pyogenes var. aureus, FDS 209 of the latest edition of A.O.A.C. Test Method. The use-dilution confirmation must be effective against the above organisms using both synthetic hard water (350ppm as Ca C03 as defined by A.O.A.C.) and standard distilled water as required by A.O.A.C. procedures.

The product shall maintain its full effectiveness after one year of storage and shall remain stable when stored in temperature up to 150°F. The product shall be substantially odorless or have only a barely perceptible odor, shall be non-staining and non-corrosive, proteinaceous material; shall maintain the normal conductivity of conductive floor, and shall exhibit a cleaning efficiency of at least 80% of the Detergent Comparison standard when tested as specified in Method 6701-T Federal Test Standard Number 536.

The disinfectant-detergent shall pass the tests for disinfectants required by the EPA/FDA and shall be registered under the pertinent provisions of the Federal Insecticide, Fungicide and Rodenticide Act."

**4. Question:** Why are toilet bowl cleaners not to be used? What do we use instead?

**Answer:** OPWDD released Addendum 2, Section III. revising this directive within IFB BR 031522 as follows:

Under Qualifications and Scope of Work, Section E. CLEANING TASKS AND FREQUENCY- Tier 1, item #9 within the table on Page 22 of the above referenced Invitation for Bids, the following statement will be removed:

Toilet bowl cleaners are not to be used.

It will now read:

Perform complete restroom cleaning and disinfection to include, but not limited to, replenishment of hand soap, paper towels and toilet paper, using germicidal cleaner to disinfect and clean sinks, faucets, toilet bowls, toilet seats, toilet lids, toilet bases, grab bars, showers and tubs and thoroughly washing all floors. All restroom surfaces must be disinfected. Leave adequate supply of paper goods and soap in storage area at site.

**5. Question:** Do we need any type of certification or registration to do business in the State of New York if we are an out of state entity?

**Answer:** It is each Contractor's responsibility to research and comply with any Federal, State, County or other jurisdictional business registration requirements that may exist within the confines of their service area.

Respectfully,

A handwritten signature in blue ink, appearing to be 'Kyle Newton', with a long horizontal flourish extending to the right.

Kyle Newton, CMS 1,  
Contract Management Unit

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