



July 11, 2019

Richland Library RFP Response Carpet Maintenance Q&A

Question: Could we obtain copies of the color coded maps referenced in the RFP?

Answer: Drawings are available. PLEASE NOTE: The drawings are used internally for quick reference only. They are not to scale, and therefore should not be used to price your bid. Maps were only mentioned to provide more clarity into the sq. footage breakdowns, and explain cleaning frequency of each color. **Actual sq. footages have been provided in the scope of services and this is what should be used. Some of these maps were created several years ago, and still contain portions that have not been updated. Any orange color has since been changed over to red or yellow. Maps do not exist for Edgewood, North Main, or Wheatley because all carpet is considered red, and is cleaned 6x per year at each visit.**

Question: Will the locations being serviced be key accounts? (Will the contractor be provided keys to each location. Or, will there be a point of contact to allow access to each location for service?). What are your insurance requirements?

Answer: Keys will not be issued to the buildings. Carpet maintenance team will arrive at each location 15 minutes prior to the building closing, and branch staff will allow them entry into the building. Carpet maintenance team will be shown appropriate doors to leave through, that will automatically lock.

The following would be what we need as far as insurance:

Commercial General Liability

\$1 million each occurrence
\$300,000 damage to premises
\$10,000 medical expenses
\$2 million aggregate
\$1 million personal injury

Automobile Liability

\$1 million each accident

Question: What type of carpet does each facility have (I.e., carpet squares, tufted, etc.)?

Answer: Most locations have modular carpet tiles with a few rolls in some areas. Feel free to visit our locations to view the types of carpet in our public areas.