

Janitorial Services Provider Questions

1. Where can we locate the past performance questionnaire? – **This section has been updated, and you can find the attached Past Performance questionnaire under the attachments section at the end of the RFP. TCP will not be doing any performance checks, outside of our own internal knowledge of any performance issues. The Past Performance questionnaire must come from other funding sources that you utilize outside of TCP. Bidders may submit the Past Performance Questionnaires along with their proposals or the Agency/Representative completing the Questionnaire on your behalf can submit it directly to TCP via email rfp@community-partnership.org. It must be received by Friday, September 4, 2026, by 2pm to be considered a part of your proposal.**

The Aston

- What is the capacity for this site? **101 Clients**
- How often are dumpsters picked up and where are the dumpsters located? **Dumpsters are placed inside the first garage door by the loading dock. They are moved outside the garage entrance on the side for pick up 5 times per week.**
- Are there cleaning responsibilities for the admin offices? **Only trash removal. Additional office cleaning may be requested by Program Staff as needed.**
- What are the other QR codes around the site? **This is for MJM janitorial check points**

25 E Street

- What is the capacity of this site? **185 Clients**
- Are there cleaning responsibilities for the admin offices? **Only trash removal. Additional office cleaning may be requested by Program Staff as needed.**

Pat Handy

- Are there cleaning responsibilities for the admin offices? **Only trash removal. Additional office cleaning may be requested by Program Staff as needed.**
- Are there responsibilities to cleaning the lockers? **No, not the inside of the lockers, just wiping down the outside of the lockers.**

- What are the cleaning days? **Monday/Wednesday/Friday. Wednesday is deep cleaning day. Cleaning is done 24 hours a day**
- When/Where are meals picked up to plan for cleaning? **Meals are picked up on the 4th floor. *Communication will come on hours cafeteria is used and when it should be cleaned.***
- Will the budget be increased for this site? **Yes, this site has a larger budget due to the deep cleaning and frequency requirements.**
- How often is trash picked up? **Dumpster pick up is 5 times a week.**

Emery Men's Shelter

- Admin office clean up schedule? **Only trash removal. Additional office cleaning may be requested by Program Staff as needed.**

Adam's Place

- What is the program capacity? **150 Clients plus 15 for hypo on the Day Center side. It is Woman only during hypo.**
- What is frequency of trash pickup? **5 days a week**
- Who puts up the tables in the cafeteria? **Janitorial staff responsibility for deep clean up**
- What is the access hours of the back patio area? **Closed 11pm -12am and open 15 minutes at the top of each hour for a smoke break.**
- Is Janitorial responsible for clean up in the front of the site? **No janitorial responsibility in front of the facility, just in the immediate entrance way.**
- During hypo, who puts up the table and lay down the bed cots? **Janitorial responsibility along with wiping down the bed cots during placement.**

New York Ave

- What is the program capacity? **245 Clients**
- Is there office cleaning responsibilities? **Only trash removal. Additional office cleaning may be requested by Program Staff as needed.**
- What is some challenges to cleaning at this site? **Clients are still in the area while cleaning is taking place. TCP will work with program staff come up with a cleaning schedule when clients are not in the area. Discussion of possible schedule blocks and client remove for cleaning will be discussed after contract awarding.**
- Can TCP provide the total number of dorms and bathrooms for each area/floor? **Yes. This will not be added to the RFP but will be added to the contract agreement when awarded.**

Harriet Tubman

- What is the capacity at this site? **180 clients**
- Is there office cleaning responsibilities? **Only trash removal. Additional office cleaning may be requested by Program Staff as needed.**
- Who's responsible for snow removal? **This is handled by DGS. It's handled by TCP if there are challenges.**

Rolark/Madison

- What is the capacity at this site? **Originally 50, but currently 40 clients**
- More information to come on moving back to original facility? **No timeline or communication update on this move. More will be shared once plans are finalized.**

801 East

- What is the program capacity? **192 clients in low barrier, 48 Work beds, 96 Seniors/Frail beds, 24 respite beds.**
- Who runs the trash compactor and what is trash pickup frequency? **Janitorial staff is trained on how to use the compactor. Dumpster pick up is three times a week Monday/Wednesday/Saturday**
- What is the frequency of clean up in the Unity respite offices? **Mopped once a day. TCP will provided detailed instructions for clean up in this area. Trash removal and clean up as requested by Program Staff.**
- Can we provide floor plans for the sites? **Yes, floor plans will be added. If not added to the RFP, they will be added to the contract agreement.**