



## CITY OF ANN ARBOR, MICHIGAN

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### ANN ARBOR HOUSING COMMISSION

**ITB-4162 – Janitorial Services - Optional Pre-Bid Conference – Friday, May 13, 2011 – 10:00 AM**

**Miller Manor, 727 Miller Ave., Ann Arbor, MI 48103**

#### **Minutes / Notes**

AAHC Representatives Leading the Conference:

Nick Coquillard, Deputy Director (main presenter) and Curtis Morris, Public Housing West Program Assistant

#### **Conference Started: 10:00 AM**

Introductions: Nick and Curtis introduced themselves and provided contact information.

Nick Coquillard presented a brief overview of ITB-4162 and attendees were taken on a tour of Miller Manor by Curtis.

Following the tour of Miller Manor, Nick presented a brief overview of ITB-4162, took questions and noted the following:

- Reminded attendees of the locations related to the bid and number of times per week each location is to be served.
- The term of the contract to be signed and that it is renewable at the AAHC's discretion up to five years.
- The bid location, due date, and time due.
- This contract will must be in accordance with the HUD-Determined Maintenance Wage Rates.
- The Contents of the Bid Proposal on page 24 and the schedule of events.
- The Technical Resources Listing Form on page 30 – the resources will be considered in the bid and really are intended to ensure the successful bidder can provide all that is required under the bid.
- Expectations for work are only as outlined in the bid – such additional work such as cleaning units, cleaning up basements after floods, window cleaning other than specified in the bid, etc. are additional tasks contracted for separately.

A guided tour of AAHC Offices at 406 N. Ashley, Baker Commons, and White/State/Henry followed. A visit to Broadway was not conducted as all attendees were satisfied with the description of this property.

Questions and Answers from the Pre-Bid Conference and Tour of Properties (question may not be in the order of asking):

Question 1: Is square feet provided?

Answer 1: No, the bid specifications are as presented in the bid.

Question 2: Do we need a bid bond?

Answer 2: No, the reference to the bid bond on page 6 is INCORRECT. No bid bond, or any bonding, is required.

Question 3: Can we work in the mornings?

Answer 3: Possibly. Any schedule will be worked out at contract time and it has generally been the case that vendors have worked after business hours, especially at the sites that have offices and require cleaning five days per week.

Question 4: Do we have to work around items found on desks?

Answer 4: Yes.

Question 5: Does the AAHC provide supplies?

Answer 5: The AAHC provides paper product replacement supplies for Miller Manor and Baker Commons.

Question 6: Where are the water sources at White/State/Henry and Broadway?

Answer 6: At White/State/Henry the water source is in the basement attached to each corridor. There is no water source at Broadway except in the laundry room which is located in a basement (with exterior entry) at the far end of the property. The contractor will be responsible for fully maintaining and cleaning the Broadway location despite difficult access to the water source.

Question 7: How many common corridors are there at Broadway?

Answer 7: There are five (5) corridors at the Broadway location.

Question 8: Are the social services offices (currently used by CSTS staff) a part of this bid scope of work?

Answer 8: No, the two (2) small offices, one on the first floor of Miller Manor off of the lobby area and one on the second floor at Baker Commons, are not part of this ITB and are cleaned on an as-needed basis.

**End of Conference and Tour: 12:50 PM**

