

**Invitation for Bid Glass Cleaning and Emergency Remedial Services  
IFB 0322-1  
Questions and Answers**

**March 31, 2022**

- Q1. Does the subcontractor approval occur after award of contract or along with the bid?
- A1. Include the names of subcontractors and their role in the work as part of Section III. Bidder Qualifications, “Describe how you would staff the engagement and be able to respond to the Scope of Work.”
- Q2. How will the contract be divided amongst different contractors once awarded?
- A2. The Library does not guarantee work. Additionally, the Library reserves the right to issue bids or requests for quotations for specific projects. The Library reserves the right to award any work to the Primary Successful Bidder at or below its maximum straight hourly rate and in accordance to the maximum percentage mark-up as specified in this bid. If in the event the Primary Successful Bidder is not available, or the Primary Successful Bidder has a lapse of insurance, or if the Library through its Procurement Department rejects a Statement of Work (“SOW”), the Library may award work to the Secondary Successful Bidder next, then to the Tertiary Successful Bidder next and so forth.
- Q3. Can we bid solely on window cleaning or must we bid on the full contract to include extensive grounds cleaning and emergency remedial services?
- A3. No. Vendors who submit a bid must respond to all services in order to be considered.
- Q4. I would like to know if I can send a team to do a walkthrough to the locations I will be bidding?
- A4. Please see Addendum #1,
- Q5. Does the subcontractor approval occur after award of contract or along with the bid?
- A5. After an award by the Library. See contract section 3.02 Subcontracting.
- Q6. How will the contract be divided amongst different contractors once awarded?
- A6. The Library does not intend to divide the work among different contractors. Also as per the bid: The Library intends to award to multiple firms with the primary contract to the lowest responsible bidder (“Primary Successful Bidder”), the secondary contract to the next lowest responsible bidder (“Secondary Successful Bidder”), and so forth. The Library in its sole discretion shall determine the number of awarded firms. All awarded firms throughout this bid are the (“Successful Bidder”)

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Additionally, the Library in its sole judgement, as communicated by the Procurement Department, shall make the determination that if the Primary Successful Bidder has demonstrated poor performance or quality, does not have the capability to perform the work and/or within the required time frame, or has demonstrated health and safety issues, the Library may award work to the Secondary Successful Bidder and so forth.

The Library also reserves the right to award work for a specific project or duration of time based on competition among the Successful Bidders.

- Q7. Can we bid solely on window cleaning or must we bid on the full contract to include extensive grounds cleaning and emergency remedial services?
- A7. No, bidders must bid on the full scope of work. As per FORM # 4, BID PRICING SHEET: Bidders are required to perform all services listed in the bid and are required to provide all the requested pricing in the Library provided Excel bid sheet. Bidders that do not conform to these requirements shall be deemed non-responsive.
- Q8. We'd like to bid on this offering but need to know the price of the winning bid the last time the RFP was offered. How would we submit a FOIL request for this?
- A8. This question seeks information that is not required to submit a responsive bid. The Library has a FOIL web page under “Contact Us” [Contact Us | Queens Public Library https://www.queenslibrary.org/about-us/contact-us](https://www.queenslibrary.org/about-us/contact-us)
- Q9. I didn't see a Pre-Bid Listed on the Bid Documents. Will there be a Pre-Bid conference or Walk Through?
- A9. No pre-bid conference. Please see Addendum #1 regarding walk through.
- Q10. We would like to know if there is a Site Visit scheduled at this time?
- A10. Please see Addendum #1.
- Q11. Can you please provide us with the previous Bid prices?
- A11. Please see answer to question 8.