

2025 Saginaw Chippewa Tribal College Custodial Bid

Question and Answer Document Posted November 7, 2025

- Q1. Do you have a layout of the building so we know what is cleaning area and what is mechanical space?
- A1. Yes, I have included a separate document with this Q&A document that shows each floor with highlighted areas of cleaning and non or low cleaning areas.
- Q2. Is the cleaning schedule 5 days a week all year round? Are there any breaks or holidays that we will not be cleaning such as summer break, winter break, spring break, and any other holiday breaks?
- A2. The Tribal College is open year-round with less classes in the summer. There are always no classes on Fridays at the college so classrooms can be cleaned after last classes on Thursdays for the weekend with the exception of periodic special activities (usually on the first floor) staff is still in the building on Fridays so common areas need to be checked and addressed as needed. Holidays and breaks: The college is closed to the public during various holidays and Breaks throughout the year. During spring break or semester breaks classes will not be in session so classrooms need not be cleaned but checked periodically during extended breaks because they may be used occasionally for orientations or training sessions requiring minimal clean up. Some staff continue to report during breaks so common areas need to be checked and cleaned during breaks as necessary (this can likely be done with minimal cleaning staff). Annual schedules are similar to the ones shown as follows...

FALL SEMESTER 2025	
	August 25 Fall Classes Begin August 29 Drop/Add Ends September 1 Labor Day No Classes: SCTC admin offices closed October 13 Mid Term October 31 Last day to Withdraw November 26-28 Thanksgiving Break begins at 5:00 p.m. no evening classes: SCTC administrative offices closed December 8-12 Exam Week December 12 Fall Semester ends December 15 Final Grades due to Registrar
SPRING SEMESTER 2026	
	January 9 Spring registration closes via Empower at 11:59 p.m. January 12 Spring Classes begin January 16 Drop/Add Ends via Empower at 11:59 p.m. January 19 MLK Jr. Day: No Classes Campus closed February 16 Presidents Day: No Classes Campus closed March 2-6 Mid Term Week March 9 Mid Term Grades Due March 20 Last day to Withdraw March 30-April 3 SCTC Break: No Classes April 6 Easter Monday: No Classes Campus closed May 4-8 Exam Week May 8 Spring Semester ends May 11 Final Grades due to Registrar May 21 SCTC Graduation @ SECR

SUMMER SEMESTER 2024
March 25 Registration Opens May 6 Classes Begin May 10 Drop/Add Ends June 28 Last Day of Class

- Q3. In terms of supplies it is noted in the RFP that the contactor will provide Urinal mats, Deodorizer blocks for urinals, and trash bags. Are these items able to be invoiced separately to the college or you want this figured into the total monthly price?
- A3. These prices must be included in the total bid price not invoiced separately.
- Q4. I understand badges are issued – can you confirm whether they also provide after-hours building access, or if a separate key/code/alarm procedure is used?
- A4. Building Access Badges will be issued to access the building after hours no additional code or alarms need to be set. Key will be issued to access locked internal doors as needed.
- Q5. Are there specific areas or current cleaning challenges you'd like us to pay special attention to in our plan?
- A5. Restrooms are always an area of focus to be managed effectively. Main entrance and stairwell cleaning during the winter months with salt and snow are major areas of focus.
- Q6. When evening or weekend events occur, how far in advance are custodial adjustments typically communicated?
- A6. As soon as a room is reserved for evening or weekend activities outside the normal schedule the Building Manager will email the custodial contact and let them know. We will also give access to the custodial contact for room overview so the schedule can be checked in real time. Along with regular meetings with Building Manager and Cleaning team lead this should be communicated regularly.
- Q7. Is there cultural or academic spaces where we should follow special procedures or protocols?
- A7. Nothing that is outside the normal range of cleaning services. If anything should arise it would be communicated in advance.
- Q8. The RFP mentions monthly reports – do you prefer a specific reporting format or software platform?
- A8. No, email format with bullet points and simple outline along with face to face communication is best. But open to other forms of reporting if necessary.
- Q9. The RFP notes that the college will provide paper products/soap, with contractor coordination. To align with your preferred process, will SCTC be:
- Purchasing consumables directly through your existing vendor accounts, or
 - Having us procure them and invoice the college at cost through the PO system
- A9. Our goal is to save funds when purchasing consumables. We will compare the successful bidder's product prices to our pricing and select the best product and price combination.
- Q10. Should we include cleaning of the Library not owned by the college in our proposal?
- A10. Yes, the library space is owned by the College and should be included in the bid proposal.
- Q11. Insurance Coverage what are the minimum liability and property damage amounts required?
- A11. Successful bidder must be bonded and insured, and able to provide amount to be determined by our legal counsel prior to award of contract. Must also be licensed to do business in the state of Michigan & provide workers compensation coverage in accordance with state law.