

Northwestern Indiana Regional Planning Commission

RFP 18-27: Cleaning Services

Questions and Answers #1

November 14, 2018

The following are responses to questions that have either been asked at a walk-through or emailed prior to November 14, 2018 regarding the above referenced RFQ.

Q1: Will occupants remove personal items from window ledges and desks so those surfaces can be cleaned?

A1: Occupants will be instructed to remove personal items from their window ledges and desks if they want to have those surfaces cleaned.

Q2: Can you clarify if the individual cubicle and office trash and recycle cans are to be emptied by the occupants and not the cleaning service.

A2: The individual cubicle and office trash and recycle cans will be emptied by the occupants. The cleaning service is responsible for emptying the large communal trash and recycle cans. The cleaning service is responsible for emptying the individual cans in the meeting/conference rooms.