

CHFA 295-Request for Proposals (“RFP”) for Janitorial Services—Questions and Answers to as of July 11, 2026:

Question: Please clarify the supplies provided by CHFA versus selected vendor.

Answer: Please see page 2 of the RFP, under Scope of Services (“Selected vendor will provide all cleaning products, including [glass cleaner, sanitizers, stainless steel cleaner, wax, etc.]”), while CHFA provides expendables (“CHFA will provide paper towels, trash bags, hand soap, sanitary products, and liners”).

Question: CHFA employees a hybrid schedule with everyone in the office on Wednesdays. Can it be assumed that schedule will be maintained through the end of the new contract term?

Answer: They hybrid work schedule is subject to change at any time.

Question: Does the normal wage rate mean non-prevailing? For example, should respondents use the CT state's minimum wage?

Answer: Respondents should consider minimum wage requirements. Under this contract, prevailing wages do not apply.

Question: How many janitorial staff members does CHFA require nightly, or does CHFA want respondents to use judgement based on square footage?

Answer: Respondents should use judgement to determine the number of staff that are required.

Question: Has the overall scope of work changed significantly from the current contract, or is it generally, the same level of service?

Answer: The scope of work has not significantly changed since the previous solicitation for these services.

Question: Is there anything CHFA would like to see improved from the current janitorial services that would help the next contractor be more successful?

Answer: CHFA has nothing to disclose.

Question: Will the awarded contractor have access to utilize the existing janitorial closets for storage of equipment and cleaning supplies throughout the contract term?

Answer: Yes, the selected vendor will have access to janitorial closets.

Question: Are there any evaluation factors or priorities that CHFA places particular emphasis on beyond those outlined in the RFP?

Answer: The evaluation criteria are all listed in the RFP.

Question: Please confirm the proper submission process and determine whether proposals should be submitted through the Proactis portal, by email, or by another method.

Answer: Responses should be submitted via email to RFP.RFQ@chfa.org. Please see the requirements listed in the RFP on CHFA's website.

Question: Please advise if there are any required forms or specific proposal templates that must be included with the submission?

Answer: Other than the forms specified in the RFP, there is no specific template to follow.

Question: Can a company registered as authorized to do business in CT submit a proposal?

Answer: The selected vendor must have an office in the State of Connecticut.

Question: The RFP states the client agency will provide consumables and the contractor provides all necessary equipment and supplies, however, the consumable list mentions everything except toilet paper. Is it expected for the contractor to only provide toilet paper for consumables for this contract?

Answer: CHFA will provide toilet paper.

Question: Is the approximate building square footage of 49,356 square feet the total cleanable area under this contract, or are there any areas excluded from routine janitorial services?

Answer: Please use the total square footage as the total cleanable area under this contract..

Question: Are there any additional areas, storage rooms, or spaces not included in the stated square footage that would be serviced under this contract?

Answer: There are no additional areas or spaces not included in the stated square footage.

Question: Can you provide the name of the incumbent contractor currently providing these services?

Answer: The incumbent is CT Community Nonprofit Alliance, Inc.

Question: If available, could you provide the current contract value or annual award amount? If you are unable to provide the current contract amount, what is the current budget your agency has for this project?

Answer: CHFA does not have a specific budget for this service. Interested respondents should submit fees based on their own judgment and experience.

Question: What is the current cleaning schedule (days per week and hours per night)?

Answer: As indicated in the RFP, scheduled janitorial times are Monday through Friday from 5:00 p.m. to 9:00 p.m.

Question: Is this a Disabled Veteran Business Enterprise only set aside solicitation?

Answer: This is not a specific set aside solicitation.

Question: Are there any available floor plans or building layouts?

Answer: CHFA does not have any available floor plans or building layouts to share. Interested parties were encouraged to attend the walkthrough.

Question: What are the numbers of conference rooms, private offices and cubicles?

Answer: There are approximately 90 offices, 65 cubicles, and 7 conference rooms.

Question: What is the number of employees working in the building?

Answer: As indicated in the RFP, there are approximately 145 employees working a hybrid schedule.

Question: What is the total square footage of the building?

Answer: As indicated in the RFP, the square footage of the building is 49,356.
