

CUYAHOGA COUNTY  
BOARD OF HEALTH  
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**RFP #2022-04**  
**Housekeeping & Facility Maintenance Services**  
**Pre-Bid Webinar Meeting Notes**  
**& Questions and Answers**  
**October 28, 2022 at 9:30 A.M.**

The Pre-bid conference PowerPoint presentation may be viewed at the Board website at [www.ccbh.net](http://www.ccbh.net) by clicking on the "Business" tab on the home page.

**Presentation**

Judy Wirsching presented and reviewed the power point presentation for administrative requirements.

Becki Burke was present to answer questions related to the project/services and provide a walk-through of the facility.

The presentation can be found on the Board of Health website at [www.ccbh.net](http://www.ccbh.net) under the "Business" tab

**Questions & Answers:**

**Q1. Should we build in a set allotment for maintenance hours?**

**A1.** No certain allotment is required but currently routine maintenance services have been within 5 hours per week. Additional non-routine/emergency hours should also be quoted.

**Q2. Is current contract pricing available for public record?**

**A2.** Yes; Send a public record request to [bidquestions@ccbh.net](mailto:bidquestions@ccbh.net)

**Q3. Should the maintenance quote be separate from the housekeeping services quote?**

**A3.** Yes

**Q4. How many people work here?**

**A4.** 184

**Q5. How many employees are in the office vs. remote working?**

**A5.** We do have the opportunity to work offsite 2 days a week, so we do have a reduced number of employees in the building. This office building is still very busy, even with remote work (current contractor).