



**UNIVERSITY OF MARY WASHINGTON**  
**RFP ADDENDUM**  
July 25, 2016

**ADDENDUM NO. 1 TO ALL OFFERORS:**

Reference – Request for Proposals: RFP 16-487 Campus Wide Janitorial Services

Dated: June 30, 2016

For Delivery to: University of Mary Washington  
1125 Jefferson Davis Highway, Suite 480  
Fredericksburg, VA 22406

Bid Due Date: **SEPTEMBER 8, 2016; 3:00PM**

This addendum consists of three (3) pages.

**QUESTIONS FROM PREPROPOSAL CONFERENCE:**

1. Acceptable proposal submission methods.  
Hard copy (with 1 electronic copy) hand delivered or mailed OR electronic submission through eVA's lockbox.
2. Will hardcopy and flash drives be required if you submit your proposal via eVA lockbox?  
No.
3. If we submit via eVA lockbox, are we still expected to label proprietary?  
Yes.
4. Can you elaborate on SWaM?  
Small, Woman-owned and Minority-owned businesses certified with DSBSD; federal small certification does not count. Points are awarded based on either small certification or subcontracting plan.
5. Is retail space included (restaurants)?  
In University Center the kitchen is not included, but the dining areas are shared.
6. Where can we find specific types of flooring?  
Flooring information is currently only available through a site visit.
7. Is the contractor expected to maintain residence halls throughout the year in addition to the summer cleaning?  
Only common area in the UMW Apts. See Attachment B.
8. Can UMW provide camp history for estimating purposes?  
Varies each year based on scheduled camps and conferences.
9. Can you provide specific timeframes for summer cleaning?  
A schedule is set at the beginning of each summer. Some buildings you will have 2.5 months if they are not used, others have to be turned around in 8 hours.
10. Is count of rooms available anywhere?  
The number of rooms in each residence hall is available on the floor plans.
11. Is all custodial service contracted out?  
No.
12. How big is your in-house janitorial staff and are they full-time?  
Full-time, approximately 33 positions.

13. Why is this out for bid now?

Expansion on original scope has reached a point where a new solicitation was deemed in the best interest of the University.

14. Will you continue to have in-house staff for janitorial?

Yes.

15. You've asked for pricing by building with intent of making multiple awards, what if we wanted to offer a discount for multiple zones or for providing services for the entire scope of the contract?

There is a line item on the pricing schedule where you can identify your discounted pricing for all zones.

16. Is there a number of coats of wax or sealer required or desired for vinyl?

Review Attachment E.

17. What if we wanted to propose an alternative custodial plan and pricing (i.e., free advice)?

You are welcome to submit an alternative approach, providing that the required information is provided. UMW is not required to consider or evaluate alternate proposals.

18. For supplies, do you provide recycle liners?

Yes, UMW currently provides recycle receptacle liners.

19. Can you provide some history on supplies (i.e., usage, suppliers, types)?

Below is a sample of the products and quantities ordered by the current contract vendor for 2015.

Products	Quantity	Products	Quantity
Pink and Klean Soap	47 cases	Deep Gloss Stainless Cleaner	2 cases
Glass Cleaner	24 cases	Oven Cleaner	5 cases
Neutral Disinfectant	24 cases	Speedball 2000 Cleaner	50 cases
Low Foam All Purpose Cleaner	24 cases	General Purpose Cleaner-Floors	34 boxes
Tough Job	24 cases	Carpet Cleaner	4 cases
Washroom Cleaner	24 cases	Static Cleaner	2 cases
Vectra Floor Finish	141 boxes	Bare Bones	1 case
Floor Stripper	50 boxes	Diamond Gloss	1 case

20. Does UMW provide radios?

No communication devices of any kind are provided by UMW.

21. Do you have a work order system in place?

Yes, UMW currently has an internal work order system.

22. For the Residence Halls specific rooms, what's included?

Review Attachment E.

23. Are there any projected additional buildings to be added to the contract?

Possibly two (2-5yrs after contract award): Jepson Science Center Addition and Seacobeck Hall.

24. The change orders (modifications) that have been placed under the current contract, what were they for?

All contract documents are available on our public portal: <https://umw.cobblestonesystems.com/public>

25. Is it ok to build in eVA fees into our pricing?

Yes.

26. On the cover page, you ask for our Virginia Contractor License. Is that really a requirement?

No, a contractor's license is not required.

27. Is the Dahlgren Campus included?

No.

- 28. With regard to site visit, can we visit the campus outside of the site visit?  
Yes. Contractors must check-in at the UMW police department first. Residence Halls cannot be accessed without an escort.
- 29. Is there a minimum wage requirement or living wage rate listed?  
No.
- 30. Would you consider a written agreement that states that the contractor solicit UMW employees to fill positions and vice versa.  
UMW has not previously experience this issue but if it is proposed, we will consider it.
- 31. Is UMW able to provide washer and dryer hook-ups for the Contractor?  
Not at this time.
- 32. Where would large equipment and supplies be stored for residence hall summer initial cleaning?  
Residence halls are unoccupied during the summer and equipment may be stored in any empty room during cleaning.

**END OF ADDENDUM NO. 1**

Monique SanPietro, VCO, CUPO  
Buyer Specialist, Procurement Services  
Phone: (540) 654-1057

Acknowledged receipt of RFP 16-487 Addendum 1 should be included with the proposal:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Offering Firm: \_\_\_\_\_

Date: \_\_\_\_\_