



**UNIVERSITY OF MARY WASHINGTON**

**RFP ADDENDUM**

August 29, 2016

**ADDENDUM NO. 2 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

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

This addendum consists of five (5) pages.

**QUESTIONS:**

1. Have the specifications/duties in this RFP changed from current specifications?  
The specifications have been consolidated and re-structured not necessarily changed.
2. Are emergency custodial services and event support services to be billed separately as a work order?  
Yes.
3. RFP page 5: #4 Building Coverage
  - a. Building Exteriors – This could encompass many things. Can we get a clarification on this? – Cleaning of exterior of building entrances include clearing cobwebs and dead insects up to a height of 10' with a high duster once per month.
  - b. Windows (exterior as well as interior) - can we get a frequency for this task? – Residence halls windows are cleaned during the initial summer cleaning. Windows in contracted buildings shall be cleaned once per month.
4. RFP Page 9: #17 Events on Demand – Are these events extra billing on a work order basis or intended to be part of base contract price?  
Work order.
5. RFP Page 31: Mercer Hall is listed as a Dorm. Is the correct or is it a classroom building now?  
Mercer is no longer a residence hall.
6. Is Mercer Hall part of current contract?  
No. The current contract and scope is available to be viewed on our public contracts portal:  
<https://umw.cobblestonesystems.com/public>
7. In Attachment C – Standard of Cleaning, there is no mention of requirements for periodic floor work such as carpet extraction, strip & refinish of VCT, machine scrub of restroom floors, etc. for non – residence hall buildings. Should we include these tasks in our price, or leave them out?  
Price should include floor cleaning based on the following additional for non-residential halls:  
On VCT and other hard flooring the University requires a complete stripping and waxing/refinishing once per year. Burnishing/speed buffing of these floors shall be completed once per month, except in residential buildings, to maintain maximum shine.

Carpet cleaning and extraction will be completed twice per year in the contracted zone building locations. The exception is in residential buildings where carpet cleaning shall be completed during the initial summer dorm cleaning. Carpet cleaning shall also need to be done as requested by work order throughout campus locations. Restrooms floors shall be mopped and sanitized daily. Locker room floors and hard surfaces shall be sanitized three times per week.

**UPDATED PRICING SCHEDULE:**

Mercer Hall is no longer a Residence Hall and is maintained by the University for custodial services. Mercer Hall is hereby removed from Zone 5 (a&b) for services and pricing. The updated Pricing Schedule is attached to this addendum and must be submitted with the proposal package.

**ZONE 5**

| <b>Residence Hall</b>                         | <b>Estimated Square Footage</b> | <b>Cleaning Schedule</b>         |
|---|---------------------------------|----------------------------------|
| Alvey Hall                                    | 33,694                          | Summer Clean/Re-Clean            |
| Arrington Hall                                | 33,694                          | Summer Clean/Re-Clean            |
| Ball Hall                                     | 28,992                          | Summer Clean/Re-Clean            |
| Bushnell Hall                                 | 36,296                          | Summer Clean/Re-Clean            |
| Custis Hall                                   | 13,344                          | Summer Clean/Re-Clean            |
| Eagle Landing – North & South                 | 244,207                         | Summer Clean/Re-Clean            |
| Framar House                                  | 5,258                           | Summer Clean/Re-Clean            |
| Jefferson Hall                                | 45,510                          | Summer Clean/Re-Clean            |
| Madison Hall                                  | 13,344                          | Summer Clean/Re-Clean            |
| Marshall Hall                                 | 39,828                          | Summer Clean/Re-Clean            |
| Mason Hall                                    | 46,434                          | Summer Clean/Re-Clean            |
| <del>Mercer Hall</del>                        | <del>46,434</del>               | <del>Summer Clean/Re-Clean</del> |
| Randolph Hall                                 | 43,734                          | Summer Clean/Re-Clean            |
| Russell Hall                                  | 8,448                           | Summer Clean/Re-Clean            |
| South Hall                                    | 33,694                          | Summer Clean/Re-Clean            |
| UMW Apartments Dorm Rooms [total all 10 Apts] | 141,390                         | Summer Clean/Re-Clean            |
| Virginia Hall                                 | 46,102                          | Summer Clean/Re-Clean            |
| Westmoreland Hall                             | 27,510                          | Summer Clean/Re-Clean            |
| Willard Hall                                  | 44,870                          | Summer Clean/Re-Clean            |

**END OF ADDENDUM NO. 2**

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

Acknowledged receipt of RFP 16-487 Addendum 2 should be included with the proposal:

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

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

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

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

**ATTACHMENT G**

**PRICING SCHEDULE**

**MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE**

The Contractor agrees to provide the services, to include all labor, services and materials, in compliance with the statement of need and all terms and conditions of this Request for Proposals, at the following prices.

**REQUIRED HOURLY RATES**

Custodial Service Hourly Rate: \$\_\_\_\_\_

*On-demand and events cleaning using time and material. Pricing for material must be provided on submitted invoices.*

On-site Manager Hourly Rate: \$\_\_\_\_\_

**PRICING PER ZONE**

Provide the pricing for ALL buildings within each zone for which the Offeror is interested in providing custodial services. The pricing must be based on the expected level and frequency of clean for each location (Attachments B, C, D & E). Offerors may submit complete pricing for a minimum of one (1) zone to a maximum of all zones (5a & 5b combined are considered 1 zone). The University will assign building locations to Contractor(s) after contract award.

As an attachment, provide the list of equipment, for each location, that the Contractor anticipates will be needed in order to provide the required services to the requested standard of clean.

**ZONE 1**

| <b>Building</b>            | <b>Annual Amount</b> |
|----------------------------|----------------------|
| Anderson Center            |                      |
| Athletic Stone House       |                      |
| Fitness Center             |                      |
| Goolrick Hall              |                      |
| Indoor Tennis Center       |                      |
| Comfort Station Restroom   |                      |
| Recreation Field Restrooms |                      |
| Baseball Stadium Restrooms |                      |

**ZONE 2**

| <b>Building</b>           | <b>Annual Amount</b> |
|---------------------------|----------------------|
| Hurley Convergence Center |                      |
| Simpson Library           |                      |

**ZONE 3**

| <b>Building</b>                                 | <b>Annual Amount</b> |
|---|----------------------|
| University Campus Center                        |                      |
| UMW Apt [10 Apts] (Foyers, Laundry, Club House) |                      |

**ZONE 4**

| <b>Building</b>                             | <b>Annual Amount</b> |
|---|----------------------|
| Cornell House                               |                      |
| Eagle Village Office Suites (300, 400, 480) |                      |
| Gari Melchers Home & Studio (Belmont)       |                      |
| James Monroe Museum & Memorial Library      |                      |
| Stafford Campus – South Building (121)      |                      |
| Stafford Campus – Gates Hudson (125)        |                      |

**ZONE 5a – Initial Summer Cleaning**

| <b>Residence Hall</b>                   | <b>Initial Summer Cleaning Amount</b> |
|---|---------------------------------------|
| Alvey Hall                              |                                       |
| Arrington Hall                          |                                       |
| Ball Hall                               |                                       |
| Bushnell Hall                           |                                       |
| Custis Hall                             |                                       |
| Eagle Landing – North & South           |                                       |
| Framar House                            |                                       |
| Jefferson Hall                          |                                       |
| Madison Hall                            |                                       |
| Marshall Hall                           |                                       |
| Mason Hall                              |                                       |
| Randolph Hall                           |                                       |
| Russell Hall                            |                                       |
| South Hall                              |                                       |
| UMW Apartments [price per apt building] |                                       |
| Virginia Hall                           |                                       |
| Westmoreland Hall                       |                                       |
| Willard Hall                            |                                       |

**ZONE 5b – Summer Re-Cleaning**

| <b>Residence Hall</b>                   | <b>Summer Re-Cleaning Amount</b> |
|---|----------------------------------|
| Alvey Hall                              |                                  |
| Arrington Hall                          |                                  |
| Ball Hall                               |                                  |
| Bushnell Hall                           |                                  |
| Custis Hall                             |                                  |
| Eagle Landing – North & South           |                                  |
| Framar House                            |                                  |
| Jefferson Hall                          |                                  |
| Madison Hall                            |                                  |
| Marshall Hall                           |                                  |
| Mason Hall                              |                                  |
| Randolph Hall                           |                                  |
| Russell Hall                            |                                  |
| South Hall                              |                                  |
| UMW Apartments [price per apt building] |                                  |
| Virginia Hall                           |                                  |
| Westmoreland Hall                       |                                  |
| Willard Hall                            |                                  |

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**OPTIONAL – DISCOUNT OR LOWER RATE FOR ALL ZONES**

If the pricing would be at a lower rate or include discounts if the Offeror is selected to maintain all zones, enter the cumulative amount for all zones or the discount percentage per building below:

Cumulative Annual Amount for All Zones or Discount Percentage: \_\_\_\_\_