

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 22406Proposal 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

Residence Hall	Estimated Square Footage	Cleaning Schedule
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
Mercer Hall	46,434	Summer Clean/Re-Clean
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: _____

1301 College Avenue
Fredericksburg, VA 22401-5300
adminfinance.umw.edu/procurement

Tel: (540) 654-1127
Fax: (540) 654-1168
procure@umw.edu

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

Building	Annual Amount
Anderson Center	
Athletic Stone House	
Fitness Center	
Goolrick Hall	
Indoor Tennis Center	
Comfort Station Restroom	
Recreation Field Restrooms	
Baseball Stadium Restrooms	

ZONE 2

Building	Annual Amount
Hurley Convergence Center	
Simpson Library	

ZONE 3

Building	Annual Amount
University Campus Center	
UMW Apt [10 Apts] (Foyers, Laundry, Club House)	

ZONE 4

Building	Annual Amount
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

Residence Hall	Initial Summer Cleaning Amount
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

Residence Hall	Summer Re-Cleaning Amount
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	

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: _____