

# LONGWOOD UNIVERSITY

201 High Street  
Farmville, Virginia 23909  
tel:434.395.2093  
fax: 434.395.2246  
trs: 711

April 28, 2014

## ADDENDUM 1 TO ALL OFFERORS:

Reference Request for Proposals: 214-14-LaundryEqpt Svcs  
Commodity: Laundry Equipment Services  
Dated: April 11, 2014  
For Delivery To: Longwood University  
Materiel Management  
Farmville, Virginia 23909  
Proposal Due: **May 2, 2014 at 2:00 p.m. Local Time**  
Pre-Proposal Conference: April 22, 2014 at 3:30 p.m. Local Time

This Addendum 1 to the Request for Proposals (RFP) is being issued to provide clarification of or changes to the specifications as a result of the above referenced Pre-Proposal Conference, WRITTEN PRE-PROPOSAL QUESTION FORMS received and to publish the Pre-Proposal Conference Registry.

1. An offeror at the Pre-Proposal Conference asked if the University would accept alternate proposals.

**RESPONSE:** The University will accept alternate proposals. If an alternate proposal is submitted, it shall be included in the back of the same volume as the original proposal, but separated from the original proposal and clearly identified as an alternate proposal.

2. Reference Page 6, Section III. **STATEMENT OF NEEDS**; Subsection D. **Commissions, Accounting and Payments, Paragraph 1**: What is the annual total gross sales revenue collected from Lancer Card and quarters history been for the past three years? Please detail by year and coin/card if possible.

**RESPONSE:**

	<u>Card</u>	<u>Coin</u>	<u>Total Revenue</u>
6/1/11 – 5/1/12	\$68,527.50	\$52,281.25	\$120,808.75
6/1/12 – 5/1/13	\$84,429.00	\$42,321.25	\$126,750.25
6/1/13 – 5/1/14	\$70,363.50	\$22,598.50	\$ 92,962.00

3. Reference Page 11, Section IV. **PROPOSAL PREPARATION AND SUBMISSIONS REQUIREMENTS**; Subsection B. **SPECIFIC PROPOSAL REQUIREMENTS**; Paragraph 4. **Facilities and Equipment**: Please confirm the Wheeler laundry room washer count. The chart has 6 washers and only 5 were installed in the room.

**RESPONSE:** There is approximately 164" of usable floor space in the Wheeler laundry room where washers are currently located. It is physically impossible to place more than five 27" front load washers. Although electric and water connections are present for a sixth unit, there is also an installed mop/laundry sink that is placed along the same wall. A "drain box" with a base measuring 24" in width utilizes the floor space that a sixth washer requires. Given the floor space limitation, the number of washers in the Wheeler laundry room is restricted to 5.

Office of the Director of Materiel Management,  
Central Stores, and Property Control



All other general terms, conditions, and specifications shall remain the same.

Note: A signed acknowledgment of this addendum must be submitted with your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,



Cathryn B. Mobley, CPA, VCO  
Director of Materiel Management

---

Name of Firm

---

Signature/Title

---

Date

PRE-PROPOSAL CONFERENCE

ON-SITE REGISTRY

PROJECT: RFP#214-14-LaundryEqptSvc	TITLE: Laundry Equipment Services	BUYER: Debby Cooper
------------------------------------	-----------------------------------	---------------------

DATE: 4/22/14	TIME: 3:30
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE: <i>Kristan G. Wun</i>	
NAME OF FIRM:	
ADDRESS OF FIRM:	
	EMAIL:
TELEPHONE NUMBER:	FACSIMILE
OTHER:	



caldwellandgregory.com

Kristan G. Wun  
Senior Account Executive

kristang@caldwellandgregory.com

Direct: 804.784.7406  
Cell: 804.678.8222  
Fax: 804.784.7418

129 Broad Street Road  
Manakin-Sabot, VA  
23103  
800.927.9274

DATE: 4/22/14	TIME: 3:30
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE:	
NAME OF FIRM:	
ADDRESS OF FIRM:	
	EMAIL:
TELEPHONE NUMBER:	FACSIMILE
OTHER:	

*ASI/MAC GRAY visited campus on 4/24/14 for tour/questions.*

▼

**STEVE BAUMER**

Mid-Atlantic Regional Manager

C: 410.212.6794  
O: 937.253.3171

P.O. Box 1105  
Dayton, Ohio 45401

sbaumer@macgray.com  
www.asicampuslaundry.com

  


DATE: 4/22/14	TIME: 3:30
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE:	
NAME OF FIRM:	
ADDRESS OF FIRM:	
	EMAIL:
TELEPHONE NUMBER:	FACSIMILE
OTHER:	

▼

**NINA CARGAIN**

Mid-Atlantic / Northeast  
Regional Manager

C: 516.523.8799  
O: 937.253.3171

P.O. Box 1105  
Dayton, Ohio 45401

ncargain@asicampuslaundry.com  
www.asicampuslaundry.com

  


DATE: 4/22/14	TIME: 3:30 p.m.
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE:	
NAME OF FIRM:	
ADDRESS OF FIRM:	
	EMAIL:
TELEPHONE NUMBER:	FACSIMILE NUMBER:
OTHER:	