

LONGWOOD

UNIVERSITY

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Farmville, Virginia 23909
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fax: 434.395.2246
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April 28, 2014

ADDENDUM 1 TO ALL OFFERORS:

Reference Request for Proposals: 214-14-LaundryEqptSvcs
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.

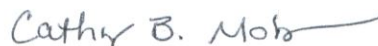
Office of the Director of Materiel Management,
Central Stores, and Property Control



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,

A handwritten signature in black ink that reads "Cathryn B. Mobley" followed by a horizontal flourish.

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

Name of Firm

Signature/Title

Date

PRE-PROPOSAL CONFERENCE

ON-SITE REGISTRY

Page 1 of 1

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

Kristan G. Wun
Senior Account Executive

kristang@caldwellandgregory.com



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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.*

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:	

STEVE BAUMER

Mid-Atlantic Regional Manager

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	EMAIL:
TELEPHONE NUMBER:	FACSIMILE NUMBER:
OTHER:	