

**LONGWOOD**  
UNIVERSITY

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

June 15, 2018

**ADDENDUM 2 TO ALL OFFERORS:**

Reference Request for Proposals (RFP): LU214-18-012  
Commodity: Custodial Services  
Dated: May 25, 2018  
For Delivery To: Longwood University  
Materiel Management  
Farmville, Virginia 23909

Optional Pre-Proposal Conference (OPPC): June 12, 2018 at 11:00 a.m. Local Time  
Written Pre-Proposal Questions Due: June 28, 2018 at 12:00 Noon Local Time  
Proposal Due Date: July 19, 2018 at 2:00 p.m. Local Time

This Addendum 2 is being issued to extend the due dates for receipt of Written Pre-Proposal Questions and offerors' Proposals, as noted above, and to answer questions received to date from prospective offerors.

1. What is cleanable size of SF for this school; carpet vs. hard floor?

**RESPONSE:** The University needs to research this question before providing information, to make sure it is accurate. It will be included in Addendum 3, which is scheduled to be issued on Friday, June 22, 2018.

2. Is this a house service currently or using outsourcing the contract?

**RESPONSE:** Contracted service.

3. Who is the incumbent contractor and how long have they been providing their services?

**RESPONSE:** GCA Education Services, Inc., a division of ABM. GCA has been under contract since June 1, 2013.

4. What is the current contracted monthly price and yearly price?

**RESPONSE:** As of May 1, 2018, \$135,417.01 per month; \$1,625,004.11 annually.

5. Can you provide us with the bid tab sheet from the last bid opening?

**RESPONSE:** The procurement method used was Request for Proposals (RFP), so there isn't a bid tab sheet.

6. Is the scope/size of this bid identical with the current contract?

**RESPONSE:** No.

7. What is cleaning hours for residence halls?

**RESPONSE:** After 9:00 a.m. to be completed by 4:00 p.m. daily.

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



8. How many hours & day porters are required to campus per day?

**RESPONSE:** Contractor shall determine the number of hours required to provide the services.

9. Who is responsible for furnishing floor mats for each bldg.?

**RESPONSE:** The Contractor.

10. How many and what size of floor mats for schools are currently being used or required if contractor's responsibility to furnish?

**RESPONSE:** The expectation is enough for every building entrance on campus. Current mat count is as follows:

Indoor mats – 45

Outdoor mate – 104

All mats are 4'x6'

11. How many outdoor / indoor events after hours were occurred in last year?

**RESPONSE:** The University needs to research this question before providing information, to make sure it is accurate. It will be included in Addendum 3, which is scheduled to be issued on Friday, June 22, 2018.

12. Who will be responsible for opening gate for each bldg. in the morning?

**RESPONSE:** Campus Police normally unlocks those buildings that are not utilizing the Lanel ID Card Reader system. As for a gate, we only have gates at off main campus locations and the Contractor would not be responsible for gate openings.

13. Can you specify the point/percentage system for each category of the "Bid Award Criteria"?

**RESPONSE:** Reference Section VII., Paragraph A., Page 5 of the RFP.

14. Should the contractor be responsible for cleaning residence hall on break; summer, spring, winter break?

**RESPONSE:** Yes. The schedule will be mutually agreed to, with input from the University Housing Office.

15. Who is responsible for cleaning kitchen floor daily?

**RESPONSE:** The Contractor cleans all kitchen areas and break rooms on campus in academic, residential, administrative and "other" buildings. The kitchen floor in Dorrill Dining Hall is not part of this contract. There are areas in Dorrill Dining Hall that are covered under this contract and they will be identified in Addendum 3, which is scheduled to be issued Friday, June 22, 2018.

16. What is cleaning hours for the evening daily?

**RESPONSE:** The cleaning hours would be determined by the Contractor based on building usage. For example, after hours in academic buildings usually begins after the last class in the building, but a safe bet for campus wide cleaning would be after 11:00 p.m., except for Residence Halls, which can only be cleaned daily between 9:00 a.m. and 4:00 p.m.

17. Is the level of custodial services that Longwood is receiving from incumbent provider compliant with the RFP standards established at the beginning of the initial contract period? If yes, then is there a reason, other than

the contract term is over, that these services are out to bid? If so, please explain. If not compliant with expected service levels, is this RFP process to gain better quality of services for the campus at the same or similar price to what LU is paying now?

**RESPONSE:** Since the current contract with the incumbent provider was signed, several new buildings have come online at the University and spaces have changed APPA levels. Because of the new spaces and changes in space usage, the University decided to solicit proposals from offerors, based on their expertise in the industry, to provide custodial services for the University to ensure that the most efficient and effective methods are being utilized.

18. Is there any bond required to be submitted for this contract?

**RESPONSE:** No.

19. What is the current contract amount being paid for this service?

**RESPONSE:** See response to question 4.

20. How long is the current contract term?

**RESPONSE:** The current contract term ends May 31, 2019.

21. Who is the current contractor?

**RESPONSE:** See response to question 3.

22. Is the current scope of work different to the solicitations of this package?

**RESPONSE:** Yes. Some services are being deleted from the new contract.

23. How many custodians are currently working?

**RESPONSE:** 59.

24. Is it possible to spend the day Friday/Saturday, June 15<sup>th</sup> & 16<sup>th</sup> on campus?

**RESPONSE:** A large conference will be on campus on those dates and the University cannot schedule a campus visit. The University will conduct campus tours on Monday and Tuesday, June 25<sup>th</sup> & 26<sup>th</sup> between 1:00 p.m. and 5:00 p.m. each day.

25. Do you have any idea of consumable usage?

**RESPONSE:** The estimated amount of toilet paper, hand sanitizer, paper towels, hand soap, etc. purchased for campus in 2017 is:

- Double Roll Toilet Paper (to fit dispensers on campus) – 670 cases with 12 double rolls per case.
- Hand Sanitizer (to fit dispensers on campus) – 50 cases with 2 bottles per case (each bottle is a 1200 ml bottle).
- Paper Towels (to fit dispensers on campus) – 700 cases with 6 rolls per case.
- Hand Soap (to fit dispensers on campus) – 150 cases with 4 bottles per case (each bottle is a 1250 ml bottle).
- Single Roll Toilet Paper (household type) – 54 cases with 60 rolls per case.

26. What buildings are pest control required and what service?

**RESPONSE:** All buildings are part of pest control and unless the vendor sets up an annual maintenance plan, the service is on demand and within 24-36 hours unless mutually agreed to at Contractor's expense. Bed bug protocol is part of the pest control responsibilities for the contractor; the on-call response is based on after-hour and weekend needs.

27. Walk off mats usage current?

**RESPONSE:** See response to question 10.

28. Shower curtains usage?

**RESPONSE:** Main campus student residence halls curtain counts:

2018-2019	371
2019-2020	377
2020-2021	489

29. Request current contract pricing and specs via Freedom of Information Act, understanding different contract now.

**RESPONSE:** See response to question 4. The RFP for the current contract can be downloaded at <http://tkts.longwood.edu/viewIFBRFP.aspx?ID=357&type=1>.

30. Any additional information you may have on summer turns?

**RESPONSE:** The 2017 Summer Conference Housing Requirements were as follows:

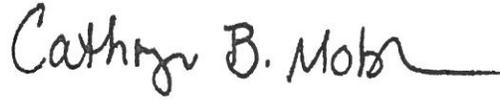
<u>Conference</u>	<u>Participants*</u>
Mega Reunion	430
Forestry	213
Girls State	673
Longwood Softball Camp	131
Longwood Field Hockey Camp	42
Longwood Men's Basketball Camp	54
Christian Families	669
YADAPP Leadership	29
SISN	170
YADAPP	514
Longwood MBA Residency	44
Summer Literacy Institute	16
Call Me Mister	19

\*Usually 2 attendees per room.

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

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

Very truly yours,



Cathryn B. Mobley, CPA, CUPO, VCCO, VCO  
Associate Vice President for Administration and Finance

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date