

# LONGWOOD

U N I V E R S I T Y

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June 29, 2018

## ADDENDUM 4 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 4 is being issued to answer additional questions received from prospective offerors.

1. When changing air filters do you have a quantity?

**RESPONSE:** No. University Facilities Operations buys filters for the entire campus. The current contractor only changes the filters in the residential buildings and in common areas where the air coil units are located; they do not change filters in individual offices or classrooms, so it is difficult to break down what the current contractor changes out and what University Preventive Maintenance staff is responsible for.

2. Who provides air filters?

**RESPONSE:** Reference paragraph L. **HVAC Filter Maintenance** on page 10 of the RFP.

3. What is assignable and non-assignable square footage?

**RESPONSE:** On the CHART OF LONGWOOD ON AND OFF CAMPUS PROPERTIES WITH GROSS SQUARE FOOTAGE AND FLOORING TYPES, included as an attachment to the RFP, areas identified as assignable square footage are those to be covered under the contract. Areas identified as non-assignable square footage are those not covered under the contract.

4. Reference Section VI., Paragraph B.6., Page 24: Proposal Instructions jumps from #4 to #6.

**RESPONSE:** This is a numbering error; #5 was not omitted. Financial Proposal is renumbered as #5.

5. Reference Section V., Page 14: The RFP references Attachment D as the Offeror Data Reference Sheet. Should this be Attachment C instead?

**RESPONSE:** Yes; the Offeror Data Sheet is ATTACHMENT C to the RFP.

6. Reference Section IV., Pages 5-13: Missing paragraphs P, Q, and R.

**RESPONSE:** This is an alphabetical sequencing error. Paragraphs P, Q, and R were not omitted. Paragraphs S, T, U and V should be P, Q, R and S, respectively.

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



7. Reference Section IV., Paragraph D.1.a., Page 6: Please confirm that Residential Spaces are not cleaned 7 days per week during the summer term, only the academic year.

**RESPONSE:** Because of the summer conferences schedule, this may not be the case. If the residential spaces are utilized by conferences, cleaning will be required on a daily basis. See paragraphs 3. and 4. on page 12 of the RFP.

8. Reference Section IV., Paragraph D.4., Page 8: What specialty cleaning is required for the Fitness Center?

**RESPONSE:** The Campus Health and Fitness Center requires APPA Level 2, but is normally open 7 days a week unless notified. Included in the daily cleaning responsibilities of this building are restrooms and locker rooms, wood, tile, carpet and VCT flooring. There are two wood surface basketball courts and one multi-purpose court with a synthetic floor. There is also a running/walking track on the upper level of the center, as well as two racquetball/squash courts with wood flooring, Group Fitness, Personal Training and Powerlifting rooms in this facility as well as a rock climbing wall. Offices for the Campus Recreation Department and classroom spaces are on the top floor.

9. Reference Section IV., Paragraph T., Page 13: How many work orders were generated for a recent 12 month period for relamping for the custodial department to complete? In lieu of this data, could you share how many FTEs currently provide this service and if it is adequate?

**RESPONSE:** The number of work orders generated is not tracked, so the exact number is not available. One FTE performs relamping.

10. Reference Section IV., Paragraph L., Page 10: Approximately how many FTEs are required to provide filter change service?

**RESPONSE:** One FTE performs filter maintenance.

11. Reference Section IV., Paragraph M., Pages 10-11: Could you provide the name of the subcontractor that provides pest control and window washing?

**RESPONSE:** This was answered in Addendum 3.

12. Reference Section IV., Paragraph O.2., Page 11: How many rooms are needed for Commencement housing and what is the amount of time available to turn these rooms?

**RESPONSE:** In 2017, approximately 250 rooms were utilized for Commencement Housing; seven (7) business days were allotted for cleaning. In 2018, no rooms were utilized for Commencement Housing.

13. Reference Section IV., Paragraph N., Page 9: Who owns the walk off mats currently in place at the University?

**RESPONSE:** The current contractor.

14. 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:** This was answered in Addendum 2, see question and response #17.

15. Reference Section XI., Attachment D, Page 36: What is the annual SWaM percentage or dollar amount for the current contract?

**RESPONSE:** The current contractor's SWaM spend for calendar year 2017 was \$68,193.04. First quarter 2018 was \$5,978.00.

16. Page 2 shows "Initial Period of Contract," January 1, 2019 through December 31, 2020. However, Addendum 2, response to question 20 says the current contract ends on 5/31/19. Additionally, Section IX Special Terms and Conditions, 6. Continuity of Services references a 90-day transition period. Please confirm the start date of the new contract, the end date of the current contract and the 90-day transition period timeframe.

**RESPONSE:** The current contract period runs from June 1<sup>st</sup> to May 31<sup>st</sup>. The University desires the new contract to start/transition during a time of least impact to the campus. Students will begin returning to campus for the spring semester the weekend of January 12, 2019. The new contract start date and transition timeline will be negotiated with the successful offeror.

17. Addendum 2, Question 23, response is 59 to the question of how many custodians are currently working. Can you provide the FTE of that 59 and also confirm if the 59 number includes all supervisors, admin employees etc. If it does not please supply the FTE for all other positions not included in the 59.

**RESPONSE:** Based on the current contractor's roster, there are a total of 59 employees, which includes (1) Senior Account Manager, (1) Operations Manager, (1) Administrative Assistant, (4) Supervisors and (52) custodians. The University's Contract Administrator has the assignments and work schedules for the custodians, but not their employment status; full-time vs. part-time. The Senior Account Manager, Operations Manager, Administrative Assistant, and Supervisors are full-time employees. As with the current contract, we have asked offerors to propose a staffing level sufficient in number to adequately perform all of the services requested in this RFP, which as stated before, is different than the current contract.

18. The amount of the current contract has been supplied but can you provide the amount being budgeted on an annual basis for this RFP?

**RESPONSE:** The University does not disclose projected budget information during the procurement process. Offerors should submit their price proposal based on providing the level of work required under the contract.

19. Addendum 2, question 22 response says that services are being deleted from the current contract. Please explain what services are being deleted and why (if possible). Additionally, have any new services been added to this current RFP vs the current contract?

**RESPONSE:** The current contract included some traditionally non-custodial related services. The University removed them from this RFP in order to contract exclusively for custodial services.

20. Please supply the count and types of transportation the current contractor is utilizing.

**RESPONSE:**

2013 Ford F150 4X4 Truck	1
2017 Ford F150 2WD Truck	1
2012 Chevrolet Express Van (Box Truck)	1
Gas Powered Bobcat UTV	1
EZ-GO Golf Carts	3

21. When will bids be opened and will they be opened publicly? If not, how will they be opened?

**RESPONSE:** The procurement method for this contract is Competitive Negotiation by the issuing of a Request for Proposals (RFP). Public opening of proposals submitted under competitive negotiation is not required by law. Proposals received will be opened and reviewed for completeness before distributing to an evaluation committee for their review and scoring.

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

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Signature/Title

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Date