



MEMORANDUM

TO: RFP 23-011

FROM: Purchasing

DATE: January 25, 2023

RE: **Addendum: RFP 23-011-02**

Question and Answer

1. What is the number of dorms that will be needing to be cleaned?
Any dorm can be cleaned at any given time; however, it is more likely that a smaller number of individual rooms will be asked to be cleaned before an entire building is requested to be cleaned. The university will work with a contractor's schedule if an entire dorm building is requested to be cleaned.
2. Will all dorms need cleaning?
No, a list will be provided. This will be on an on-call basis.
3. What is your desired response time to come clean?
Within two hours for small emergency jobs and up to two weeks for larger jobs.
4. Is there after-hours cleaning?
No, all cleaning will be done during business hours unless it is an emergency.
5. How many calls have you called for cleaning services? The university does not anticipate frequent calls for cleaning. However, this could change if it undergoes another emergency situation similar to the pandemic.
6. Is your custodial crew short staff?
Not at the moment; however, it can become short staffed during emergencies.

7. Can you give us a breakdown on areas that need to be cleaned, square footage as well as how often for dorms, academic buildings, classrooms, cafeteria, bookstore, and coffee shop?
Square footages can range from 100sf to 4,000sf per day. This includes academic, classrooms, cafeteria, bookstore, and coffee shop type rooms. We do not anticipate entire dorm buildings being cleaned outside of an emergency situation.
8. What is the protocol for chemicals or chemical spills in classrooms?
Product safety sheets must be followed, as well as internal safety, environmental, and OSHA regulations.
9. What is the response time for emergency services?
2 hours
10. Can you provide a window count for each building? Specify how they need to be cleaned.
We will seek a quote and time schedule from the contractor prior to requiring windows be cleaned. Contractors will have plenty of time to plan for any window cleaning jobs.
11. Is there access to custodial closets? If so, please list the buildings and how many.
Every building has at least one custodial closet available.
12. Which buildings have elevator access?
All buildings have elevator access with the exception of Connor Hall, Melody Hall, and North Kennedy.

***Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**