



## MEMORANDUM

**TO:** RFP 23-011

**FROM:** Purchasing Department

**DATE:** January 13, 2023

**RE:** **Addendum: RFP 23-011-01**

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### I. Question and Answer

1. Please provide a Square-footage by Building list for all campus buildings that are in-scope.  
**Estimated Sqft: Kitchen-5,584sqft, Purple Brew-1,000sqft, Golf Course Restaurant-2,200sqft. All carpet, upholstery, and window cleaning will be spread out through entire campus and will need to be measured as services are needed**
2. Please provide a more detailed scope of service/service expectation for the following items mentioned in the RFP?
  - a. Sidewalks [What is needed, how far from building entrance, frequency, etc...]?  
**No sidewalks under custodial RFP, this is part of general maintenance RFP.**
  - b. Exterior Window Washing [Those within reach from ground, or all windows, frequency, etc...]?  
**Only windows that are difficult to reach, No more than one building every 8 months .**
  - c. Kitchen Appliances/Grease [Just student-use appliances, or all commercial kitchens, frequency, etc..]?  
**No more than 3 commercial kitchens on a semiannual basis.**
  - d. Ovens, Microwaves, Refrigerators/Walk-in Coolers [Just student-use appliances, or all commercial kitchens, frequency, etc...]?  
**No more than 3 commercial kitchen on a semiannual basis.**
  - e. Lab Hoods and Kitchen Hoods [sub-contracted to specialist firms or performed in-house, frequency, location/# of hoods, etc...]?  
**Hoods will be cleaned by the university.**
3. Is support for campus Events, such as moving/setup/breakdown of tables and chairs, frequent policing of restrooms in event area, etc... included in scope? If so please provide a more detailed scope of service/service expectation, including the annual estimated amount of events.  
**N/A. All Setups, moving, and tear downs will be performed by in-house staff.**

4. What is the expectation for:
  - a. Overall APPA cleaning level expectation for the campus buildings  
**Should be working as levels 1 and 2. With the expectations of a level one.**
  - b. Routine cleaning service provision – 5 days/week [M-F] or 7 days/week? If 5-day, please provide a listing if there are any exceptions for weekend coverage.  
**Annual and Semi-Annual Basis, emergency calls no more than 5 per year for water leaks.**
  - c. Residence hall Academic year cleaning – just common areas [hallways, gang-restrooms, laundry rooms, lobbies], or routine service in rooms/suites/apartments].  
**All areas including suites & apartments.**
  - d. Custodial involvement in any outdoor services, such as snow/ice management.  
**General Maintenance Duties.**
  - e. Summertime cleaning activities – residence room turnover expectations, frequency, number of summer camps/participants, campus Academic/Athletic building usage, etc.?  
**Cleaning schedule and turnovers will be based on scheduling of events.**
5. Are the current custodians covered under a Collective Bargaining Agreement? If so, please provide the name of the Union and a copy of the Union Agreement/Handbook.  
**Collective Bargaining Agreement does not apply to contractors.**
6. Does the campus currently own any Cleaning Dept. equipment [buffers, burnishers, auto-scrubbers, vacuums, etc...] that will be made available for use to the successful bidder? If so, please provide a listing, incl. make, model, age and condition of each piece.  
**Vendor will be required to provide their own equipment.**
7. Does the campus currently own any Cleaning Dept. vehicles [trucks, vans, cars, utility vehicles, etc...] that will be made available for use to the successful bidder? If so, please provide a listing, incl. make, model, age and condition of each piece.  
**Vendor will be required to provide their own vehicles.**
8. Who is responsible, University or Vendor, for the purchasing of cleaning supplies and chemicals?  
**Vendor will be required to provide cleaning supplies and chemicals.**
9. Who is responsible, University or Vendor, for the purchasing of cleaning consumables, such as paper towels, toilet paper, hand soap, sanitizer, plastic trash can liners, etc...?  
**University will supply consumable products.**
10. Would you please provide a complete building list with either the Gross Square Footage per Building, or the Cleanable Square footage per building? This info at a minimum can be obtained from your insurance statement of values.  
**Refer to Question 1.**
11. Please define or list either the APPA level expectation for service or the frequency of tasks associated with the scope of work.  
**Will determine and discuss upon services as needed.**
12. Is your current custodial In-house or outsourced?  
**In-house.**

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