

Addendum # 1

RFP # 16-03

Custodial Services



Addendum Issue Date: **October 21, 2016**
RFP Due Date: **November 14, 2016 at 4:00 p.m.**

Polk State Answers in **RED**

Does the college have a current scope of work (cleaning specifications and frequencies)? **YES** If so, will you provide an email copy of the scope of work? **Scope of work and frequency detailed in Exhibit B of the RFP**

Will the college provide an office for the project manager? **YES the college will provide (1) office space WH campus, and (1) Office space Lakeland campus**

Will a bid bond be required? **NO** If so, please provide the mandates of the bid bond. **NA**

Will a performance bond be required? **NO** If so, please provide the mandates of the performance bond. **NA**

What is the current annual spend of the contract? **Purchase order for FY 2015-2016 = \$554,985.48**

Which buildings require service on Saturday & Sunday? **NO buildings are regularly scheduled for weekend cleaning. Weekend cleaning takes Place if a space is utilized for a special event or a specific need occurs. The contractor may use the weekend or when the college is regularly closed to deep clean areas, Strip/wax floors , etc**

What are the specifications for cleaning per building on the weekend? **Scope of work and frequency detailed in Exhibit B of the RFP5**

What is the total amount of extra billing dollars billed in the last 12 months? **FY 2014-2015 = \$4,000**

What is the current staffing FTE breakdown for hourly day staff vs. night staff?

Location	Cleaning-Night	Day porter
WH campus	19	2
Lakeland campus	21	4
ATC	2	1
ASW/ASE	1-P/T+1-F/T	-
JDA/LWAC	1	-
CPS	4	2

Are there parking fees for custodians? **NO** If so, what is the annual fee? **NA** Who is responsible for the parking permit (College or vendor)? **Custodians and Associated staff park in non-permitted areas only**

What are the shift times custodians are currently working per campus?
Existing Custodial Schedule

Location	Cleaning-Night	Day porter
WH campus	10P - 4A	8A-5P
Lakeland campus	7P-12 midnight	7A-3:30P
ATC	4P-10P	7A-3:30P
ASW/ASE	1P-9:30P	1P-9:30P
JDA/LWAC	5P-11P	5P-11P
CPS	10P-4A	5A-1P+1P-9:30P

Will pricing be read aloud at the bid opening? **NO, what will be read aloud will be the vendors name and if they followed the proper format and returned all required documents for a completed response. The e-team will review and score per the matrix contained in the RFP.**

Will the College make an award to one vendor? **YES**

How many holidays is the campus closed per year? **See college website; polk.edu/academics/academic calendars**

Acknowledgement of Addendum #1:

Company Name

Signature

Include this signed page with your response.