Please note that solicitations issued prior to September 07, 2016 can be found here: http://legacy.rockymountainbidsystem.com

Addendum Description

Response to Written Inquiries

Notice Modifications

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Addendum #4
Response to Written Inquiries
November 18, 2021

1. Can you provide the most current schedule for the buildings covered within the scope of this RFP? Is there required weekend and event coverage beyond a 5 day work week?
   Hours vary by building. Our multipurpose buildings, primarily the University Center, Maverick Center/Bronson Arena and the Library will have weekend events and visitors.

2. Can you share the current budget for the cleaning of the buildings covered in this RFP?
   The University is relying on your knowledge and expertise to determine what you believe it would cost you to maintain facilities at levels and frequencies outlined in the RFP.

3. I did not see a square footage for the CMU football facility at Stocker. Is this covered under the contract? Can you share the sqft?
   Do not need to include this facility. It has not yet been determined how this new space will be serviced.

4. Is there a day porter expectation to achieve the desired outcome or are APPA 2 standards sufficient?
   We believe day porters will be required to meet the expectations in some buildings. In your RFP response, please call out where you have assumed this added level of service and related cost.

5. Will the campus provide parking and charging for golf carts and company vehicles or should this be priced in to the cost of the contract?
   The company or employees will have to pay for parking (refer to response in #6 below) as do all CMU employees currently. Include the cost for charging golf carts.

6. What would be the contractor cost to provide employee parking?
   A commuter parking permit costs $110.00/year, and reserve permit costs $300.00/year.

7. What is the duration of the contract term?
   This has not yet been determined and will depend on the proposals received and how it supports CMU’s needs.

8. How many renewal terms are available under this contract and what is the length of each renewal term?
   Any renewal term would likely be year to year.

9. Please clarify where on the pricing form (which columns) contractors should provide the information requested on the notes in row 85 of that document.
   The most important aspect of the notes and pricing form is to provide all cost and assumptions related your fee proposal. It is the contractor’s responsibility to determine how to present the information. An example would be to use a supplemental spread sheet or word document which provides sufficient detail for CMU to understand assumptions and costs utilized in constructing the proposal.

10. Would the University please specify which campus each building listed on the Pricing Form is located at (not all buildings on the pricing sheet are called out on the campus maps, e.g. Auxiliary buildings)?
    A revised Exhibit B is included in Addendum 2 to reflect “formal” building name consistent with Exhibit D, campus map originally included in the solicitation.

11. Please provide the average cost of consumable supplies for a normal year as well as what that average expense was during COVID.
    See response to question #2.
12. What vendor(s) does the University use to purchase consumable supplies (toilet paper, paper towels, hand soap, trash can liners, etc.)
   Sanitary Supply, although always subject to change based on best pricing and needs.

13. How many custodial employees does the University employ to perform the services listed under the scope of work (when fully staffed)?
   Approximately 65 full time custodial staff, in addition to 50 student employees averaging 20 hours per week per student. Rarely, has CMU been fully staffed with full-time employees, frequently running several vacancies.

14. What is the wage/salary for the University’s in-house Custodial staff? Do they receive any benefits? If so, what are those benefits?
   Custodian $13.64 - $14.85 per hour, Custodial Leads $14.81 - $21.84 per hour; Full-time employee benefit package includes medical, dental, vision, life, disability, retirement contributions, annual leave, sick leave, tuition waiver, and other voluntary benefits.

15. It was mentioned during the pre-bid meeting that the contractor is responsible for purchasing supplies. Does this include purchasing all consumables such as toilet paper, paper towels, soap, and trash liners?
   Yes

16. What hours are the buildings available to be cleaned? Are there any restrictions to the hours staff can be permitted inside the buildings?
   Hours vary per building. There are no restrictions on hours other than work cannot be done during times when it would be disruptive to classes or activities. Thus, some night and weekend shift work would be required. Currently, CMU has the following shifts and number of custodians per shift (which is subject to change):

   6 am – 3 pm – 21 FTE, 1 temp,
   11 am – 7:30 pm 1 FTE
   3:30 – midnight – 3 FTE
   6 pm – 2:30 pm – 24 FTE
   9 pm – 5:30 am – 9 FTE, 7 temps
   Weekend Days – 4 FTE, 8 students
   Weekend Nights – 2 FTE, 3 students

   Special Projects (3:30 – Midnight) – 2 FTE, 1 temp
   7 am – 11 am – 3 students
   1 pm – 5 pm – 7 students
   7 pm – 11 pm – 16 students
   9 pm – 1 am – 7 students

17. What shifts are the current staff working?
   See #16 above

18. Are employee badges required, and if so, what are the badging fees?
   Yes. First badge is free. Any lost or damaged badges will be replaced at $5 each. These would be issued by CMU.

19. Are parking permits required, and if so, what are the parking fees?
   See response to question #6.
20. Will both contractor employees and campus employees be working in the same areas on different shifts? For example, will there be CMU employees working as day porters and contracted employees working the same areas on 2nd shift or at night?
   CMU is open to any arrangement which best facilitates meeting the outlined custodial requirements in a collegial and partnership manner.

21. Do you currently use any work order management system (such as SchoolDude)?
   The University uses SchoolDude.

22. Do you outsource or have you ever outsourced services for grounds maintenance, integrated facilities management, or culinary and nutritional (food services)?
   The University currently outsources food service.

23. Would the university consider a pass thru for consumable supplies? With no history of what quantities of supplies have been bought, it is very difficult to give an accurate and profitable bid. A pass thru would consist of supplier buying at wholesale price (with no mark up) and invoicing the university? We have done this with most of our customers and it is very successful.
   The University would prefer that all supplies, expenses, labor and equipment be purchased by the contractor. The contractor must demonstrate they possess the financial resources and commitment to provide the services requested in the RFP.

24. If the university was to continue providing janitorial services, how many cleaners would it require to be “fully staffed”?
   See response to question #2 and #13.

25. Are the current janitors working for the university FTE or part time?
   Both, see response to question #13.

26. Are there any day porters requested with this RFP? Would the university consider using day porters to supplement the cleaning?
   See response to question #4.

27. Will there be a time set up to view or walk the properties? If so, when?
   We will not schedule a walk-through of the buildings or property. You are welcome to walk the campus and buildings at any time prior to submitting your response.

28. With so many contractors coming from out of the Grand Junction area, would you consider extending the due date? With travel to the area required to make sure we are giving an accurate proposal; it will take some time to prepare this.
   The Proposal submission deadline was extended to December 2, 2021 at 11:00 AM MST in Amendment 2.

29. Can we use your logo and website images within our proposal submission?
   Yes, for proposal submission to CMU only, but not for any other purposes.

30. Will you be providing a list of the attendees for the Zoom pre-bid call on Nov. 3rd?
   Yes, the list is provided in Addendum 3.

31. What is your current custodial budget?
   See response to question #2.

32. Please provide the annual schedule for special events.
   There is no annual recurring schedule. It varies from day-to-day and year to year. You can visit our website to see an example of special events typically occurring on campus at any given point in time. This does not include regular events hosted in the University
Center such as banquets, balls, and other large group meetings. See: https://www.coloradomesa.edu/calendar/index.html.

33. Please confirm if any evening/weekend custodial services are required, and if required, please describe those services.
   Evening and weekend services are required to provide those services that cannot be performed when a building is (largely) occupied. See response to question #16.

34. Please provide a list of all outsourced custodial services: general scope/frequency, annual budgets, service provider names.
   The University has not outsourced custodial services prior to issuing this RFP.

35. Provide typical Monday – Friday campus hours of operation.
   Most buildings open for classes at 7:30 am and classes and activities run into the early evening. Multi-purpose buildings like the University Center and Maverick Center have longer hours which can be accessed at:

   Library:  https://www.coloradomesa.edu/library/about/tomlinson-library-covid-19-updates-and-resources.html
   Maverick Center:  https://www.coloradomesa.edu/rec-center/hours.html
   University Center: https://www.coloradomesa.edu/university-center/index.html

36. Provide schedule(s) for any weekend classes/on-going events-meetings.
   This varies from week to week. See response to question #32.

37. Please provide scope of work (if any) required for interior plant care.
   None required.

38. Will existing paper/cleaning products remain?
   Yes, existing supplies will remain until they are used up.

39. Should we include paper, plastic, and hand soap as part of the contract price?
   Yes.

40. Is there a collective bargaining agreement for current custodial employees?
   The first partnership agreement is near approval. Custodial positions which fall under this agreement are considered “classified” positions of which there are approximately 41 classified custodial positions at CMU.

   Auxiliary custodial positions of which there are approximately 24 custodial positions are not covered by this partnership agreement, and are entitled to different rights and benefits.
   Please see the following link for more information on the union: www.coloradowins.org

41. Do you utilize any existing technology to manage your custodians and track their performance?
   Contractor will be responsible to provide their own system for tracking and reporting on performance to CMU

42. What is your desired APPA rating for custodial?
   Level 2 is the goal.

43. What would you rate your current APPA level for each custodial service?
   Level 2 is the goal but sometimes level 3 may be acceptable for short-term situations when short staffed.

44. Who will be responsible for paper products?
   The contractor, not the University.

45. GSF for the following building: CMU Football Facility at Stocker- Athletics/ meeting?
   See response to question #3.
46. What technology do you have for managing service requests?
   See response to question #21.

47. Would you like us to acquire your current employees?
   The University’s strong preference is that these services be viewed as additive.

48. Information pertaining to health insurance, retirement, other benefits for employees.
   See response to question #14. Salary and benefits offered to your employees is up to the Contractor.

49. Employee list including the following info:
   a. Name of Employee, Job classification or role, Wage Rate
   b. Ave. Weekly Hours, and if the employee is FT or PT (i.e., benefits eligible or not)
   c. Date of Hire/Seniority Date
   See response to question #2 and #47.

50. Information regarding any types of special pay, differentials, incentives, bonuses, or premiums, “grandfathered” or “red-circled” provisions such as:
   d. Shift Differentials- Weekend Premiums
   e. “Lead” Premiums- Attendance/Wellness Bonuses
   f. Longevity Bonuses/Premiums, Performance or Quality Bonus or Incentive Programs, Certification or Licensing Programs or Bonuses
   See response to question #2 and #48.

51. Usually the contractor is responsible for the purchase of the equipment and the cleaning supplies like Window Cleaner, Bowl cleaner, floor cleaner, etc., is the contractor also responsible to provide the Consumables (paper towels, hand soap, toilet paper, seat covers, sanitary bags, etc., Does this purchases have to be included in the bidding prices?
   Yes, the intent of the RFP is to provide a turn key solution with total costs to provide janitorial services.

52. If the answer for the first question is yes, could you please provide information regarding the amount of those consumables purchased in the last 12 months?
   See response to question #2.