

**REQUEST FOR PROPOSALS (RFP)**

**CUSTODIAL SERVICES**

**RFP # 21916 Addendum 1**

**ANSWERS AND CLARIFICATIONS TO:**

**QUESTIONS POSED DURING MANDATORY WALK THROUGH (June 12, 2013)**

1. **Q:** How should graffiti be handled?

*A: Custodians should attempt to remove graffiti whenever discovered; submit a Facilities work order for any graffiti that cannot be removed.*

2. **Q:** What cleaning is done in the SMSU food court?

*A: No cleaning is done by custodial service in the food court or basement kitchen (these areas were not included in the cleanable square footage calculations).*

3. **Q:** Who provides waterless urinal cartridges?

*A: PSU.*

4. **Q:** What is required for the Saturday farmers market?

*A: Collect trash and compost from designated sites and haul them to dumpsters in the landscaping yard west of Peter Stott Center.*

5. **Q:** What cleaning is done in labs?

*A: See Rider A in the RFP.*

6. **Q:** Are SMSU trash dumpsters to be set outside?

*A: SMSU dumpsters must be rolled into the plaza on collection days, approximately six days per week.*

7. **Q:** What is PSU's enrollment?

*A: 29,524 in Fall 2012. (<http://www.pdx.edu/portland-state-university-facts>)*

8. **Q:** What is the capacity of Hoffmann Hall?

*A: 280 when setup for classroom seating; 400 with auditorium seating.*

## QUESTIONS POSED DURING MANDATORY PRE-BID MEETING (June 12, 2013)

1. **Q:** How should elevators be cleaned?  
**A:** *Treat elevators as public corridors and use the same task schedules given in Rider A for “public corridors, building entrances & lobbies, stairwells.”*
2. **Q:** Will any buildings need day porters dedicated specifically to them?  
**A:** *Two buildings need dedicated day porters: Millar Library (0.5 FTE) and Smith Memorial Student Union (1.5 FTE).*
3. **Q:** How should the Library and Student Union day porters be documented on Exhibit E?  
**A:** *Include Millar Library 0.5 FTE day porter and Smith Memorial Student Union 1.5 FTE day porters as two separate line items under “Other Regular Services.”*
4. **Q:** On Exhibit E, should the School of Education and School of Business buildings be separated (as in Attachment A) or combined on one line?  
**A:** *The Education and Business buildings should be separated; Exhibit E will be revised accordingly.*
5. **Q:** On Exhibit E, should FAB and UCB be included with PS1 and PS3 as in Attachment A?  
**A:** *Yes. Parking One and Parking Three have elevators and kiosks to be cleaned. FAB and UCB have parking kiosks (but no elevators) to be cleaned.*
6. **Q:** Rider B mentions Venetian blind cleaning. At what frequency should blinds be cleaned?  
**A:** *For each building, clean window blinds at the same frequency given in Rider A for “dust and/or vacuum air supply & return grills.”*
7. **Q:** For restroom dispensers, who is responsible for providing batteries, changing batteries, and disposing of used batteries?  
**A:** *PSU provides batteries and will dispose of them. Custodians replace batteries in soap and paper towel dispensers.*
8. **Q:** Is a count of walk off/entry mats available?  
**A:** *No accurate count is available. Estimate one mat per building entrance.*
9. **Q:** Rider B (1A) says responses to custodial service issues are expected within 15 minutes. Is that twenty-four hours per day, seven days per week?  
**A:** *Responses to urgent situations are expected within 15 minutes, twenty-four hours per day, seven days per week.*
10. **Q:** In the RFP, 5.6 (page 25) says “Diversified Abilities will work toward achieving ...”  
**A:** *This is a transcription error. The sentence should read “CONTRACTOR will work toward achieving”*

## QUESTIONS SUBMITTED TO RFP VIA EMAIL

### Questions based on the walk-through on June 12, 2013:

1. **Q:** Floors. Please provide the following information:
  - Square footage per building: hard floors vs. carpet  
**A:** *Detailed figures for every building are not available. In general, approximately 60-70% of flooring is hard floor and the remainder is carpet, but significant differences between buildings exist. Figures for a sample of eight buildings are below.*

<b>Building</b>	<b>Carpet SF</b>	<b>Hard Floor SF</b>
<b>East Hall</b>	<b>18,504</b>	<b>632</b>
<b>Engineering Bldg</b>	<b>28,000</b>	<b>73,900</b>
<b>Hoffmann Hall</b>	<b>6,846</b>	<b>1,218</b>
<b>Harrison Street Bldg</b>	<b>1,618</b>	<b>121</b>
<b>Koinonia House</b>	<b>7,523</b>	<b>1,012</b>
<b>Neuberger Hall</b>	<b>306</b>	<b>9,106</b>
<b>Extended Studies Bldg</b>	<b>8,494</b>	<b>508</b>
<b>University Services Bldg</b>	<b>15,486</b>	<b>37,993</b>

- Frequencies: Hard floor strip/wax, scrub/wax, buffing  
**A:** For classrooms: quarterly. For Smith Memorial Student Union: quarterly. For other spaces: at least once per year, but more often as necessary in high traffic areas.
  - Frequencies: Restroom floor scrubbing  
**A:** Restroom floors should be scrubbed quarterly or more often to maintain satisfactory appearance
2. **Q:** Current environment:
- Current Price Paid for Custodial Services?  
**A:** Cost for services in all buildings included in the RFP is \$186,313.41 per month
  - How many employees?  
Day Shift?  
**A:** 13.6  
Swing Shift?  
**A:** 3  
Graveyard Shift?  
**A:** 29.6  
Weekend Shift?  
**A:** 3.8
3. **Q:** Window cleaning – please confirm that window cleaning is not part of this RFP (except doors & partition glass)  
**A:** Window cleaning, except door and partition glass, is not part of this RFP.
4. **Q:** Will the RFP Exhibit C (Page 24, §4.3.2 and 4.3.3) become contract Exhibit A?  
**A:** Yes
5. **Q:** Quarterly Mat Report (page 16, §2.5.5a) – PSU staff to verify if this requirement is necessary or if frequency may be altered.  
**A:** Mat report may be provided semi-annually

**Suggestions for Modifications to the Subsequent Contract:**

1. Page 23, §4.2: We request the addition of a paragraph addressing defaults of PSU that constitute a danger to the health or safety of PHC staff. We are willing to draft this language.
  - Please submit draft language.
2. Page 26, §6.4: We request the addition of a paragraph to make this mutual, reflecting the changes to §4.3.3 noted above. We are willing to draft this language.
  - Please submit draft language.

**PSU Modifications to the RFP Exhibits A and Exhibit E**

PS1/PS3/UCB/FAB – listed differently in Exhibit A than in Exhibit E, clarification necessary.

*A: FAB and UCB should be included with PS1 and PS3 as in Attachment A. Parking One and Parking Three have elevators and kiosks to be cleaned. FAB and UCB have parking kiosks (but no elevators) to be cleaned. Exhibit E will be revised accordingly.*

School of Education/School of Business – listed separately in Exhibit A, combined in Exhibit E; PSU will issue a revision to Exhibit E to provide separate line items for these.

*A: The School of Education and School of Business should be separated; Exhibit E will be revised accordingly.*

Day Porters – dedicated Day Porters are required in the Millar Library (.5 FTE) and Smith Student Union (1.5 FTE). PSU will issue a revision to Exhibit E to provide separate line items for these.

*A: Exhibit E will be revised.*