

**REQUEST FOR PROPOSALS (RFP)
Custodial Services for Student Housing
For
Portland State University
(RFP No. 25922)**

ADDENDUM Number 2

REQUEST FOR PROPOSAL: ADDENDUM Number 2
RFP NO: 25922
TITLE: Custodial Services for Student Housing
DATE RFP ISSUED: March 5, 2014
DATE ADDENDUM 2 ISSUED: March 20, 2014
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PURPOSE OF THIS ADDENDUM 2:

The purpose of this Addendum 2 is to respond to those questions or requests for clarification/change (or protest) submitted by potential Proposers pursuant to Section 1, Paragraph 3 of the RFP. The questions or requests for clarification/change (or protest) are in italics. PSU's response is underlined.

1. VENDOR QUESTION:

Attachment A, Building Area Inventory: Please provide square footage and location information for each building specifying: a) hard floors (non-wood), b) wood floors, and c) carpet?

PSU's RESPONSE:

This was covered in the walk-through.

2. VENDOR QUESTION:

RFP Section 2, "Scope of Work," page 16, Section 7.2: Please verify that the Contractor will provide hand soap only, PSU will provide all other consumable supplies. Please provide a usage estimate for hand soap; and please confirm that you would like the hand soap to be included in the monthly custodial services pricing?

PSU's RESPONSE:

Correct PSU will provide consumables through PSU stores. Estimate for hand soap is around 124 units of hand soap if replaced once a week.

3. VENDOR QUESTION:

Rider A – Blackstone: Please verify that there is to be no stripping/buffing of restroom floors in this building, as indicated by the chart?

PSU's RESPONSE:

This is correct.

4. VENDOR QUESTION:

Rider A – Blumel: Please verify that the carpets are to be cleaned 3x per year, as indicated by the chart. Currently, we do not clean carpets in the Blumel building, per PSU's instructions?

PSU's RESPONSE:

These carpets should be cleaned 3x per year with a low-moisture or no-moisture technique.

5. VENDOR QUESTION:

Rider A – Parkway: Please verify that the carpets and hard floors in the Public Corridors, Building Entrances & Lobbies, Stairwells and Restrooms are to be cleaned or stripped/buffed 3x per quarter, as indicated by the chart. The other areas are 3x per year, is this a typographical error?

PSU's RESPONSE:

This should be 3x per year.

6. VENDOR QUESTION:

Rider B, Section 3.1, "Apartment Turnovers" – please clarify the level of floor cleaning desired for apartment turnovers, particularly for wood floors.

PSU's RESPONSE:

No special hardwood floor products are required. VCT flooring should be waxed in Kitchens.

7. VENDOR QUESTION:

Rider B, Section 4, "Deep Cleaning" – Please clarify whether the hard floors to be stripped and re-finished include the wood floors, or only the non-wood hard floor surfaces. Are all hard floors in the buildings to be done, or only in the common areas?

PSU's RESPONSE:

1. This would not include wood floors. 2. All hard surface floors in common areas.

8. VENDOR QUESTION:

Attachment B, Price Proposal - "Project Maintenance – Common Area/Office": Please clarify the definition of "Project Maintenance." We were unable to find a definition in the riders or appendices. How does this line item differ from regularly performed services?

PSU's RESPONSE:

Project maintenance in offices, classrooms and common areas pertains to carpet cleaning 3x per year, annual window cleaning, hard surface strip and wax, power washing dumpster areas.

9. VENDOR QUESTION:

Attachment B, Price Proposal - "Summer Conferencing": Please clarify how you would like this item to be priced. Are you looking for a price per unit cleaned, pricing per square foot, a Not-to-Exceed estimate for the season, or some other sort of pricing structure?

PSU's RESPONSE:

Price per unit.

10. VENDOR QUESTION:

Attachment B, Price Proposal – "Clean Glass Inside" and "Clean Glass Outside": Please clarify which glass this refers to. It is not common to price window cleaning by the square foot, because specific site conditions vary, as will the equipment needed to access different window cleaning situations?

PSU's RESPONSE:

Spot clean both sides of entrance glass and the window immediately adjacent to the entrance doors. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.

11. VENDOR QUESTION:

In reviewing the Diversity Evaluation Matrix in Attachment C of the RFP, we noticed that businesses who support and employ people with disabilities are not included, although Employment of Persons with Disabilities and QRFs are mentioned elsewhere in the RFP. Can you please clarify how PSU evaluates other types of diversity in addition to the specific categories listed?

PSU's RESPONSE:

The complete RFP evaluation criteria, including the Diversity Matrix criteria, is provided in RFP Section 4: Evaluation Criteria. Only the specific categories stated in the Diversity Matrix, RFP Attachment C, will be evaluated.

12. VENDOR QUESTION:

Section 5, PSU Standard Contract Terms & Conditions: We request that Paragraph 6 and Paragraph 13 be reworded to be made concordant, allowing for a period of remedy before termination of the agreement, as specified in Paragraph 13?

PSU's RESPONSE:

Section 5, PSU Standard Contract Terms & Conditions, Paragraph 6 and Paragraph 13 shall remain as written. Pursuant to RFP Section 1 Instructions to Proposers, Paragraph 17, at such time as the disposition of any protests has been completed, PSU reserves the right to negotiate specific terms of the contract including, but not limited to: indemnification, confidentiality, intellectual property ownership and license provisions, and limitation of liability provisions, with the successful proposer(s) prior to contract execution. Proposers should note that any such negotiation shall be minimal, and should be expedited and completed by the anticipated Contract Execution Date listed in the Schedule of Events. Failure of the selected proposer(s) to execute a contract by the Contract Execution Date may result in cancellation of the award. This time period may be extended at the sole discretion of PSU.

NOTICE: PSU assumes no liability for inadvertent errors or mistakes in this document. PSU has answered all vendor questions to the best of our ability with the information we have readily available at the time of issuance of this document.