

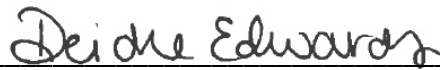


THE UNIVERSITY OF SOUTHERN MISSISSIPPI

March 26, 2020

ADDENDUM 2 TO RFP 20-21

CUSTODIAL SERVICES FOR USM UNION COMPLEX



Deidre Edwards

Buyer, Procurement and Contract Services

THIS ADDENDUM TO RFP 20-21 SERVES TO CLARIFY ANY DISCREPANCIES LOCATED IN THE ORIGINAL SPECIFICATIONS AS WELL AS ANSWER QUESTIONS RAISED DURING THE SITE VISIT

- Throughout the specifications the word “daily” is used, implying every day, however Page 7 states the scope includes Monday – Friday. This is incorrect, and should match the rest of the specifications in that floor-to-ceiling custodial and cleaning services are needed 7 days a week.
- Throughout the specifications, it is stated that APPA Level 3 is the expectation and Level 2 is what the contractor should strive for. However, on Page 14, there is an incorrect state requiring APPA Level 2 as the minimum and striving for Level 1. This is incorrect. It should match the rest of the specifications in that the minimum level of cleanliness required by USM is Level 3 – Casual Inattention and that the contractor should strive to reach Level 2 – Ordinary Tidiness.
- The RFP fails to mention Danforth Chapel as a “satellite” facility that we manage and should be serviced by the contractor. This 1,500 square foot carpeted space with wooden pews is open to the public Monday – Friday from 8:00 AM – 5:00 PM.

PROCUREMENT SERVICES

118 College Drive #5003 • Hattiesburg, MS • 39406-0001

Hattiesburg • Long Beach • Ocean Springs • Biloxi • John C. Stennis Space Center



THE UNIVERSITY OF SOUTHERN MISSISSIPPI

- Page 22 of the specifications suggests that all three (3) primary facilities (The Hub, R.C. Cook Union, and the Thad Cochran Center) should have their costs lined out, despite there being only one line for the monthly total. On your pricing response, please list each of these facilities on their own line and then provide a monthly total line for all facilities combined. Monthly janitorial pricing (labor/chemicals/equipment) should be lined out, however, all project work (annual/bi-annual hard floor maintenance, carpet extraction, window cleaning, etc.) are to be totaled separately.
- The RFP specifications states the Union Complex consists of approximately 312,000 square feet. While this is true, this number includes areas that the contractor is not responsible for cleaning – namely Barnes & Noble Bookstore, Aramark Dining (Fresh Food Company in The Thad Cochran Center and Seymour’s in RC Cook Union), and the Post Office. In actuality, the total area that is cleanable or serviceable by the contractor is closer to approximately 154,000 square feet. This is comprised of about 92,000 square feet of hard surfaces and 62,000 square feet of carpeted surfaces.
- On Page 19, an on-site truck mount carpet extractor is listed as a piece of required equipment. This is being amended to say that access to a truck mount OR EQUIVALENT cleaning solution is acceptable. The truck mount extractor does not have to stay on site and we are willing to accept alternative solutions as they are presented.
- To clarify the Account Manager is the overall supervisor for the entire custodial operation at our site. This is the person who should be on-site Monday – Friday from 8:00 AM – 5:00 PM. This is in addition to any “working supervisors” mentioned elsewhere in the specifications. Each custodial crew Monday – Friday during the day and night shifts should have their own “working supervisor” in addition to the Account Manager. Weekend staffing may be performed by just on custodian if deemed necessary and said custodian does not have to be of the “working supervisor” status.
- We do not yet have an answer on parking arrangements for contractor and its employees. Currently, each individual must have a parking pass purchased for them and the pass is connected to that person and the specific vehicle they register. We have inquired about other options for parking arrangements and are awaiting a response. In the meantime and for the sake of your response,

PROCUREMENT SERVICES

118 College Drive #5003 • Hattiesburg, MS • 39406-0001

Hattiesburg • Long Beach • Ocean Springs • Biloxi • John C. Stennis Space Center



THE UNIVERSITY OF SOUTHERN MISSISSIPPI

contractors should assume that there are no other arrangements for parking aside from that outlined above.

- The question was raised during the site visit whether vendors had to be franchisees/franchisers in order to respond. This is not a requirement to respond, and all businesses, regardless of type, who are able to meet the specifications will be allowed to respond and have their responses considered.
- Alternates/alternatives can be offered in the bids as long as they meet the minimum specifications set forth in the RFP specifications and are of equivalent nature.
- In response to the COVID-19 situation we do want to remind you that we are able to accept electronic bid submissions. While this option is available, it is not required and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process. Should a vendor choose to submit their response electronically, please follow the instructions below using the following website:
https://www.ms.gov/dfa/contract_bid_search/Home/Sell. On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier Registration' and follow the steps outlined (a one-time process). Once registered, they can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State of Mississippi offices.

PROCUREMENT SERVICES

118 College Drive #5003 • Hattiesburg, MS • 39406-0001

Hattiesburg • Long Beach • Ocean Springs • Biloxi • John C. Stennis Space Center