ADDENDUM TWO

DATE: April 21, 2017

RFP NUMBER: 2017-004 Custodial Services

RFP DUE DATE: May 08, 2017

The following changes and/or clarifications are hereby incorporated into the RFP. Your proposal must reflect the following:

RFP 2017-004 Custodial Services Clarification Questions

1. Should the price for consumables be included in our pricing? Yes

2. Please provide a general (or specific) breakdown of hard flooring vs. carpet. Each building is different. General office buildings have more carpet, academic buildings have more hard surfaces.

3. What is the estimated start date for the project? Depends on the contractor selected.

4. What is the anticipated award date for the project? Depends on the contractor selected.

5. We could not find the RFP listed under University of Texas at Arlington on ESBD. Please advise as to where we should look for addenda and additional RFP information.

https://portal.cpa.state.tx.us/

Agency Name: University of Texas at Arlington
Search Type: Search Bid / Procurement Opportunities
NIGP Class – Item Number: (Not Required)
Agency Requisition Number: 2017-004

6. A 100% 5 year performance bond covering the total 5-year cost of a project is almost unheard of as it is generally very cost prohibitive. Generally we see customers requiring a 10% performance bond, which is renewed on an annual basis for the life of the contract. Would UT Arlington be amenable to such a change in the performance bond requirement?
   - Performance Bond requirement -- 4.16.5. Other UT systems do not require performance bonds.

   This is open to discussion and review.

7. Some buildings reference potential work on weekends. Should any weekend work be considered out-of-scope, to be billed separately? Yes this work is generally billed separately due to an event happening.

8. College Park Center – "Post Game/Event Cleaning:" Should the cost for this be included in the submitted pricing? If so, please provide a schedule of games/events. Yes the cost should be included. We do not have all events scheduled and the schedule is fluid.
9. Porters only where explicitly requested (the 4 buildings specified on the pricing sheet)? Please clarify.

10. We would like to clarify that only three (3) original signed HSP forms are needed in the submission of the proposal.
   ▪ Seeing as the University is requesting a total of 6 copies of the proposal, are we to assume that an HSP Form is to accompany each copy of the proposal? Or are we only to provide the three (3) originals?

Only the three originals of the HSP are required per the HUB Coordinator. The additional copies of the Proposal are for our evaluation team members and contract review.

11. Please clarify if the signed letter of compliance with Section 4.32 will be submitted with the proposal or upon award of contract. **Upon award of contract**

12. Section 4.37 – Affirmative Action references “A written copy of Contractor’s Civil Rights “Affirmative Action Compliance Program” is attached as Exhibit ______ to this Agreement and incorporated for all purposes.” However, the only other reference to any Affirmative action is found in 2.9. Are these two references to Affirmative Action the same, or are we missing the correct document with the Affirmative Action Compliance Program? Section 4.37 you are to provide the University with your Affirmative Action Compliance Program (AACP) as an attachment to your response to the Proposal. Section 2.9 you confirm you are in compliance. Not only do you provide a copy of your AACP but, you CONFIRM you are in compliance with the AACP.

13. Please clarify the University’s definition of “in advance” in regards to Section 5.2.6’s request for two (2) complete submissions of MSDS sheets. Before you bring the chemicals on our campus we want to know what they are and we want the MSDS’s on file before you bring them in. This gives us the option to deny the product and / or the storage or the use of those items on our campus.

14. Parking fees for cleaners. The UTA website fees are listed for students and faculty, but not vendors. Any company identified vehicle will get a vendor permit at no cost, personnel vehicles will follow one of the following criteria. Additional information will be made available at a later time.
   1) The contractor can provide parking for up to X vehicles at an annual rate of the current faculty/staff permit (Will be $246/year for AY 18)
   2) The employee can obtain a parking pass in remote lots for the current student price for remote parking (currently $90/year)
   3) The employee can obtain a parking pass in student and faculty/staff lots at the current student price if the employee is only on campus after 5 p.m. (Currently $180/yr)

15. HUB requirement 21.18%? For questions concerning HUB Subcontracting see HUB Coordinator Contact information in Section 2.5.3

Laurie Thompson  
HUB Program Coordinator  
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2
16. 5.4.25 Sanitary Napkin Dispensers – "contractor to service the dispenser machines." Does this mean we are to supply the product and retain the money? This can be removed from the specifications. We no longer supply these.

17. 5.4.27 Chalk – contractor supplies. Does UTA have an estimated usage? 550 12 pack boxes.

18. 5.5.12.1 Asbestos tile: Estimated amount of old asbestos tile? Many of the older buildings have asbestos tile we do not have an estimated quantity.

19. Who is the current vendor? UBM Enterprise, Inc.

20. Are there any concerns you are having with the current vendor you wish to improve upon? Our current contract is due to expire in the near future and has nothing to do with our relationship with UBM Enterprise. In fact, they too are bidding against this RFP.

21. How is the building currently staffed? I would ask "which building" you're referring to but, that is not important. We've provided the number and types of buildings, the square footage, the floor plans and the expectations we have for the care of those buildings. How many people would you recommend?

22. Is the staffing seem to be sufficient for your needs? Not meaning to sound rude but, the performance and staffing of the current provider is not under consideration for this RFP.

23. Have the specifications/ scope of work increased? From the issue of this RFP? No. From the award of the last RFP? Yes

24. I noticed the desire for HUB Contracts, is this mandatory? For information pertaining to HUBS please contact (See Section 2.5.3 of the RFP):

   Laurie Thompson
   HUB Program Coordinator
   817-272-2039
   laurieethompson@uta.edu

25. If consumable supplies are required, could you please provide estimated daily headcounts/visitor counts so that we can estimate consumables costs as accurately as possible? Can be addressed during Pre-Proposal Meeting

Please submit with your proposal

Charles Brooks Contract Specialist 817-272-2140

Signed: ________________________________

Company Name: ________________________________