

May 3, 2021

**Addendum - Clarification I: Question and Answer**

**Ref: Bid #221-19 – Custodial Services**

Grand Valley State University has made updates to its original request for proposal (RFP) document for custodial services and received the following questions in regarding this RFP. Please reference attachment and questions and answers listed below.:

1. Question: In Cook DeVos Center for Health Science – Parking area concrete and Parking area Sealer as requested, is this to be built into the cost or will this be priced as an extra?

Answer: This can be priced as an extra

1. Question: In both DeVos centers at Health campus, Parking Ramp - do you have the square foot are that needs to be power washed yearly to include entire ramp, Ceiling, walls and the sq ft area of floors that need to be scrubbed   
   Answer: The UL would only have the walls and floor done as the ceiling is drywall.  The LL would have walls, ceiling, and floor. For CHS, LL has 67 spaces and UL has 64 spaces and each floor is approximately 28,000 square feet. For DCIH LL has 36 spaces and UL has 32 spaces and each floor is approximately 20,000 square feet.

1. Question: There is not an area on the price sheet for Unit cost per hour, strip and wax and carpet cleaning costs, do you just want us to include on the sheet? In that same sentence can you explain what is included under hard floor services?   
   Answer: For housing, you need to look at the hard floor per building and price what it takes to wax on page 98, please also provide the price range /sq ft on what it would cost to complete reconditioning carpet and hard floor services, and all floor mat extractions. If you want to list each separate on the line. Hard floor services means what it would take to recondition vct, lvt, rubber, sheet vinyl, conc, etc.  Depending on the building and how much is in each, your base price should include that to complete this work on the frequency for each laid out in the RFP.

1. Question: Is there a total sq footage for each building?   
   Answer: What we have provided in the document is what we have at this time.

1. Question: Do you have the number of parking spots or square footage of the parking ramp that requires swept and power washed?   
   Answer: The Seward Ramp has 958 parking spaces

1. Question: Secchia square footage?    
   Answer: Common space square footage had been omitted on accident.  There is approximately 10,000 square feet of common area (stairs, landings, and hallways).
2. Question: Could you please provide the most current floor plans for each building included in the RFP #221-19?   
   Answer: The most current information sent via. an e-mail. We do not have FP for IDC.
3. Question: VIP Offices – The RFP says these are to be cleaned daily where all other private offices are once per week.  Could we get an idea of how many VIP offices (room #’s if possible) there are each building?   
   Answer: There are approximately 20-25 offices spread out across the Pew and Health campus.
4. Question: Is there a total sq footage for each building?   
   Answer: What we have provided in the document is what we have at this time.
5. Question: Do you have the number of parking spots or square footage of the parking ramp that requires swept and power washed?   
   Answer: The Seward Ramp has 958 parking spaces
6. Question: How many parking permits are provided for the contractor’s company vehicle(s)?

Answer: If they are a marked company vehicle, they do not need a permit. If someone is driving a personal vehicle, we provide the number of permits necessary which are maintained in our parking permit system. Permits are not needed on the lakeshore.

1. Question: What is the cost of parking permits for the contractor’s company vehicle(s)?   
   Answer: There is not a cost.
2. Question: Are contractor’s employees provided with parking permits? If yes, what is the cost for each permit?   
   Answer: Please see answer to 11 and 12.
3. Question: RFP page 20 item 8.06.1 states: “before a contract is awarded, contractors must submit written documentation acceptable to Grand Valley State University proving that sufficient reserve staff is available to meet minimum staffing requirements for this Facility under all conditions without interruption.” Shall we include this information in our proposal?   
   Answer: Yes, we need to be able to clearly see you have enough staff to hit the ground running with appropriate staffing levels.
4. Question: What is the annual value of the current contract for janitorial services at these facilities?

Answer: You will need to go through the FOIA process to access this information

1. Question: What results on employee background checks would disqualify an employee from working on University property?   
   Answer: Grand Valley expects that any Vendor who provides contracted employees to perform work for the university, will only send workers who have undergone a criminal background check, and that the Vendor will share with Grand Valley the nature of any criminal offenses discovered, either in Michigan or any other state, prior to utilizing the services of that individual to work at Grand Valley.
2. Question: Page 18 of the RFP item 6.13 states we are to “include required security” in our response. Is there a bid bond/guarantee required? Answer: No. If yes, in what amount? If no, what information is the University looking for in regard to “required security”?

Answer: Please disregard 6.13

1. Question: In section 6.05.2.2 of the RFP, the University asks for a list of purchase prices for equipment and states that all equipment not listed will be considered University property. Is it the University’s intention to purchase the listed equipment at the end of the contract and/or is the contractor expected to surrender the equipment to the university upon conclusion of the Contract?   
   Answer: We are not going to purchase it or have you surrender it, we just have to be able to identify what is your equipment.
2. Question: What is the current labor schedule?   
   Answer: We are looking for firms to tell us what they think they need.
3. Question: Item 6.13, Include required security. Please tell me what you mean by "required security".   
   Answer: This has to do with a bid bond and one is not required for this RFP.
4. Question: What is the total student population (enrollment) of each campus?   
   Answer: The numbers for GVSU are not broken down per campus. We have approximately 23,350 students who attend and 1,800 faculty, and 2,100 staff
5. Question: How many annual service days should be included in our bid for this RFP (250, 253, 256, 260)?   
   Answer: The number of days you think you need your crew to be here to get the job done.
6. Question: Who pays for the required parking permits for our staff mentioned in section 3.09.5.2 (pg. 12) of the RFP?  If the contractor, how much is a parking permit?   
   Answer: Please see question 11 and 12.
7. Question: In section 3.05 (pg. 10) of the RFP, it states that an “on-site quality control lead” is required.  Is this position required at each campus, or is it a roving position?   
   Answer: It is the responsibility of the contractor to determine what is needed.
8. Question: What is the current annual spend with your current vendor(s) by campus?   
   Answer: You will need to go through the FOIA process to access this information.
9. Question: What are the current staffing levels for each campus associated with this RFP?   
   Answer: Our current contractor provides as many as needed to get the job done.
   1. Question: How many Day Porters by Campus? Answer: This is stated in the bid as to what is required.
   2. Question: How many Custodians by Campus? Answer: We need you to determine what you think is needed to complete the work.
10. Question: What is the current pay scale for your Day Porters and Custodians at each campus?   
    Answer: We need you to propose the program and wage scale that will work for you.
11. Question: Who is responsible for the removal of snow/ice and salting of the building entryways / walkways?    
    Answer: GVSU grounds and our snow removal contractor
    1. Question: Who purchases the salt for the snow/ice removal if the responsibility of the vendor?   
       Answer: n/a
12. Question: How many times per year do you turnover apartments?   
    Answer: Three major turns and some small minor mid semester and other small ones through the year
13. Question: How many apartment turns do you conduct per year at each Hall (Secchia & Winter)? Answer: Up to 270 units per break and the normal window is 7-10 days.

Thank you for your participation,

Valerie Rhodes-Sorrelle, C.P.M.

Vendor Relations Manager

***Procurement Services - 2033 Zumberge Hall - Allendale, MI 49401***

***Phone – 616/331-2283 – Fax 616/331-3287***