

Request for Proposals  
Custodial Services  
RFP 6-2014/2015



PENSACOLA  
STATE COLLEGE

**ADDENDUM #2**

Received questions and responses. Duplicate/similar questions have been answered in the form of a single response.

**Question:** Contractor is to provide 6X8 black interior walk-off mats. How many total mats does this project require?

**Response:** ~400

**Question:** Please provide consumable usage history (or student/faculty population at each campus).

**Response:** We do not have consumable usage history. Appendix A outlines student counts.

**Question:** Please provide an academic schedule including holidays.

**Response:** Appendix B.

**Question:** Please provide a schedule for student activities and college events.

**Response:** For 2014, the College paid for services for the following events. We expect similar quantity of events outside the normal scope of services. Relay for Life 22 hours, Lizard Fest 7 hours, Building 8 events 20 hours, Bridge 20 hours, and other events totally 19 hours. Student activities and games are expected to be covered services provided without additional cost. A full schedule of these events is not available.

**Question:** Is full day time coverage required in all buildings on all campuses?

**Response:** No. 3 for Pensacola Campus, 1 for Warrington, 1 for Milton, and 1 for South Santa Rosa.

**Question:** What is the current recycling program?

**Response:** Currently, the College has a recycling program which allows office and common areas to have recycle containers. The containers will then be emptied during the normal trash collection and separated into the recyclable dumpster.

**Question:** What is the current green program or initiative being implemented?

**Response:** There is not a current formalized initiative.

**Question:** Is there a specified uniform type?

**Response:** No

**Question:** Is there a specified ID badge type or is that to be provided by the contractor or university?

**Response:** No. Provided by contractor.

Question: How many 1/10% compliant deductions were taken from the incumbent in the previous contract year?  
Response: 0

Question: How many 1% inspection deductions were taken from the incumbent in the previous contract year?  
Response: 0

Question: Regarding landscaping services, is the contractor to provide plants, shrubs, trees, etc?  
Response: Yes. Contractor will provide current levels with changes based on season and viability at no additional cost. Additional new beds or trees not currently landscaped would be an additional service.

Question: Is there a list of light bulb types and sizes in order to provide pricing for 1) labor and materials? Does this include all bulb types?  
Response: Contractor will only be responsible for 4' T8 tubes. All other lighting will be managed by the College.

Question: The changing of HVAC filters table states "Annual Quantity Case Count" how many filters are in each case of each type?  
Response: 1" & 2" contain 12 filters per case and 4" contain 6 filters per case.

Question: To confirm, a 100% performance bond and 100% labor and material payment bond are required for the project, correct?  
Response: Yes

Question: The insurance requirement states that Builder's Risk insurance is required. Is this applicable to this project?  
Response: No

Question: The insurance requirements state that an Owner's Protective Liability Insurance Policy is required. Is this applicable to this project?  
Response: No

Question: The RFP states that full daytime coverage is needed. Is this requiring a fulltime day porter on each campus? What are the requirements that have to be met by the day porter?  
Response: 3 for Pensacola Campus, 1 for Warrington, 1 for Milton, and 1 for South Santa Rosa. These porters will provide general cleaning including restroom and trash collection and also respond to any spills or needs the College would have through the normal course of business.

Question: Also stated in the RFP on the days the college is closed the contractor is not required to provide daily services. However the RFP indicates the office is closed on Fridays during the summer term yet classes are still offered. Are the contractors required to provide services to the areas used on those days?  
Response: During the summer, only 1 day porter is required for the Pensacola campus on Fridays.

Question: How many days is the school officially closed for Holidays? How many weeks is the college officially closed for things such as spring break, Christmas break, etc?  
Response: Appendix B

Question: Do you know what percentage of VCT throughout all the facilities?  
Response: No.

Question: After touring the facility in its current condition are you satisfied with where the cleanliness is or are you expecting improvement overall?  
Response: The College expects overall improvement.

Question: Please provide the total of mulch used by PSC over the past twelve months, by campus if possible.  
Response: Pensacola 120 yards, Milton 30 yards, SSRC 80 yards, Warrington 100 yards, DTC 40 yards, and Century 20 yards.

Question: Regarding irrigation services, are we to consider irrigation for only athletic field maintenance or for all PSC campuses?  
Response: All irrigation, all campuses

Question: Who purchases supplies (i.e. sprinkler head, pipe) for irrigation service, the contractor or the College?  
Response: Contractor responsible for all

Question: Please provide a history of light bulb/tube usage for the College for the past twelve months.  
Response: Approximately 2500 per year

Question: Please provide a list of grounds/landscape/athletic field equipment available for use by the contractor.  
Response: Equipment list will be issued as an additional addendum. Addendum is expected to be issued June 1<sup>st</sup>.

Question: In the Evaluation Criteria under “3. Related Experience” it asks for the vendor to list all clients currently under contract. Many companies have more than one service offering and have contract with clients that have nothing to do with custodial work. Does PSC want to see all of the client contracts or would PSC prefer to just see a listing of the contracts that are relevant to the current RFP?  
Response: Relevant contracts

Question: In the Evaluation Criteria under “3. Related Experience”, asks to “include information on previous and current experience with commercial contract of similar size and/or dollar value.” Are contracts that are relevant in scope and size, with Federal, state, and local governments counted as commercial contracts?  
Response: Yes

Question: On page 32 under “1. Response Requirements” it states that “pages printed on one side excluding covers, dividers, entire original RFP, and all requested forms in the RFP.” Is the proposal to include a copy of the RFP and subsequent Addendums?  
Response: Not required

Question: On page 32 under “1. Response Requirements”, it states that “Proposal should be mechanically bound.” If the proposal is submitted in a 3 ring binder is that considered “mechanically bound”?  
Response: Not preferable, but acceptable

Question: Is there a height limit on exterior window cleaning?  
Response: No limit.

Question: Page 9 & 10 of RFP: Schedule for Common Areas including break rooms does not identify any associated task specific to break rooms and/or kitchens, ie. clean sinks provide supplies, clean tables & counters, etc., are these task specific to these areas intentionally excluded?  
Response: Not intentionally excluded. Cleaning would include providing supplies, cleaning sinks countertops, tables, walls, etc.

Question: Do you have a total count of entrance doors for all facilities or a qty of mats to be provided?  
Response: See response above.

Question: The anticipated start date of the contract, is this July 1 or by then end of July?  
Response: At least by the end of July.

Question: In reference to the site maps, are the buildings not identified by numbers also included in the required areas to be services?  
Response: No. They are not excluded. Equipment sheds and outbuilding, mechanical rooms, etc. will not be part of the custodial services.

Question: Will office space be provided for contractor on each site?  
Response: Pensacola Campus, Warrington, and Milton will have offices provided.

Question: Can PSC provide a listing of the equipment that will be provided by the college?  
a. If there is equipment provided by PSC, who is responsible for fixing the equipment when it breaks down?  
b. If the equipment provided does not meet the environmental standards identified in the RFP, is the contractor expected to replace at their cost?  
Response: Contractor will be responsible for repairs and will be responsible for replacement based upon need. The College will not provide or repair any of the equipment listed. If the equipment fails to meet environmental standards, the replacement or repair to bring to said standard will be the contractor's responsibility.

Question: Is a dedicated site supervisor required for every site?  
Response: No.

Question: Page 8. Are we to provide a list of chemicals with our proposal submission?  
Response: Not required with submission but awarded vendor must provide before contract start. Supplies to show a green initiative can be listed if this provides value to submission.

Question: Who is the incumbent contractor and how long have they been providing their services?  
Response: GCA Services. 5 Years.

Question: What is the current contracted monthly price and yearly price?  
Response: Contract established in 2010 was for \$1,018,102 per year with annual increases allowed for CPI and tax rates, minimum wage, or unionization.

Question: Can you provide us with the bid tab sheet from the last bid opening?  
Response: Pensacola State College did not bid the last services. Pasco Hernando Community College performed the bid.

Question: Is it possible to get the current supply usages from the current contractor?  
Response: No.

Question: Is the scope/size of this bid identical with the current contract? Have there been any changes from the previously awarded contract to current request for bid?  
Response: The current contract is for custodial services only.

Question: Door mats around campus are currently in a variety of sizes and conditions. Will the successful contractor be required to make a complete mat change-out at the beginning of the new contract, or will the change-out be required only as mats wear out?  
Response: Only as mats wear out.

Question: In the RFP, page 30, Evaluation, Item 8 last bullet on the page, you ask for our "proposed annual price increase index/criteria after the first year." However, the RFP lists an increase mechanism for each services. Do you still want us to submit our 'preferred' annual increase index/criteria?

Response: The annual price increase will be as reflected in the RFP. Therefore please disregard the evaluation criteria relative to annual proposed price increases as the increase will be limited to the already identified matrix.

Question: In the RFP, page 32, Instruction to Bidders, Item 10, you ask us to provide a statement regarding our drug free workplace status, but the RFP has a Drug Free Workplace statement, with signature required. Does your Drug Free Workplace statement preclude us submitting our own statement?

Response: Contractors can submit supplemental information on the drug free workplace; however the College's statement should be submitted.

Question: Regarding "Changing the Light Bulbs, if the college chooses to provide supplies, will the College also be responsible for the disposal of bulb/tube waste, or will that still be the contractor's responsibility?

Response: Contractor's responsibility.

Question: Who is currently doing the additional scope listed under page 16?

Response: In house

Question: Can an office be established upon contract award?

Response: Yes, 1 office will be provided at the Pensacola campus upon contract award.

Question: Are employees currently under a collective bargaining agreement?

Response: No

Question: Anticipated contract start July 2015. Can a more definitive date be provided and is there any intention of there being a phase in/phase out period from current contract to proposed?

Response: In the proposal please indicate how you would propose this occurring. We expect full implementation and payment to begin by at minimum, August 1<sup>st</sup>.

Question: Workload consist of each campus with gross and net cleaning square footages. Will any additional workload be provided? For example: Number of buildings at each campus and type, breakdown of types of flooring with square footages by each type, quantity of restrooms, square footage of each and fixture count, quantity of common areas, break rooms, fountains, etc?

Response: No additional information is available.

Question: Are exterior lights specific to those attached to a building structure or does this include poled lighting?

Response: Only 4' T8 interior lights are to be included.

Question: What is the average amount of time for events requiring restroom and lobby services?

Response: Basketball, Softball, and Baseball are 5 hours. Volleyball is 3 hours.

Question: Will monthly inspections be scheduled immediately after service performance?

Response: This can be established by mutual agreement.

Question: There is no statement on amount of time for notice of square footage adds or deletes? Can you clarify?

Response: The College does not normally add or delete square footage very often. The College would anticipate being able to offer a 30 day notice of additions or deletions.

Question: The RFP ask for a summary of any litigation, claim, or contract disputes that have been finalized and/or decided by a court of law, which were filed by or against the proposer in the past five years. Is it your intent to look at all litigations or just the contractual and employment related litigations?

Response: Only those related to the service provided as it relates to contractual or employment.

Question: With regards to employee screening the RFP states: All provision of Chapter 435 F.S. must be followed. Chapter 435 covers level 1 and level 2 background check—which one is required?

Response: Clarification will be issued as an additional addendum. Addendum is expected to be issued June 1<sup>st</sup>.

Appendix A Student Population

**2014-2015 Enrollment by Term**

Campus	Term		
	2014-3 Summer	2015-1 Fall	2015-2 Spring
	#	#	#
Pensacola	7342	11098	10520
Warrington	1383	2024	1959
Milton	807	2226	2175
South Santa Rosa Center	225	779	724
Century Center	75	81	70
<b>Total District Headcount</b>	<b>9132</b>	<b>14603</b>	<b>13843</b>

**Distance Learning (Online)	2703	3636	3418
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\*\*Please note the distance learning/online student counts are included with the counts enrollment numbers.

## Appendix B

PENSACOLA STATE COLLEGE 2014-2015 ACADEMIC CALENDAR *Board Approved 2/25/14*

			total	
<u>2014</u>		<u>TERM 1</u>	<u>Inst Days</u>	<u>duty days</u>
August 13, 14, 15,	(W-F)	Faculty Return (non-teaching duty days)		3
August 18	(M)	Classes Begin	10	10
September 1	(M)	Labor Day Holiday	21	21
October 13	(M)	Midterm	23	23
November 11	(T)	Veteran's Day Holiday	-	-
November 26-30	(W-U)	Thanksgiving Holidays	16	16
December 8-12	M-F	Final Exams Day		
December 8-11	M-R	Final Exams Night		
December 12	(F)	Last Day of Term	10	10
December 14	(U)	Sunday Graduation Commencement		
December 17-31	(W-R)	Winter Break	80	83
<u>2015</u>		<u>TERM II</u>	<u>Inst Days</u>	<u>duty days</u>
January 1, 2	(R, F)	New Year's Day Holiday/Winter Break		
January 5	(M)	Staff Returns		
January 6	(T)	Faculty Return (non teaching duty days)		1
January 7	(W)	Classes Begin	17	17
January 19	(M)	Martin Luther King Holiday	-	-
February		Number of Days	20	20
March 4	(W)	Midterm	-	-
<b>March 30- April 5</b>	(M-U)	Spring Break	20	20
April		Number of Days	19	19
April 30, May 1, 4-6	(R, F, M-W)	Final Exams Day	-	-
April 29, 30, May 4, 5	(W, R, M,T)	Final Exams Night	-	-
May 3	(U)	Sunday Graduation Commencement	-	-
May 6	(W)	Last Day of Term	4	4
			80	81
<u>2015</u>		<u>TERM III</u>	<u>Inst Days</u>	<u>duty days</u>
May 12	(T)	Faculty Return		
May 12	(T)	Classes Begin (Sessions A, B)	13	13
May 25	(M)	Memorial Day Holiday	-	-
June 2	(T)	Midterm (6-week classes) (Session B)	-	-
June 10	(W)	Classes Begin (Session C)		
June 18, 22	(R, M)	Final Exam (Night 6-week classes) (Session B)		
June 22, 23	(M, T)	Final Exam (Day 6-week classes) (Session B)		
June 23	(T)	Last Day of Session B (6-week classes)	17	17
June 23	(T)	Midterm (12-week classes) (Session A)		
June 24	(W)	Classes Begin (6-week classes) (Session D)	5	5
July 4	(S)	Independence Day (Observed on July 2 (R))	-	-
July 16	(R)	Midterm (6-week classes) (Session D)	21	21
August 3, 4, 5	(M-W)	Final Exams (Night 12-week Classes) (Session A)		
August 5, 6	(W, R)	Final Exams (Day 12-week Classes) (Session A)		
August 4, 5	(T, W)	Final Exam (Night 6-week Classes) (Session D)		
August 5, 6	(W, R)	Final Exam (Day 6-week Classes) (Session D)		
August 6	(R)	Last Day of Term (Sessions A, C, D)	4	4
			60	60
Total number of instructional days			220	224