

**ADDENDUM – #08-01 Contracted Custodial Services
Pasco-Hernando Community College
March 24, 2008**

Note: West Campus is New Port Richey; East Campus is Dade City

General questions from the Pre-Proposal Meeting:

How should document be bound?

Decision is up to proposer; 3 ring binder or your choice of binding will suffice.

We are a large company with several hundred references. Which references should we provide?

Provide a maximum of 3 references – Criteria: Preferred Florida or other community colleges with childcare center cleaning requirements. Refer to item #13, page 42 of the RFP.

Information regarding known special events is located on the website at:

<http://www.phcc.edu/calendar/>. This list is not all inclusive.

Please provide a 2 year compliant history where monetary penalties have been issued.

There have been penalties incurred but there is no documented list of these penalties. There have been a few instances of lost keys where contractor was charged and one instance of re-keying the East campus.

Please provide a copy of the current contract for Contracted Custodial Services for the Pasco-Hernando Community College. **RFP for 2004 will be sent to proposers under separate cover.**

How many students does east Campus serve and how many does West Campus serve?

Fall semester headcount for on-campus student enrollment at West Campus is 4,643 and for East Campus is 2,026.

When will the new spring Hill Campus be completed and what is the anticipated number of buildings, square footage and population? **August 2010; gross square footage 90,000; projected head count 1,500-2,000. This campus is not included in this RFP for pricing. Cost for the additional custodial services will be under the same terms, specifications and conditions of this contract, or PHCC may elect to issue a RFP for the required custodial services.**

Is it possible for the college to procure chalk and erasers and have cleaning staff distribute them?

No. Please include the cost in your proposal.

Please confirm that any Emergency Service would be at an agreed-upon additional charge.

Reference page 68 regarding emergency services during disasters. All inclusive in the proposal cost. If extra staff is needed, specify hourly rate under contract labor (page 53 of RFP).

Is it possible to provide the experience and qualifications that the proposer requires of all management candidates with the understanding that a manager would not be assigned to the facility until after the interview, reference and background checks are conducted and consent given by PHCC? **YES**

Every building cannot be 100% inspected every day.

See page 21 of the RFP for inspection criteria.

Can you confirm the number of FTEs? Page 13 and page 25 appear to differ.

The figure on page 13 is a headcount and not FTE and includes ALL full-time and part-time students at ALL campuses (Spring Hill, Brooksville, New Port Richey, and Dade City. The figures on page 25 were intended to help project paper usage only and are reflective of the FTE (not head count) for the New Port Richey and Dade City campuses. The Fall headcount was 2,026 for East campus and 4,643 for West campus.

Does anyone have a mat count for the walk off mats by campus? **Estimated quantity 26 for West campus and 10 for East campus. Refer to building maps for exact count.**

On pages 38-39 of the RFP, you require a Letter of Intent and Acknowledgement of Addenda. Are these two items to be inserted into Proposal Section 1, or immediately in front of Section 1?

Letter of Intent and Acknowledgement of Addenda should be included immediately in FRONT of section 1.

Can we get the current staffing levels for the night crew at each campus?

Estimate 12 for West Campus and 5 for East Campus

Can we bill you separately an hourly rate for the special events rather than try to build it into the bid? **Most special events are done by regular shift personnel. Any additional staff requirements for special events outside of the normal work schedule would be paid at the specified hourly rate under contract labor (page 53 of RFP).**

Does anyone know the floor breakdown of the University Center two buildings? (VCT, Tile, Carpet)

See floor prints for square footage. General information: Carpet in office areas, VCT in all Classrooms/Labs, Ceramic tile in all restrooms and some Lobby areas have carpet and Porcelain tile.

Any kind of dollar figure or usage on consumables including chalk, erasers, and markers? Usage would be great.

Estimate over \$1,000.00

Your recycling program, what products are currently being recycled? **Paper**

What costs do you want itemized for recycling?

We are looking for a recommendation from the proposer for a recycling program they may be able to offer. Proposer will be allowed to keep any proceeds from recycled materials. If there is a cost for any component of a recycle program, they should be disclosed and explained.

Is the school looking at LEED certification? **The college does not currently have any LEED certified buildings. However, PHCC fully supports LEED construction and maintenance concepts and expects selected proposer to be able to respond and support these measures.**

We need a detail list of all consumable products (paper, liners, erasers, soap, etc.) purchased and at least a three month order history in order to give a price on these products.

This is based on student population as noted above; we do not have a detail listing of consumable products purchased as this is being handled by our current custodial contractor.

What are the day porter requirements at each campus?

Proposer should recommend what they consider to be the appropriate staffing level to provide excellent quality services at each location and in a cost effective manner.

Is there any equipment currently owned by the school, which the janitorial provider utilizes? **NO**

Does the janitorial provider currently provide their own golf carts?

Janitorial provider supplies their own golf carts.

In reviewing the RFP, we noted that on page 64 of the RFP it states that the “Contractor shall maintain records of employee work hours worked on Special Events.” Also stated is that the “Contractor shall prepare a summary of daily time sheets illustrating how many employees and hours are worked by each employee.” We assume that this is part of the current contract and therefore part of public information. If so, would it be possible to receive a copy of those records with a breakout of the Day Porters that are currently servicing the contract at each campus? **This information is not part of the current contract. Please strike Items 3C and 3D (as follows) from the proposal.**

- C. Special Events Services:** Contractor shall maintain records of employee work hours worked on Special Events.
- D.** Contractor shall prepare a summary of daily time sheets illustrating how many employees and hours are worked by each employee. The summary shall be provided to PHCC’s representative on a weekly basis.

Sign this addendum and include in your proposal package.

Signature

Company

Date