To All Potential Bidders:

This addendum is issued to modify the previously issued bid document and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession. The original RFP Documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal. Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, per instructions Section 8.

QUESTION/ANSWERS – submitted by email

1. Send us a listing of all buildings in scope with square footage, type, occupant count, address, and operating hours?? Please see Section 10, page 59 of the RFP for a list of buildings, addresses and square footage. Occupant account varies dependent upon student enrollment and class locations. Operating hours are typically 7:45 – 5:00 pm with exceptions for night classes and special events.
2. Updated Sq Footage list added as Addendum.
3. Do you want pricing per sq foot? Yes we need to see the cost per sq foot for services so we can calculate what it would cost if we needed to add a building to scope later in contract term.
4. Please provide number of work orders for maintenance, work orders covering maintenance, landscaping and custodial issues. We do not have a break down. Work order stats for 2019 are Preventative WOs 3872; Closed PMs 3851 = 99.46% completion rate. Corrective (includes events and receiving) 3739 requested; 3681 completed = 98.45% completion rate

General

1. Labor – (**Overall, we are trying to understand what the employees currently have so we ensure to keep whole if not improve their situation)
   a. What is the current vacation, sick, holiday, PTO for Full Time and Part Time employees in this department? (please break it down) Not sure of current contractor’s benefits package
   b. Are current employees provided paid training days? If so, how many Yes, safety training is during normal business hours
   c. What Benefits are offered to employees in this department? Again, not sure of the benefits package offered to current contractor’s employees
2. Is there a specific anti-lobbying form that Kilgore College wants offerors/vendors to use for this?
   a. In the second paragraph of Section 9 (Certifications) of Section 3 (Proposal Preparation and Submittal) in each of the RFP’s, offerors are asked to make an anti-lobbying certification and disclosure. I am unaware of any anti-lobbying form we will strike as part of required response.

3. Will a vendor be disqualified if they bid multiple services and not just a single service? NO

4. Can a vendor provide all submissions to any or all RFP’s below in a single box rather than multiple box submissions? YES as long as what you are submitting for are noted on outside of box.
   a. RFP No. 2020-FS006 Food Services Provider
   b. RFP No. 2020-FC007 Facilities Maintenance Service Provider
   c. RFP No. 2020-FC008 Custodial Service Provider
   d. RFP No. 2020-FC009 Landscaping & Grounds Maintenance Services

5. Proposal Layout – Section 3 (Page 22-25)
   a. #4. Response to Scope of Work & #5 Exceptions Requested–
      i. Please clarify or provide an example of what you are looking for as you have provided the scope of work for us as that is all of Section 2 and you provide opportunity to share exceptions
         1. Typically, we either copy and paste what you put in the Scope of Work Section 2 and accept, or we put it in the Exception…. OR we just share Exceptions and the rest are accepted you may copy & paste or reference back to reply.
   b. #7 Cost Form – Please confirm that the Cost Proposal Form (page 30) is a guideline and is not mandatory and can be used as a guide Complete for the Cost Proposal Form with summary or total pricing, but you can use your form as backup and detail.

6. Section 9 – Is the intent to answer this separately?
   a. If Yes,
      i. Where do you want it located per Section 3 of proposal layout? After the section for all completed required forms, item 9 of section 3.
      ii. Will you accept our response to reference the answer in other areas of the proposal or would you rather us put it in both places (as it has been asked for in other sections either Section 2 scope of work or Section 3 layout) YES
   b. IF No, please clarify where you would like us to provide answers within Sections 3
      i. Example- #1 Pricing can be inserted along with Cost in Section 3 #7 Cost
      ii. #2 Personnel, #3 Benefits can be inserted in Section 3 #3 letter E
      iii. #4 Resources can be inserted in Section 3 #3 (a,d,e,f,g)
      iv. #5 Operational can be inserted in Section 3 #3 (a,f,g)

7. Please provide a copy of the sign in Sheet from the walk through on Feb 21, 2020 see website

8. Given the expected deliverables, we do not believe Section 5 - Warranties. Items C in the General Terms and Conditions in Section 7 of the RFP’s is applicable to the services we would be
providing. If our understanding is not correct, please clarify how these requirements are applicable to the services contemplated by the custodial, grounds, and facilities maintenance RFP’s.

a. “Contractor warrants that the Services, Deliverables, all electronic and information technology to be provided under this Agreement comply with the accessibility requirements of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §12101 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d), and maintain Web Content Accessibility Standards 2.0 at Level AA.”

Unclear why you think we would not want warranty on any work performed – we have passed this question on for clarification of the clause.

9. Future Wants & Needs

b. What are the top 3-5 areas of improvements, if capital was not an issue that the Grounds Department would want/need? (list in order of importance)

   i. ***Example – Specific Equipment to make their job easier or improve morale, Fixing the irrigation areas that are not working properly for better curb appeal, install field for marching practice etc… (if able provide any financial budget figure associated to each area if research has been done prior or known)

On site Master Qualified and experience personnel

1. HVAC, Plumbing, Electrical
2. Carpenter- Walls, Doors, windows, sheetrock, paint, trim, etc.
3. Outside Construction- Welding, land/dirt experience, operator of equipment,
4. Flooring- someone experience in different types of flooring- installation, removal, etc.
5. Roofing- Experienced Roofers for all types
6. Masonry
7. And all will have a safety training background either by experience or by Contractor Classes/courses

CMMS

1. What computerized maintenance management system (CMMS) is being used currently? –
   a. What software version is being utilized? Maintenance Connection
2. Does current CMMS system have fully developed preventative maintenance task and procedures for all assets in place? Yes

Please provide a 12-month work order report with closure rates for all preventive and corrective work orders? SSC would prefer to not disclose this information. This is due to their policies and proprietary information that would be released in the answers.

Operation & Maintenance

1. Please provide a current list of assets. Attached to email, will be added as addendum.
2. Please provide a current list of equipment and vehicles (list provided looks like it is custodial and grounds, not O&M) list not available, please quote new.
3. Does Kilgore College want all vendors to quote new vehicles and equipment? Yes
4. What building and or systems are currently on 24/7 auxiliary back up power systems?
   a. Engineering Science Well Pump
   b. IT System at Bonnie Porter Business
   c. Well Pumps at Fine Arts
5. Please confirm that the contractor is to provide all management, supervision, hourly staff, maintenance parts, materials, supplies, equipment, vehicles, and purchase services (outside contracted services). Yes. Also consider the threshold within the RFP with regards to portions of your question.
6. On page 7 off the RFP bullet point 2.66 it states: Exclusions; General Maintenance, Locksmith, and Landscaping. In other sections of the RFP it is stated that the contractor will provide all maintenance services. Please clarify. General Maintenance is to be included, it is not an exclusion. KCPD handles Locksmith requests. Landscaping has its own RFP so would be excluded from this RFP.
7. The RFP identifies a $3,000 maintenance repair cap for Electrical-Mechanical and Elevator System Maintenance services, Elevator, Elevator Equipment and Wheelchair Lift Services, HVAC Services. However, there is a stated maintenance repair cap of $10,000 (Page14) for BAS, BEMS, BSS, and FLSE. Is this intended? Please clarify. Yes. Also consider the threshold within the RFP with regards to portions of your question.
8. Please provide Copies of any contracts the new vendor would manage, include in their scope, and warranty information. Current contracts are between SSC and contractor and not managed by the college or available to us.
9. Please provide the current staffing within O&M department.
   a. Break it down by an Org Chart with FTE headcount SSC would prefer to not disclose this information. This is due to their policies and proprietary information that would be released in the answers. You need to quote based upon what you are recommending for staffing needs.
10. Please provide the following: (goal is to understand total spend above contract)
    a. Last year’s total bill outside of contract unknown number, limited accounting details to provide
11. This year’s YTD spend outside of contract unknown number, limited accounting details to provide.

1. Kindly provide an asset list including all building equipment and systems (e.g. chillers, AHUs, BAS, fire systems (wet/dry), fire extinguishers, security systems, pumps, generators, USTs, etc.) by location, manufacturer, size, capacity and count. The equipment list in Addendum 2 appears to be a custodial equipment listing. Kindly note all warranty information with the listing. All equipment lists that we have are loaded to website and include all the information we have.
2. What is the occupancy count for each dormitory? Nolan 140, Stark – 186, Quads 140, GND 70 Are there summer occupants? Yes, Texas Shakespeare Festival, # varies, they contract certain mails with café. Various Summer Camps, contract meals with café separately, Quads have a few students during Summer 1 more during Summer 2. All students in summer stay in QUADS.
3. Is there an existing deficiency list that the College can provide?
4. Kindly provide a list of current third party subcontractors/suppliers as it relates to building equipment and systems. These contracts are managed by SSC and not available to us. Please identify subcontractors who handle specific warranty work needing certification. These contracts are managed by SSC and not available to us.

5. Reference the 25,000 work orders handled over the last 4-5 years, please identify what types and how many were handled by on-site employees and how many by outside contractors or subcontractors. Also, please identify how many of the total work orders were over the $3,000.00 and $10,000.00 thresholds.
   a. SSC is pulling WO’s for the last year. Will be in the 7,000+ range. List will be added on website when available.

6. Kindly provide a list of all College and Incumbent-owned vehicles that will be available for use by the awardee, including make, model, year and sorted by contract use (maintenance, landscaping, custodial, cafeteria). Please note any vehicle that is utilized for more than one service.
   a. Normal lawnmowers, blowers weedeaters, etc. The beginning SSC contract had a startup price of $176,457.00 for equipment.

7. Please confirm the Maintenance hours are from 7:00am to 9:00pm as stated in the meeting.
   a. Yes

8. Can the college provide a list of “Attic Stock”?
   a. We will provide the items as stock but we do not have an actual inventory list due to the amount of items

9. Scope of Services
   a. Ref. 2.13. Staffing events/occurrences. Please provide a list of events/occurrences that are scheduled for evenings and weekends. Some examples are athletic events, fundraising events, student events, President Events. Director of Facilities will provide monthly calendars as events are scheduled.
   b. Ref. 2.66 Exclusions. General Maintenance. Please confirm this is an error in the RFP and that General Maintenance is a part of the Maintenance SOW. This is an error and should be included. Addendum will be added to website.
   c. Ref. 5.6. Are there any specific minimum qualifications/licenses/certifications for the maintenance staff?
      i. Master Electrician, Plumber, HVAC
      ii. Certified Irrigation License
      iii. Certified Applicator pest license
      iv. Experienced Carpenter, welder, construction, equipment operator, roofing, masonry, etc.
   e. Ref. 13.6.8 Parking lot repair. Can the College please provide the square footage of each parking lot? This information is not available. Is there a planned schedule of striping for the parking spaces?
      i. No
   f. Ref. 13.6.11 Roofing maintenance. Does this include any annual inspections?
      i. No
g. Ref. 13.6.11 Roofing maintenance. Can the College please provide a history of minor /
major roof repairs over the course of the past two years?
   i. Nolen Hall repair
   ii. All others are repairs

h. Do any roofs have anchor points. If so, please identify. No
   i. Does the college have a formal roof access/maintenance policy? i.e., Restricted access,
      Limited access and Unlimited access. No

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1. Please provide an equipment list for each building with the age of the systems. The lists we have
   with the only information we could get will be attached by Friday to the website as addendums.
2. Please provide a list of all Service Contracts for the Facilities Dept. and your preferred vendors.
   We do not have service contracts, those are all managed by SSC,

Q: How many staff members are currently dedicated to the Facility Department? Will you provide the
current base pay rate for each staff member should we hire those individuals? SSC would prefer to not
disclose this information. This is due to their policies and proprietary information that would be released
in the answers.

Q: How many vehicles are currently being used by Facilities? Will the new contractor be able to use
your vehicles or should we provide our own? Yes, the equipment will revert to the College at the end of
current contract, and be available to new contract, however it is encouraged that all responders should
consider quoting new.

Q: Will we need to supply our own light maintenance tools? SSC charged a startup price which allowed
them to purchase any items necessary which will revert to the college at the contract end. Or major
maintenance tools? Same What are the expectations of Kilgore College? For you to provide tools or a
budget for tools to be purchased from.

Q: Will we need to supply our own laptops to utilize the Kilgore Computer system? Yes, but you will
reside on our network and need to follow our protocols.

   • There is a provision in Kilgore College’s Facilities Maintenance RFP, on page 5, Section 2.20,
     regarding underground fuel storage tanks: “Provide complete operational maintenance of
     underground storage fuel tanks per city, state, and federal codes.” This type of service carries a
     considerable amount of risk for Aramark, and to better understand the risks, we would need
     some additional information from Kilgore College.

1. Please provide the specifications (date of installation, size, fuel type, fuel use, design,
   release detection, etc.) for all underground storage tanks (“UST(s)”) to be
   operated/managed as part of the scope of services.
   a. None at this time
2. Are the tanks to be operated regulated by state and/or local UST requirements or
   exempt from regulation?
   a. Exempt from regulation
b. If regulated, are these tanks currently in compliance?
   i. Yes

c. If regulated, for which tank compliance requirements will the vendor be solely responsible?
   i. TCEQ, EPA

Uniforms

- “Explain your company’s policies regarding employee uniforms and submit with your bid a photograph of an employee wearing the uniform proposed for this bid.”
  - Will Kilgore College allow for Uniform renderings, pictures, and specifics if there are not current photo’s of employee wearing all the uniform types?
    - Yes

O&M

- Page 5 – Is it the contractor’s job to cover overtime expense or is it to be billed back?
  - 2.13. Staffing considerations include:
    - 2.13.1. Develop staffing plans that minimize overtime expenses by planning and scheduling, in advance, recurring work tasks assigned to staff that are on off-shifts and/or split shifts.

**Typically, it is included in a P/L and the risk is on the contractor a we normally don’t bill overtime for items within the SCOPE of Work, BUT if you will let us then for sure....so hence the questions as it is contradicting this RFP...

Inside of scop we do not pay overtime, outside of scope we understand we could be charged overtime.

- Page 16 –
  - Can you explain why/rationale/thought process there is a 10,000 spend cap on Fire and Life Safety when there has not been an upgrade yet? (Otherwise we recommend reducing this to the 3K)
    - Upgrade are in certain areas and plans will be to upgrade additional areas in the future
    - Also Please provide a list and any associated expense for Blue, Yellow, and Red Tags? **These systems per the walk through have not been upgraded and there is a high risk for both parties with the $10,000 cap.
      - Yellow Tags were noted by inspections company for not being monitored

Page 16 -“FIRE LIFE SAFETY EQUIPMENT (FLSE) MAINTENANCE

- 8.1. Fire systems will be included regarding suppression and notification maintenance and repair up to $10,000. Maintenance tasks and associated inspections per governing body regulation and having jurisdiction will be included for all systems currently "blue tagged" by the Fire Marshall.
- 8.2. Contractor shall devise a plan to immediately address "yellow tag" and "red tag" situations. In addition, fire alarm monitoring will be included under these
services. Kilgore College shall be notified immediately of any and all active alarms within portfolio (list of contacts shall be provided).”

- No question asked.

1. Fire, Life & Safety Equipment Manufacture? Please list all six along with equipment listing.
   - a. EST (1, 2, 3 systems), Edwards, Silent Knight, Simplex, Honeywell

2. How many Generators and Make/Model/Serial number?
   - a. 3 Generac Generators

3. Uninterrupted Power Unit System Make/Model?
   - a. N/A

4. Electrical Equipment List. Will an Electrical Equipment List will be provided?
   - a. N/A- too long to list

5. The 140 Ton chillers. Are they Water Cooled or Air Cooled?
   - a. We do not have 140 ton chillers- current chillers are all air cooled