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 Addenda Checklist.

QUESTION/ANSWERS – submitted by email

1. Who is the incumbent contractor and how long have they been providing their services? SSC is our current provider for custodial, facilities maintenance, and landscaping services. 5 years.
2. What is the current contracted monthly price and yearly price? Yearly is $2.4 million for all lines of service mentioned in Q1.
3. Can you provide us with the bid tab sheet form the last bid opening? This was done before I was employed and I do not have access to these records.
4. Is the scope/size of this bid identical with the current contract? No Have there been any changes from the previously awarded contract to current request for bid? Yes, more detail of scope of work. Are there any significant changes from the last bid? Please review current RFP.
5. Who is responsible for furnishing supplies; paper products, trash can linear, hand soaps, and chemicals? Vendor (currently SSC)
6. Why did these facilities come up for bid at this time? Contract end.
7. What is the day porter requirements for each locations? How many hours’ day times’ services are required per day? Please refer to RFP.
8. What is the current number of day porters and evening staff? Appr. 30+ with current contract.
9. What is the time frame for day porter’s services and evening/night cleaning? With current contract 6am-3pm daily. Some after hour’s staff will be needed depending on class schedules and events.
10. Can you provide the flooring type breakdown of all locations? Carpet, Concrete, VCT, Tile, etc. We currently have Carpet, Concrete, VCT and Tile.
11. Can you provide the contract price if it has been increased for the past years? $2.4 million+
12. Who is responsible for providing event set up and post event cleaning? Current provider SSC.
13. Can a breakdown by school campus of estimated number of events per year that the contractor will need to set up? Will vary from year to year.
14. What is required min. wage for this contact? Texas requires $7.25
15. Will it be awarded a single bidder or multiple bidders? It could be awarded to multiple bidders.
16. Prior to commencement of subsequent renewal terms, will your agent entertain a request for price adjustments in accordance with the current National Consumer Price index or the increased minimum wage of State? Our opinion is to not have a CPI included in the new contract.
17. Is Exterior Window cleaning a part of this contract? Yes
18. Would the college be open to a cost plus program? We can mark-up supply cost and your monthly totals would be based on usage rather than paying a fixed price? You may include this as a pricing option, we would need to know what the +cost portion will be per item along with an inventory of items used per month. Also provide in response how it would be verified that items were used vs. shortages.
19.
20. Please provide a list of the quantity and sizes of mats to be provided by the contractor. The current mats would be replaced as needed and that it is not expected that all new mats would be provided at start of new contract since the number of mats required is not known. Mat sizes are as follows: 3’ x 6’, 3’ x 8’, 4’ x 6’ most common sizes.

21. 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. Future Wants & Needs

   a. 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) I would have to ask different departments of their requests as well to answer this fully. Not sure how you would implement better needs without requesting an increase in APPA standards and without including maintenance.

Custodial

1. On page 7 of the Custodial Services RFP it states that contractor shall provide entrance mats. Please provide the quantity of entrances and break it down by single or double doors for NEW Mats? # unknown at this time. The current mats would be replaced as needed and that it is not expected that all new mats would be provided at start of new contract since the number of mats required is not known. Mat sizes are as follows: 3’ x 6’, 3’ x 8’, 4’ x 6’ most common sizes.

2. Please confirm you want all vendors to quote NEW equipment even though a current equipment list was provided. Yes

3. Please provide the current staffing within Custodial department. Unknown due to cross training and needs of different areas at different times.
   a. Break it down by an Org Chart with FTE headcount (example below)
      i. Supervisors
      ii. Custodians
      iii. Custodial Project
      iv. Porters
      v. Etc...

4. Events – Please provide the following: (goal is to understand total hours needed each year on avg and how much you have spent in the past)
   a. Last year’s total bill for events and total hours worked no way to calculate total spend as these did nto have a specific budget they were lumped into a general budget line. We have requested a list of the number of events and hours worked from SSC but unsure if they can provide. If so I will update you.
   b. Next Year’s Estimated Schedule of Known events and/OR total budgeted hours associated to those events unknown, if we can get a list of last year’s events, assume it will be around that number,

5. See Section 10 Graph below and provide updates accordingly (Yellow is a change & Red is Missing or N/A) sq footage has been updated and loaded to website
   a. Please identify specific buildings that require 6 or 7 day a week cleaning if any none
      i. **Feel free to add a column to this update building list section 10
b. Please identify specific buildings that require day portering services. all  
   i. **Feel free to add a column to this update building list section 10**

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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?  
   a. No

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. Equipment lists that we have are on website, all information provided to us is listed.

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.
   Unknown at this time.

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

10. Do any roofs have anchor points. If so, please identify.
   a. No

11. Does the college have a formal roof access/maintenance policy? i.e., Restricted access, Limited access and
   Unlimited access.
   a. No

1. What is the ‘limited custodial’ scope of work and frequency for the Dodgen Maintenance Building?
   a. This is the central location of the contract companies, so the needs may vary in this area versus other
      areas of the college. If more than one company resides in building then the scope would change and be
      discussed at time of contract negations?

2. Do any of the buildings require standard 7 day per week service? No

3. It was mentioned during the pre-bid that the dorm room buildings require common areas to be cleaned 5 days
   per week. Please confirm. This is correct, the student dorm rooms are not part of scope.

4. Is the square footage provided for the dorm buildings inclusive of only the common areas?
   a. No

5. How many dorm rooms are there in each dorm building listed?
   a. Stark- Appr. 112
   b. Nolen Hall- Appr. 75
   c. Quads- 80

6. Is periodic/restorative floor work required for the summer dorm turns (carpet extraction, strip and wax, grout
   cleaning, etc.)?
   a. Yes

7. Please confirm that the summer dorm turns are to be included in the monthly cost. Or should that cost be
   provided as a separate line item?
   a. There will be 2 deep cleans of dorms to include the rooms at the end of each semester (December/May)
      include as a separate line item as summer cleanings still need to happen outside of the deep cleans. The
      dorms also require 6 cleans during the summer between camps to include rooms.

8. Is it possible to get any history on consumable consumption? Ideally for can liners, soap, and paper products
   only. Current provider does not have this available.

9. It was mentioned during the pre-bid meeting that weekend events are currently billed separately but for this
   project they should be included. Is this correct? If they are to be included, please provide a list of the weekend
   events anticipated for the upcoming calendar year relative to this project.
   a. Yes if possible. Not sure of all events throughout the year as we have requests from outside companies
      throughout the year.

10. Please provide the basketball and softball schedules. These can be find online under Athletics, for future
    planning, the Facilities Director will provide monthly calendar with events scheduled. Are there any other
    athletic events the contractor would be responsible for? Possibly, if so they would be provided on the calendar.

11. What is the scope of work for athletic events? Specifically, should it include a post event clean only or should it
    also include during event staff?
    a. Pre, post and during as these area are used for more than just athletic events.
12. Please provide a list of the quantity and sizes of mats to be provided by the contractor. The current mats would be replaced as needed and that it is not expected that all new mats would be provided at start of new contract since the number of mats required is not known. Mat sizes are as follows: 3’ x 6’, 3’ x 8’, 4’ x 6’ most common sizes.

13. Is the contractor responsible for refinishing the gym floor? If so, how often?
   a. No

14. During the pre-bid the exterior windows were mentioned as needing to be included in the pricing. How often are they to be cleaned?
   a. Please refer to the APPA 2 standard but we would prefer at least monthly or more frequent if possible.

15. For the equipment list provided with the bid documents, are these all items currently owned by the incumbent? They will be at the end of the current contract. Per the pre-bid, please confirm that all equipment for the project is to be provided as new, including if the incumbent is to be awarded? Yes, all including incumbent is expected to bid new equipment.

16. During the pre-bid it was mentioned that a majority of the staffing (therefore cleaning) was occurring during the daytime. Please confirm that it will be acceptable to propose a program that includes a day porter staffing plan with a majority of the cleaning occurring in the evening.
   a. Currently the majority of the cleaning is during the day pending class schedules along with evening cleanings.

Please provide fire exit drawings for each building if available.