

Comprehensive Facilities Services Provider Facilities Maintenance, Custodial, & Groundskeeping Services

RFP ADDENDUM NO. 4

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.**

REVISION TO SECTION 12, CLAUSE S.6, highlighted

List was not provided for landscaping maintenance schedule; this will be determined with meetings between the facilities director and athletic team and new provider.

s. Reporting and Meetings:

The Contractor shall be responsible for submitting reports on a weekly basis in an electronic PDF or EXCEL format regarding this project to the College Facilities Director. The Contractor shall be required to communicate weekly to the College Facilities Director regarding the current status and any recommendations regarding the project. The Contractor shall be required to provide the following:

- 1) Pre-Existing Conditions Report within ninety (90) days of contract execution.
- 2) Safety Data Sheets (SDS) at contract execution and thereafter upon planned utilization of new chemicals not originally listed.
- 3) Test and certify all Back-Flow Assemblies (preventers) per local code and provide a copy of certification

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to the Facilities Director for each College property within ninety (90) days of contract execution.

- 4) Immediately upon service completion, meet with the College Campus Representative to inspect the service performance. The College Representative will complete and sign the work ticket. Contractor will submit the work ticket to the Facilities Director on a monthly basis
- 5) Annual Fertilizer Schedule for each facility and by season.
- 6) Schedule and timeline for tasks specified in **Exhibit A - Facility Maintenance Frequency Schedule** a month in advance to the Facilities Director so College personnel can be present as necessary.
- 7) Weekly Maintenance Operations Report for each facility.
- 8) Monthly maintenance schedule for each facility.