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ADDENDUM NO: 2

IFB/RFP No: RFP NKU-11-2022

Project /Commodity: Full Custodial Services

Date: 10/27/2021

Due Date: 11/12/2021 @ 3PM ET

**BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.**

**Questions and Answers regarding RFP NKU-11-2022 – All answers are in BLUE**

**Can you please give clarification to questions below?**

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1) There is a conflict with the proposal organization requirements for sections 4, 5, and 6. See below from RFP. Which format should we follow? **[Jackson Meeks]** please use the format from pages 7-8 for your final proposal. Be include/add your equipment plan for each location.

RFP page 7 – Organization

1. Cover Letter
2. Staffing Plan and Policies
3. Operations Plan and Policies
4. Equipment Plan (for each facility)
5. Contract Fees (full disclosure)
6. Conflict of Interest Statement

RFP pages 7-8 – Required Information

1. Cover Letter
2. Staffing Plan and Policies
3. Operations Plan and Policies
4. Contract Fees/Financial Proposal
5. Conflict of Interest Statement
6. Capital Investment

2) There is no staffing worksheet provided in the RFP.

RFP page 7 – Required Information #2a, Staffing Plan and Policies

Using the attached Staffing worksheet, show number of proposed full-time and part-time employees. **[Jackson Meeks]** feel

*free to use your own staffing charts or use an excel-spreadsheet.*

3) Where should we provide references in our response? RFP pages 7-8 list the organization requirements but there is no place to insert references. **[Jackson Meeks]** *we will include a reference sheet with this addendum.*

RFP page 9 – Minimum Qualifications, References and Experience

*Contractor shall supply a list of 3 names, addresses, and telephone numbers and complete contact information for Higher Education accounts being served within the region of Northern Kentucky University.*

4) Where should we provide company history/background and experience in our response? RFP pages 7-8 list the organization requirements but there is no place to insert company information. **[Jackson Meeks]** *please provide this information as an appendix to your proposal.*

5) Conflict of Interest Statement – Should we provide the signed RFP pages 1-2 in this section? **[Jackson Meeks]** *Yes*

Other questions:

1. Do you have Square footage per building? **[Jackson Meeks]** *Square-footage will be attached to this addendum No. 2*
2. Do you have a current spend on the consumables or quantities that are being purchased of each?**[Jackson Meeks]** *No*
3. Are you looking for turn prices for the dorms? Where would that pricing go? **[Jackson Meeks]** *We are looking for an hourly rate to be used for summer operations, conferences, camps, and general preparation before the start of academic semesters.*
4. Campus Recreation Center states that they have one day porter should we include that? **[Jackson Meeks]** *You should include all personnel you are proposing for each operation.*
5. Norse Hall what is to be cleaned there? **[Jackson Meeks]** *Common Areas and restrooms.*
6. IN the Norse Commons will we be responsible for cleaning the floor and tables back in the dining area or is that space being cleaned by the third part food vendor?**[Jackson Meeks]** *Responsibility will be to clean and maintain all areas in front of the serving areas which includes the kitchen.*
7. In the RFP you state evening porter is that the day porters? **[Jackson Meeks]** *No, there are calls for both day and evening porters.*

Northern Kentucky University Janitorial RFP Questions:

Can you send building diagrams and square footage for each?

1. We are not able to send building diagrams or shop drawings at this time. Square footage is a part of this addendum “Room File for cleaning square Footage NKU-11-2022 Spreadsheet file”

During the walk thru at the rec center we found that NKU is providing both consumables (paper products, soap, and trash liners) as well as equipment (floor scrubbers, vacuums, etc.) Will this continue to be the case at the rec center? How should we figure the other buildings? It is customary for us to include anything we need to clean (chemicals and equipment) in our price. We usually bill consumables separately as ordered.

2. I am asking that you include all costs associate with your work, chemicals and equipment, in your base pricing. Consumables, should be charged-back to the university based on monthly usage. I would ask for a monthly estimate for consumables.

Page 16 says the only services for the summer months is for housing and Residential life, Can you please clarify this? Do we not perform any services in the arena during the summer? Should we not figure any summer deep cleaning for the Arena, Student Union and University Center in our pricing?

3. Service will continue in all locations during the summer months with the exception of the residential housing buildings. I would suggest that services for residential buildings would be at (50%) of normal. Additionally, we will use the hourly rate for items associated with conference services, general room cleaning, and housekeeping work done in preparation for the opening of each academic semester.

**Other Questions:**

1. On page 7 of the RFP, under the first requirement of **2. Staffing Plan and Policies**, you mention use of a "Staffing worksheet" to indicate the number of full- and part-time employees. Is this a separate document from the RFP? **[Jackson Meeks]** *You are at liberty to use your internal staffing sheets as long as you include all staffing and financial information.*
2. On page 15, under Maintenance-related Work Orders, you mention NKU's current work order system. What is that system?**[Jackson Meeks]** [SchoolDude](#)
3. On page 16, under Quality Control, you state the contractor is required to participate in a web-based global quality system, but your preferred system is OrangeQC. If we have our own QC system, can we still use that, or do we need to incorporate OrangeQC? **[Jackson Meeks]** *As part of the proposal review process we'll be happy to look at any internal quality control systems. However, the university will reserve the right to default back to Orange QC if not satisfied with any internal systems.*
4. If you need an electronic copy of our proposal and a hard copy, do you need both to arrive before Nov. 12? Or is there flexibility with the hard copy if you receive the electronic version before that date? **[Jackson Meeks]** *Both are due on the 12<sup>th</sup>.*

**See other requested documents attached:**

**File Name:**

1. Reference Form
2. Albright Health Center Building Diagram
3. Room File for Cleaning Square Footage NKU-11-2022