

**ALABAMA A&M
UNIVERSITY NOTICE TO
BIDDERS**

REQUEST FOR PROPOSALS #P0020

FACILITIES SERVICES



OFFICE OF FACILITIES & CAPITAL PROJECTS

A L A B A M A A G R I C U L T U R A L & M E C H A N I C A L U N I V E R S I T Y

RFP# P0020

Addendum VI

Answer to Questions

1. Can a Contractor submit a proposal on a single service such as Custodial? **No**
2. Why is Normal Hills deep clean restricted from June 15 to August 1st? **Maintenance of apartments is during the period of May 1st to June 1st.** Can work begin on May 1st after commencement as soon as school is out? **No**
3. What is the population of students in the summer living in dorms or attending classes? **Approximately 200 students** Are cleaning frequencies for all buildings as stated in the scope for 12 months of the year? **The scope is when students are in Fall, Spring and Summer session. Summer between May and July 31st, cleaning of all buildings are to include, but is not limited to the following:**
Residence Halls
 - Touchup painting
 - Corrective Routine Maintenance

- Floor cleaning (striping, moping, burnishing, waxing)
 - Appliance Cleaning
 - Furniture Repair
 - Shower Cleaning
 - Wall Cleaning
4. Who is responsible for the maintenance and upkeep (coatings and waxing) of the official university basketball courts or any other playing surfaces such as turf repairs? **None**
 5. Does supplier edge the baseball/softball diamonds and own the quality of the dirt areas of the infield and base paths/pitcher’s mound? Or is selected supplier cutting the grass and taking care of the trash in those areas only? **The above is the responsibility of the service vendor not the University. The vendor will maintain all natural turf playing fields (soccer, baseball, softball, practice football and band fields)**
 6. Grounds: Offeror shall provide but not limited to the following:
 - a. Parking lot sweeping – Please provide the frequency required if this is to be included in our bid. **Yes**
 - b. Window Cleaning – Please provide the frequency required if this is to be included in our bid. Does it include outside and inside windows. **Twice a year**
 - c. Disease and Insect Control – Please provide the frequency if this is required to be included in our bid. **As needed to promote healthy plant and tree growth**
 7. Will Alabama A&M provide fuel for the onsite vehicles or is this the responsibility of the contractor. **Fuel cost belongs to the vendor, the University has fuel tanks that the vendor can use.**
 - a. If not, will fuel for onsite vehicles need to be include for lawn care equipment? **Yes**
 8. Page 8 of 76 Item b. Please confirm we are to provide all vehicles, equipment and tools to carry out maintenance scope. **Vendor shall provide vehicles, tools and equipment.**
 9. If the University will provide lifts, vehicles tools and equipment, please provide inventory details? **See question 8**
 10. Page 8 of 76 Item c. Please elaborate the difference between minor and major equipment **Major equipment is cars, trucks, heavy equipment, minor equipment will be golf carts, lawn equipment. These are examples only and not an inclusive list.**
 11. Page 8 of 76 Item c. This item references **service contracts**. Please clarify who hold all special and regular third party contracts. Question applies to contracts such as: (indicate who is to hold what):

Object	Service Provider	AL A&M
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Water treatment		X
Vertical Transportation - elevators		X
Waste Management		X
Pest Control		X
Environmental / Backflows	X	
Kitchen Equipment / Grease traps		X
Gensets – Load Testing & Service		X
Interior Fire Alarms / Life Safety Equipment incl. extinguishers, EM & Exit Lights etc.		X
Sprinkler / Standpipes Test & Service incl. Fire Pumps		X
Chiller Special Service incl. eddy currents etc.	X	
Boiler Special Service (tune ups, insurance inspections & emissions test)		X
Building Automation or any aged controls		X
Security Cameras and Access Controls		X

12. If we are to hold contracts, please provide a formal list of all current providers, contact info and brief scope summary incl cost and frequency of service. **This information is not available**
13. Please provide a formal list of all Mechanical, Electrical and Plumbing Assets (MEP) as well as food service equipment (if they be included in PM scope). **Not included in PM scope**
14. If we are to hold Waste Management, please provide details on container types, quantities, frequency of pickups and historical volume/weights of wet, dry and Recycled / Universal waste streams. **Not included in contract**
15. Page 8 of 76 re Capital Work. Please provide more detail on expectation related to Capital Works **All Capital Projects will be handled by the University** Are we to fund and invoice?
- Are we to staff for project management? **No**
 - To what financial extent if yes?
 - Are we to staff / form a dedicated project trades crew? **No**
 - If yes, what is current crew composition and disclose number of projects carried out in the past full year?
16. Regarding Repair thresholds and mentioned in Pages 8 and 9 of 76. We see that should a repair per incident exceed \$1,000 threshold we are still responsible for that first \$1,000. The second part from Page 8 of 76 into Page 9 of 76 speaks to a \$5,000 threshold. This is somewhat confusing and suggests two threshold values. In the past there was only one repair threshold of \$5,000 per event.
- Has that changed?

b. How will two thresholds work if yes?

The paragraph 4 on page 8 is to make the vendor aware of work over \$5000 requires an approval. It is not to be confused with the \$1000 threshold.

17. To accurately determine repair fiscal potential, it is essential to carry out an existing deficiency study that is not called for in scope (otherwise it would be guesstimates from tours). In the interest of apples to apples comparison, **is the University willing to stipulate a value based on historical repair spends for ALL bidders to carry in their proposals?**

This information is not available

18. Can the selected contractor bid on project and repair work with company resources as long as it does not impact contracted day to day operations and scope? **Yes**

19. Page 11 of 76 Item B related to CMMS. **The system belongs to the current vendor and not the University.**

a. What is the current system and is it fully populated? **See Above Comment**

b. Please provide a data dump of all known MEP assets contained in the existing CMMS
See Above Comment

c. Please provide WO Summary by TYPE and Totals. **See Above Comment**

d. Please provide existing PM Schedule and Frequency of service. **See Above Comment**

e. Are we to include a Utility Module? **No**

i. How do you currently review, analyze and report utilities - in view of maintaining ongoing energy use data?

ii. Will this be under the contractor?

f. Should bidders all include the cost of Asset Validation and Tagging along with a full MEP & Kitchen PM Plan? **It will be up to the offeror to provide products in which it feels the University can benefit.**

20. Page 12 into 13 of 76 regarding escalation of labor rates.

a. Please provide actual historical contract increases over the past 5 years. **This information is not available** The wording implies only formulaic escalations will be considered for labor, what about all other aspects of the contract? **None** What are the historical increases for other elements? **This information is not available**

b. What are your expectations for labor during breaks, holidays, and summer? Do you expect a full staff during non-student days and during break? Do you expect staff when the University is completely closed such as Christmas Day, New Years' Day,

etc? What days are you completely closed? **It will be up to the offeror to provide proposals which it feels the University can benefit.**

21. Page 26 of 76 re TYPE OF CONTRACT. The words imply **“fixed unit price requirements”** this is an hours worked type contract as does page 12 of 76. Not a Fixed Fee or Cost Plus. Please confirm contract type and how it will work? **Vendor will provide FTE count by position, if there are FTE vacancies at the end of the billing cycle the vendor shall deduct the wage minus insurances from the monthly bill.**
22. Page 49 of 76 Item 2 re Electrical - To what extent is testing expected? Are we to include annual thermography for all electrical incoming mains at metered points/MDP's? **It will be up to the offeror to provide proposals which it feels the University can benefit.**
23. Page 49 of 76 Item 3 re Auto Mechanics - Please provide details on equipment and vehicle inventory to be serviced? **This information is not available** Please indicate any HGV or Buses or Large Earth Moving Equipment. **This equipment is not maintained by the vendor**
24. Who holds / pays for any EH&S, predictive, diagnostic or specialized testing of plant? For example, annual combustion set up on boilers or eddy current testing in chillers or periodic oil analysis or ongoing water purity and Legionella Testing etc. Are these to be handled by the University and collaboratively managed with the provider? **It will be up to the offeror to provide proposals which it feels the University can benefit.**
25. Regarding painting? How are cosmetic repairs such as touch ups and block / project painting to be handled? **By the Vendor** There is no Rate Schedule for Painter. Are cosmetic project costs the responsibility of the University with the provider sourcing the bids and managing the jobs? **No** Or... should contractors hold a line to cover major project painting? **Capital project painting is the responsibility of the University.**
26. If contractor is to hold funds - Painting expectation always needs clarified – what constitutes project vs touch up – provide an example. **It will be up to the offeror to provide proposals which it feels the University can benefit.**
27. What is the historical spend on painting? **This information is not available**
28. To help level offerings / price submissions, will the University be providing a formal pricing sheet? **No**

29. On the subject of pricing, please confirm this is NOT fixed fee but rather **hours worked contract as stated on Page 12 of 76**. To such an end and in the anticipation of leveling offers, how many hours should we include as a baseline for each position? **2080**
30. Given this is assumed as an hours worked contract, please explain any expectations of absence / PTO coverage if any? **The University does not set management standards for the vendor employees**
31. Please confirm if all grounds supplies, including sports field supplies, are provided by The University? **yes**
32. Please clarify if “vehicles” refers to only Alabama DMV licensed or includes utility carts and tractors? **Only vehicles that require a licensed to operate**
33. Are you providing any equipment for grounds, maintenance, and or custodial? If so, please provide a list. **This information is not available**
34. For this contract are you expecting all bidders (including the Incumbent) provide new equipment. **It will be up to the offeror to provide proposals which it feels the University can benefit.**
35. Is it expected to provide a parking lot sweeper? **Yes**
36. Is there any specialty equipment that you would like us to price in? **It will be up to the offeror to provide proposals which it feels the University can benefit.**
37. Custodial – Is it the contractor or University’s responsibility to provide Chemical, Supplies, Wax and stripper? **The vendor provides the supplies and charges it back to the University**
38. Custodial – Is it the contractor’s or University’s responsibility to provide consumables such as paper towels, tissue, soap, trash liners and hand sanitizer? **The vendor provides the supplies and charges it back to the University**

End of Addendum 6