



**ADDENDUM NO. 1, DATED 10/24/2023**

RE: FURNISH JANITORIAL CONTRACT SERVICE FOR  
SOUTHEASTERN LOUISIANA UNIVERSITY.

Dear Bidder,

BID OPENING DATE/TIME: November 1, 2023, 4:00 P.M., Central Time

List of the Contractors that attended the Mandatory Pre-Bid Conference and building tour through its entirety: **ABM, Axe National Management Services, Bell's Janitorial, LLC, Cannon Medical, CCS Facility Services, Cleanforce, Crescent Building Services, HES Facility Services, HHS, Immaculate Cleaning, Jani-King, Ramelli, Source One, Wheelers Janitorial.**

The following clarifications and responses (pages 1-7) to the submitted inquiries and shall become a part of the Invitation to Bid.

Bidder should reference the addendum in the appropriate blank on the Bid Response Form to acknowledge receipt of the addendum.

Sincerely,

*Monette Scott*

Monette Scott  
Procurement Analyst

cc: Physical Plant  
File

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Addendum Acknowledged By:

Name of Business: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Clarifications and Inquiries/Responses for:

### ITB to Furnish Janitorial Contract Service for Southeastern Louisiana University

#### Clarifications:

1. **CARDINAL NEWMAN HALL IS LISTED ON PAGES 9, 10, 12 & 54 AS A HOUSING BUILDING (PART A). IT IS NO LONGER A HOUSING BUILDING BUT HAS BEEN MOVED TO ACADEMICS AND IS QUOTED SEPARATELY (PART Z). NO QUOTE IS REQUIRED FOR CARDINAL NEWMAN HALL OR TO BE INCLUDED IN THE TOTAL PRICE OF UNIVERSITY HOUSING (PART A) OF THE BID RESPONSE FORM. THE REFERENCED CARDINAL NEWMAN HALL SHALL BE OMITTED FROM PART A OF THE INVITATION TO BID.**
  
2. **Page 14 Section 4 – TURN OVER CLEANING SOUTHESTERN OAKS COST PAGE - SHALL BE OMITTED FROM THE INVITATION TO BID.**

Specifications outlined on page 63 shall be **amended** to state the following:

"Turn over cleaning WILL BE more than the (3) assigned custodians can handle in the time period given; additional staff WILL BE REQUIRED to accomplish the turn over cleaning. The contractor will be responsible for supplying any additional staff necessary to ensure that the turnovers are completed in the required timeframe at **no additional cost**.

#### Inquiries/Responses:

Is there an on-site office we can utilize during this contract? **Yes**

Current annual cost being paid for each location?

- A. University Housing \$466,395.00
- B. Strawberry Stadium - Athletics \$57,402.09
- C. Dugas Center – Athletics \$24,282.39
- D. Naquin Center – Athletics \$2,855.67
- E. West Strawberry Stadium – Athletics \$16,695.75
- F. Intermodal Transit Facility - Athletics \$25,212.99
- G. East Strawberry Stadium – Athletics \$20,851.36
- H. Baseball Complex – Athletics \$829.45, Press Box Only
- I. North Campus Athletics Gym – Athletics \$42,055.20

J. North Oak Park – Athletics \$36,957.60  
 K. Claude B. Pennington Jr. Student Activity Center \$95,095.68  
 L. War Memorial Student Union Complex \$207,732.76  
 M. Clark Hall / Clark Hall Annex \$15,670.88  
 N. East Stadium / East Stadium Annex \$8,387.68  
 O. Fayard Hall \$195,336.00  
 P. Kinesiology and Health Studies Building \$91,756.80  
 Q. Ralph R. Pottle Music Hall / Music Annex / Music Recital Hall \$126,000.00  
 R. Campbell Hall \$20,885.76  
 S. Tinsley Hall \$42,705.84  
 T. McGehee Hall \$46,695.12  
 U. Meade Hall \$46,267.68  
 V. Science Annex \$42,705.24  
 W. Pursley Hall \$81,828.72  
 X. Thelma Ryan Biological Science Building \$42,705.24  
 Y. Computer Science and Technology Building \$56,993.50  
 Z. Cardinal Newman Hall \$46,680.00  
 AA. Health Center \$5,992.08  
 BB. Columbia Theatre \$10,781.40  
 CC. Turtle Cove/Galva Canal (Located in Manchac, LA) Currently In house  
 DD. Alumni \$20,338.56

\*\* THESE AMOUNTS MAY NOT BE A GOOD REPRESENTATION OF THE REQUIREMENTS OF THE NEW CONTRACT – ADDED REQUIREMENTS, REVISED/ADDED LOCATIONS AND AREAS AND HOUSING BUILDING TURN OVER IS NOT INCLUDED.

\*\* IT IS IMPERATIVE THAT THE PERSONNEL NEEDS FOR HOUSING DURING BUILDING TURN OVER AND STRIPPING/WAXING ARE MET.

TO CLARIFY:

- TURNING MULTIPLE BUILDINGS OVER IN THE SHORT AMOUNT OF TIME ALLOWED HAS REQUIRED 20-30 PEOPLE PER BUILDING – SOMETIMES MORE. AS STATED IN THE CONTRACT, WE HAVE SOME BUILDINGS WITH 278 ROOMS IN THEM – MIXED LAYOUT. THESE

ROOMS ARE LEFT WITH- TRASH, GLITTER, FILTH, ETC. CAMPS MAY LEAVE ON A FRIDAY AND MORE COME IN ON A SUNDAY.

- STRIPPING/WAXING THE BUILDINGS IN THE SHORT AMOUNT OF TIME ALLOWED HAS REQUIRED A TEAM OF 20-25 PEOPLE.

Can you provide how much paper, liners, hand soap and hand sanitizer consumption (usage) is used in each facility monthly? This information is not available. Items are currently provided by vendor.

Can an extension of a few days be granted to turn in the bids due to the complexity of the bid pricing sheets and to make sure all requirements are met? All bid responses are due by the specified time outlined in the invitation to bid.

Just to clarify In Section 2A, 3A of Housing which is an annual price quote, Is this to perform the turn over service once per year? This is the annual price quote to be performed once per year, 2A refers to the stripping and waxing of all tile floors and 3A refers to the deep cleaning that occurs after stripping and waxing to prepare rooms for the new Southeastern residents to move in for the Fall semester.

Just to clarify In Section 2B, 3B of Housing which is an annual price quote but upon request is to perform the turn over service once a year? ? In regards to 2B, most of the Greek Village Houses have already been converted from tile to LVT. The last two houses are slated to have the floors updated to LVT this year, so stripping and waxing may be obsolete for that area. In regards to 3B, completely vacant rooms in Greek Village will need to be deep cleaned. This will entail an annual price quote per building, but will be completed upon request and based on rooms that are completely vacant.

Just to clarify in section 4 turn over Service in Southeastern Oaks the price requesting is for each individual room cleaning? Per Request? Please see the clarification above. Any additional costs shall be applied to Page 9 – Section 1 – Item 12 of the Bid Response Form.

Does the \$700 fine on key loss (mentioned on page 107 of the ITB) apply to all building keys of the university or only the Claude P. Pennington Jr. Student Activity Center? Strike the sentence mentioning key loss on page 107. Please reference the responsibility and accountability of keys outlined on page 42 for the awarded contract.

What are the APPA levels of the University Housing and Strawberry Stadium? Appropriate APPA levels can be found at the Association of Physical Plant Administrators website.

Can you share the current Contractor? Kellermeyer Bergensons Services, LLC

Was a consultant used in developing the Invitation to Bid? **No**

How many hours do you estimate staff is needed for:

- a. Football games – **16 – sometimes more**
- b. Baseball games – **8**
- c. Soccer games – **3**

Please expand on what you mean by 'having 1 custodian available at all times for emergencies'. Is that a custodian that we can send over when needed during working hours only, or do you want someone available 24/7? Is this over and above the custodian assigned to the specific facility? **During working hours. No**

Please confirm that Galva Canal/Turtle Cover only requires 4 hours per month? **4 hours per month is the specified time. The name of the location is Turtle Cove.**

Is the 'estimated square footage' gross square footage or net cleanable? **The square footage listed in the contract is net cleanable.**

Are alternate proposals allowed? **No. Please submit bid as specified.**

Who is responsible to provide and pay for the approximately (50) receptible for each tailgating event? **Provided by University**

Is the contractor to provide exterior window cleaning for each floor/story of the various University buildings? **Yes. As specified in the invitation to bid**

If a lift is required, who will be responsible to provide and pay for the rental of a lift? **Awarded contractor**

Clarify the University interpretation/meaning of 'proper equipment'. **Any and all equipment required to safely perform the services outline in invitation to bid**

For Computer Science and Technology Building – 'Wash all exterior window glass accessible at ground level. Clean upper level exterior windows with proper equipment.'

Please confirm that the service is required semi-annually. **Service is required semi-annually as specified.**

It is customary for one annual Dorm Clean to be priced into a lump sum charge and priced accordingly. Are camp turns required as part of this cost or are the individual camps turns billable items? **The individual camp turns are included in the cost. The stripping/waxing and deep cleaning after stripping/waxing in preparation of new students moving in is billable.**

In the Housing area, one full time custodian requirement for mold/mildew tickets. No place for pricing. **The cost of the specified custodian should be included as part of your individual building per month total pricing outlined in Part A.**

**This designated custodian for mold/mildew tickets during activity times of the year is not an additional cost. This is a regularly scheduled custodian who focuses on mold/mildew tickets as a priority and then can be assigned to other area when tickets are completed and/or there are no tickets that need to be addressed.**

In several areas for Saturday coverage, it states 'Scheduled as needed for special events, will these hours be billed at an hourly rate? **Yes**

Can you please provide last year's total janitorial spend with the current vendor? **See above for last year's total spend.**

If any other custodial vendor were utilized last year, can you provide the spend and detail the services provided. **No other contractor was utilized for the buildings included in the invitation to bid.**

Can you provide last years total consumable cost? **This information is not available. Items are provided by current vendor.**

Where will the custodians / supervisors / project managers have to park, and what is the annual cost? **Please see page 44 of the invitation to bid.**

Is there a limit on the number of vehicles and/or vehicle types that will be used for the daily execution of the scope of work? **No**

When does the Summer School camp schedule come out? **The camp schedule is usually finalized by the end of April/beginning of May, however, there have been instances when a smaller camp/conference has been approved after the schedule comes out as long as there is room allotted in the buildings that have been slated for camps/conferences. In those cases, an updated schedule would be provided as soon as possible.**

Is there a work order system in place currently for requests/communication? **Yes**

Does vendor use their own accountability tracking and reporting of team members at the monthly account meeting? **Yes but the University may require additional tracking/reporting.**

Do you have square foot estimates for each type of floor type per building? **No**

In regards to the summer hours, if the days per service are cut to 4 days per week, would the hours requested match the currently requested Monday through Thursday services hours? **Hours are as stated in the contract**

Shower curtains were mentioned to be provided by contractor to each room for Special Olympics. It's not listed in the bid. Please confirm. If yes, will a shower curtain need to be provided for all camps? **This was written in error – To clarify, University Housing will purchase the shower curtains for the summer camps and the Resident Assistant staff will install them in all of the bathrooms for the summer. The custodial part of it entailed ensuring that shower curtains were cleaned after each camp checked out.**

Will current vendor be held responsible to turn building over with all working dispensers? **Yes**

What information should be provided in the bid response regarding the vendor company/history/ ability? Is there a limit to the number of pages on the vendor submittal? Bidder is to complete all parts of the ITB noted as BID REPOSE FORM through page 34. There is not a page limit on the submittal of a bid.

While walking the Columbia Theater there was a request/mention of quarterly deep cleanings. Is this something that will be invoiced separately if requested or will this be added to the ITB? Any services requested outside the specifications outlined in the ITB will be invoiced separately.