



**REQUEST FOR PROPOSALS (RFP)
Design Services and Admissions Recruiting Publications
(RFP No. 12507)**

Addendum Number 3, AMENDED

RFP # 12507, Custodial Services

Responsibility of Each Vendor Participating in the Proposal Process

It will be the responsibility of each participating Vendor to refer daily to the OUS Business Opportunities website to check for any available amendments or addenda, responses to inquiries and/or questions, cancellations, or intents to award, and any and all additional information regarding this opportunity and any future opportunities that are posted. It is not Portland State University's responsibility to notify participating Vendors by email or by any other means of any of the above. The web link follows.

Web Link:

<http://www.ous.edu/bapp/bopps/index/pspsu>

REQUEST FOR PROPOSALS:	ADDENDUM Number 3
RFP NO:	12507
TITLE:	Custodial Services
DATE RFP ISSUED:	May 16, 2008
DATE ADDENDUM ISSUED:	June 12, 2008
CONTACT PERSON:	Karen A. Preston Contracts Officer, Portland State University Email: contract@pdx.edu Mailing address: Portland State University, Purchasing Office PO Box 751- BAO/PUR Portland, OR 97207-0751

PURPOSE OF THIS ADDENDUM:

The purpose of this Addendum # 3 is to provide the response to questions and inquiries that Portland State University has received in regard to this Request for Proposal.

QUESTIONS AND ANSWERS

Is the providing of paper, plastic, and/or soap the responsibility of the custodial staff?
See Page 44 of the RFP for a list of items provided by the University

What about cleaning the Parking Lots?
See Pages 54 and 58 of the RFP.

What about internal graffiti?
See Page 46 of the RFP under General Cleaning and Page 50 of the RFP Item j.

Gym floor care?
See Page 58 and 59 of the RFP

What about keys?
See page 45 of the RFP

Weekend staff.
See Exhibit B of the RFP for details on weekend staff requirements and cleaning schedules.

Will there be a 2nd walk-through?
Please check the OUS website.

Please provide previous contracts' execution dates for the prior 2 contracts.
October 25, 2004
July 1, 1997

Does PSU supply the recycling bins?
Yes

What about outside garbage and litter?
See page 54 of the RFP.

Is custodial staff required to separate the items in the trash cans?
No, material in trash cans is to be treated as trash. For recycling requirements see pages 18 and 19 of the RFP.

Who takes recycling off-campus?
The University has a separate contract for waste hauling and recycling services for removal of materials from campus.

Is there a place to find all the different floor building plans?
Yes, see <http://www.fap.pdx.edu/floorplans/>.

Are the custodians unionized?

That is the individual proposers decision. The University does not mandate either union or non-union work force for its Contractors.

Any chance for special projects?

Yes, these will be covered by additional service requests and billable at the hourly rates provided as part of the response to this RFP or by negotiation for larger projects.

Can departments contract individually with custodial staff for special needs?

No, all custodial activities will be coordinated through Facilities. If the Contractor receives a specific request directly from a department they should ask the requesting department to submit a Work order to Facilities.

Are specific Vendors for cleaning products mandated?

No, with the exception that there are specific recommendations for floor maintenance chemicals for the Peter Stott Center Gym Floor, see Page 59 of the RFP.

Can you share if there is a staging area for recycling?

See attached spreadsheet for locations of bins around campus for the recycling work as described in Section 3.5 of the RFP.

Are there offices available for use?

There is 1 office located in University Services building 1st Floor where we expect the Contractor to maintain an office.

Can you share the exact start and end date of the SBM contract?

The start Date was 11/1/2004, the end date is 7/31/2008

Can you share the labor mix, breakdown and/or seniority for the current staffing?

The current Contractor staffing level is based on a significantly different scope of work and thus is not relevant to this RFP

On page 15 of the RFP, immediately after the list of Chemical Cleaning Product Categories, is the following sentence:

Proposers shall provide a cut sheet, specification sheet, equivalent information, and/or any additional information specifically requested for each type of equipment proposed for use to enable PSU to evaluate characteristics with respect to that product.

The same sentence appears on page 36. Given that these sections are about cleaning products, not equipment, did PSU mean to say "cleaning product" instead of "equipment" in this sentence? Please clarify.

Correct, for these 2 sections please change "equipment" to "cleaning product"

Section 4.1 on pages 19-20 lists how the different parts of the proposal are rated by points. Is it possible to have this listing broken down in greater detail? For example, Operations is allotted 30 points, but operations has 6 different factors. We could presume that each of these six was worth 5 points, but PSU may regard some factors as more important than others. Please clarify scoring detail.

No further breakdown of scoring criteria will be provided.

Exhibit F, in response to the first question, gives the expenditures for the two prior custodial contracts, but it gives the contract start dates only in terms of years, not months. Nor is an end date provided for the second contract dollar amount. Since, for example, "2004" could mean January 2004 or December 2004, the designation of the month can mean almost a year's difference in the value of a contract. In addition, without knowing the end date for the \$2,846,112 for the second contract, we are again left guessing as to how many months the second contract dollar amount covers. Please provide start and end dates or months through months for both contracts.

Portland Habilitation Center (July 1, 1997 through on or about October 31, 2004) \$9,864,512

SBM (November 1, 2004-October 31, 2007) \$2,846,112

SBM (November 1, 2007-July 31, 2008) \$1,177,190.64

Page two states that the term of the contract will be for two years, plus three optional one-year periods. In Exhibit G, the Pricing Proposal, except for the hourly rates, there is no indication of unit pricing or the time period involved for each price. Does PSU want a price for the initial period, a total price for all contract periods, or what? There appears to not be enough room for a price for all four contract periods for each facility or service. Please clarify the time period(s) for price proposal prices.

Proposal prices are to be for the 2 year contract period.

Page 19 under section 3.6, pricing proposal, requires the offeror to list the "total" FTE staffing on Exhibit G. Since Exhibit G does not have a line item for contract management, we presume that the FTEs for management, supervisors, and any office staff must be spread among the different facilities listed, but please confirm.

Management/supervisors/office staff should be listed separately from staff servicing the building. See revised Exhibit G attached.

In the price proposal, may we provide hourly rates for additional services for job titles other than the four listed?

Yes, as stated those are examples of potential labor categories, Proposers should list all labor categories that will be available under this contract.

Are any of the current employees under a collective bargaining agreement? If so, please provide a copy of the CBA or a union contact that can provide it.

Portland State University has no information regarding the collective bargaining status of employees working under the current contract and has no means in which to obtain this information. As with previous contracts and this RFP there is no requirement for union/non-union status of workers that is up to the individual proposer.

Attachment A, page 38, item 3.4.5.c appears to be incomplete. Please provide.

Change item 3.4.5.c. on page 38 Attachment A of the RFP to read "NOT USED"

Exhibit B, page 43, the third paragraph under “general requirements” states, in bold print, “Janitorial services required by this contract shall be carried out twenty-four (24) hours a day, seven (7) days per week. The Owner expects the Contractor will have sufficient and responsible personnel on the premises of the university during those hours.” However, the paragraph at the bottom of the same page states, “The contractor is not required to perform general services under this contract on those holidays or any other day(s) on which the University is formally closed.” Presuming that there are no special event requests at a particular time, it would seem that the contractor is NOT required to staff the University 24/7, at least on certain days. Is the University saying that there must always be custodial staff on site to respond to emergencies 24/7? Or was something else intended? Please clarify 24/7 requirement.

As stated on Page 43 of the RFP, if there are no special events scheduled on the holiday, the Contractor is not expected to have 24/7 coverage on holidays listed in the RFP.

What sorts of vehicles are permitted on campus walkways?

Contact Portland State University Parking Services for information and see their web page

<http://transportation.pdx.edu/contractors.htm> for additional information.

Section 7, the Supplemental Terms, page 30, point 1.a indicates that a material breach of the Agreement, if not cured, is grounds for termination. Point 1.e, however indicates “any” contractor violation of the drug testing, background check, or fingerprint requirement shall be considered a breach. We can certainly understand if this means something like completely missing the 6-month re-check, which would clearly be a material breach. But what if the violation is considerably less serious, for example a single employee’s background check is completed a week late? Is that also considered a material breach? Please clarify.

Response # 11. Breach. This will be clarified during contract negotiations with the apparent successful respondent to the Request for Proposal.

LOCATION OF TRASH AND RECYCLING CONTAINERS AT PSU

Trash Containers at PSU			Recycling Containers at PSU			
Location Name	Container Size	Qty	Location Name	Container Size	Qty	Material
Art Building	4 yd	1	Broadway Bld	4 yd	1	Fiber Mix
Blackstone/Montgomery Park Apts	4 yd	2	Broadway Bld	60 gal	2	Organics
Broadway Bld	6 YD	1	Broadway Bld	90 gal	2	Mixed Glass
Broadway Bld	2 YD COMP	1	Corbett Bld	3 yd	1	Fiber Mix
Corbett Building	4 yd	1	Corbett Bld	60 gal	6	Mixed Glass
Epler Hall	4 yd	1	EPLER	10	1	Fiber Mix
			Fifth Ave Building	3 yd	1	Fiber Mix
Fifth Ave Building	3 yd	1	Fourth Ave Building	4 yd	1	Fiber Mix
Fourth Ave Building	4 yd	2	Fourth Ave Building	60 gal	10	Fiber Mix
Helen Gordon Building	4yd	1	Fourth Ave Building	90 gal	2	Fiber Mix
				60 gal	1	Glass
King Albert/Mary Anne Apts	3 yd	2	Helen Gordon bldg	4 yd	1	Fiber Mix
	4 yd	3		90 gal	1	Glass
Koinonia House	2yd	1	King Albert/Mary Anne Apts	3 yd	2	Fiber Mix
Lincoln Hall	3 yd	1	King Albert/Mary Anne Apts	60 gal	2	Mixed Glass
Lincoln Hall	4 yd	1	Koinonia House	90 gal	1	Fiber Mix
Millar Library	4 yd	1	Landscape Yard	6	1	Cardboard
Native American center	90 R/C	3	Landscape Yard	65 gal	1	Glass
Neuberger Hall	3 YD	1	Millar Library	60 gal	1	Mixed glass
Neuberger Hall	90 R/C	4	Millar Library	3 yd	1	Fiber Mix
Ondine Residence Hall	4 yd	2	Montgomery Court	60 gal	1	Mixed Glass

Ondine Residence Hall			Montgomery Court	3 yd	1	Fiber Mix
Ondine Residence Hall			Native American Center	35 gal	2	Fiber Mix
Location Name	Container Size	Qty	Location Name	Container Size	Qty	Material
			Native American Center	60 gal	3	Fiber Mix
Parkway Manor/Stratford Apts	4 yd	1	Ondine Residence Hall	60 gal	9	Organics
Peter Stott Bld	6yd	1	Ondine Residence Hall	60 gal	2	Mixed Glass
			Ondine Residence Hall	6 yd	1	Cardboard cage
Science I	4 yd	2	Ondine Residence Hall	4 yd	1	Fiber Mix
Science II	3 yd	1	Parkway Manor/Stratford Apts	4 yd	1	Fiber Mix
Shattuck Hall			Parkway Manor/Stratford Apts	90 gal	1	Mixed Glass
Sixth Ave Building	3 yd	1	Peter Stott Bld	6 yd	1	Fiber Mix
			Peter Stott Bld	60 gal	1	Glass
			Science I	60 gal	1	Fiber Mix
Smith Memorial Student Union	1.5 yd	5	Science II	4 yd	1	Fiber Mix
Smith Memorial Student Union	60 gallon	4	Science II	60 gal	1	Mixed Glass
Smith Memorial Student Union	60 gallon	10				
UNITUS BLD	3 YD	1				
University Center	3 yd	1	Sixth Ave Building	4 yd	1	Fiber Mix
University Place	4 yd	2	Sixth Ave Building	60 gal	6	Mixed Glass

University Place	60 gallon	6	Smith Coffee Shop	60 gal	1	Organics
			Smith Memorial Student Union	1.5 yd	1	Fiber Mix
			Smith Memorial Student Union	3 yd	1	Fiber Mix
Location Name	Container Size	Qty	Location Name	Container Size	Qty	Material
University Services	4 yd	2	Smith Memorial Student Union	4 yd	1	Fiber Mix
			Smith Memorial Student Union	90 gal	3	Mixed Glass
Urban Center	4 yd	2	Smith Memorial Student Union	60 gal	1	Mixed Glass
			Smith Memorial Student Union	6 yd	2	Cardboard cage
West Hall/St Helens Hall	3 yd	5	Smith Memorial Student Union	60 gal	11	Organics
			Unitus Building	2yd	1	Fiber Mix
			Unitus Building	65 gal	2	Glass
			University Center	4 yd	1	Fiber Mix
			University Center	90 gal	1	Fiber Mix
			University Center	60 gal	3	Fiber Mix
			University Center	60 gal	1	Mixed Glass
			University Place	60 gal	1	Glass
			University Place	60 gal	5	Organics
			University Place	4yd	1	Fiber Mix
			University Services	4 yd	2	Fiber Mix
			University Services	60 gal	1	Mixed Glass

Urban Center	4 yd	2	Fiber Mix Mixed Glass
Urban Center	60 gal	2	
Urban Center	35 gal	1	Fiber Mix
Urban Center	35 gal	2	Organics
Urban Center	60 gal	3	Organics
West Hall/St Helens Hall	6 YD	1	Cardboard
West Hall/St Helens Hall	60 gal	2	Glass