



## AMENDMENT TO SOLICITATION

### Amendment No. 1

**DATE:** May 7, 2019  
**TO:** ALL VENDORS  
**FROM:** Leann DeLoach, Procurement Manager  
**SOLICITATION:** USC-IFB-3472-LD  
**DESCRIPTION:** Custodial Services and Event Set-Up & Tear Down Services for USC Beaufort Hilton Head Campus

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Amendment No. 1 modifies this Invitation for Bids only in the manner and to the extent as stated herein.

### Corrections in Section III: Scope of Work/Specifications:

Remove the following: “**Cleaning Hours-** Cleaning hours are to be scheduled with on-site Facilities staff to account for class schedules and special event.”

Replace with the following:

“**Cleaning Hours-** Cleaning hours shall begin at 4pm, Monday through Friday. Any changes will be coordinate by on-site Facilities staff to account for classes and special events.”

Remove the following: “Custodial Services to be Completed on Fridays

- All cleaning services listed previously should also be performed on Fridays
- All classrooms and the OLLI room will be dusted and vacuumed
- All carpets throughout the building must be vacuumed
- Any carpet spots needing carpet cleaning will be addressed
- Remove any marks from walls with “Magic Eraser” or other appropriate wall cleaner”

Replace with the following:

“Custodial Services to be Completed once per week”:

- Vacuuming all carpet
- Remove any marks from the walls with appropriate wall cleaner

### New Clause added to Section VII-B Terms and Conditions-Special

ESTIMATED QUANTITY - UNKNOWN (JAN 2006): The total quantity of purchases of any individual item on the contract is not known. The State does not guarantee that the State will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information.

### Corrections in Section VIII. Bidding Schedule / Price – Business Proposal

Replace Bidding Schedule with the following:

**Lot 1 Custodial Services  
Year 1**

Item	Quantity	Unit	Description	Hourly Rate	Yearly Price
1	1000*	Hours	Custodial Services for USC Beaufort Hilton Head Campus	\$	\$

\*The University does not guarantee 1000 hours per year. Schedules may need to be adjusted slightly with the awarded contractor.

## Year 2

Item	Quantity	Unit	Description	Hourly Rate	Yearly Price
1	1000*	Hours	Custodial Services for USC Beaufort Hilton Head Campus	\$	\$

\*The University does not guarantee 1000 hours per year. Schedules may need to be adjusted slightly with the awarded contractor.

## Year 3

Item	Quantity	Unit	Description	Hourly Rate	Yearly Price
1	1500*	Hours	Custodial Services for USC Beaufort Hilton Head Campus	\$	\$

\*The University does not guarantee 1500 hours per year. Schedules may need to be adjusted slightly with the awarded contractor.

## Year 4

Item	Quantity	Unit	Description	Hourly Rate	Yearly Price
1	1500*	Hours	Custodial Services for USC Beaufort Hilton Head Campus	\$	\$

\*The University does not guarantee 1500 hours per year. Schedules may need to be adjusted slightly with the awarded contractor.

## Year 5

Item	Quantity	Unit	Description	Hourly Rate	Yearly Price
1	1500*	Hours	Custodial Services for USC Beaufort Hilton Head Campus	\$	\$

\*The University does not guarantee 1500 hours per year. Schedules may need to be adjusted slightly with the awarded contractor.

## Lot 2 Event Set-Up & Tear Down Services as Needed

### Years 1-5

Item	Quantity	Unit	Description	Hourly Rate	Yearly Price
1	125*	Hours	Event Set-Up & Tear Down Services as needed	\$	\$

\*The University does not guarantee 125 hours per year. Schedules will be adjusted as needed with the awarded contractor.

### Question & Answers

1. What is the projected growth in the number of students using the facility over the course of the five-year contract period?  
The anticipated growth is from (current) 35 to (projected) 195 students.
2. During the tour, most of the major cleaning tasks were identified as "Friday only." Is the expectation that all will literally be completed each Friday, or merely once each week?  
Please refer to Section III Scope of Work / Specifications included in the solicitation and Scope of Work listed in above Corrections to Section III Scope of Work / Specifications. There are daily activities to be completed and two activities that only need to be completed once per week.
3. What company is currently contracted to clean this building?  
A local cleaning service is being employed on a temporary basis.
4. When did this building open?  
The building opened to the public in November 20018 with classes beginning in January 2019.
5. Projected number of events yearly requiring set-up and tear down?  
Estimated 15-30 events

6. Approximate number of staff and students working in this building? Current? Planned?  
 There are currently 35 students, 10 full time staff, and 10 part time staff. Full capacity will have 195 students, 18 full time staff, and 25 part time staff. No students will attend during the summer and staff hours may be reduced during this time.
7. Currently what time of day does the cleaning take place?  
 9am-11:30am strictly on a temporary basis.
8. Am I understanding correctly that we are to clean the building 5x weekly? If yes what are the days of the week? M-F? Are any weekend days part of the normal cleaning schedule?  
 The standard cleaning schedule is Tuesday through Friday, starting at 4pm. Weekend days are not part of the normal cleaning schedule and would be billed extra for any additional events needed.
9. Will our cleaning lead/supervisor have keys/fobs for the doors?  
 Fobs will be issued.
10. I assume you will be scheduling events on Saturdays and Sundays? If so would we set up on Friday and tear down on Monday?  
 This may vary from event to event, but there are no currently scheduled classes on Fridays, so the building is available for set-up on Friday. Tear down would need to happen before the start of classes the following Monday.
11. The setup and teardown pricing is strictly for the table and chair setup and teardown and does NOT include any additional cleaning of the building? Is that right?  
 If additional cleaning would be required, it would be billed in addition.
12. "Cleaning supplies including paper products, soap, cleaning solutions, mops, mop buckets, and vacuum cleaners will be provided by USC Beaufort Hilton Head Campus." What supplies and equipment should we plan on including as the contractors responsibility?  
 While some vendors prefer to use their own vacuums or other tools, all necessary equipment is provided by the University. All cleaning and paper products are also provided.
13. Does the solicitation's requirement for an on-site supervisor imply that the Contractor must have at least two staff members in the building at all times? Or can a supervisory-level (or sufficiently senior) employee be assigned to perform the cleaning services without additional oversight? We are committing elsewhere to a one-hour response to any issues and to periodic inspections of work performed. Thank you for clarifying, as the costs associated with staffing to this particular requirement could effectively double the labor - and hence the bid - for the routine cleaning lot.  
 Normally there are two people cleaning each day. A working supervisor is acceptable as long as that person is performing cleaning duties.

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Bidder shall acknowledge receipt of Amendment No. 1 in the space provided below and return it with their bid response. Failure to do so may delay award of contract.

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Authorized Signature

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Name of Offeror

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Date