



U N I V E R S I T Y O F
SOUTH CAROLINA

AMENDMENT NO. 3

TO: ALL VENDORS
FROM: Lana Widener
SUBJECT: USC-RFP-2557-LW
TEMPORARY CUSTODIAL AND MAINTENANCE STAFFING
DATE: March 20, 2014

This Amendment No. 3 modifies the Invitation for Bid only in the manner and to the extent as stated herein.

ITEM ONE: EXTENSION FOR DEADLINE FOR BIDS, DUE DATE
The date for deadline to submit bids has been extended to March, 25, 2014, 10:00 AM

ITEM TWO: EXTENSION FOR AWARD POSTING
The date for Posting the Award has been extended to March 26, 2014.

ITEM TWO: VENDOR QUESTIONS

Question

The solicitation on page 13 states that smoking or use of any tobacco products is not permitted. Is this only during work hours or is it a smoke free campus? Can employees smoke during their lunch break?

Answer

- a) As of January we are a smoke free campus.
- b) Employees are not allowed to smoke on the University of South Carolina campus.

Question

Is there a time clock in place for the temporary custodial and maintenance staff or would the awarded vendor be able to install a time clock? How are temporary employees hours currently tracked and recorded?

Answer

The contractor needs to record their employee's time, but we will record time for our records with our supervisors doing this manual (each day check in).

Question

Is PPE for the temporary employees provided by the University or by the awarded vendor (gloves, eye shields, etc.)? Is there a place for PPE to be stored at the University?

Answer

USC will provide the Personal Protective Equipment (PPE) and tools.

Question

How long does the formal training program for new staff last?
Is it a few hours or a whole day, for example?

Answer

- a) 1 year
- b) 4 hours

Question

What are the current bill and pay rates for temporary custodial and maintenance staff?

Answer

This is new for this year and we do not have history for this information and in the future this would be premonitory—we could give lump sums but not labor rates. .

Question

Should a new vendor be awarded the contract, would the University want some of the existing temporary personnel to transfer to the new vendor?

Answer

Our full time temporary employees remain with us—these are supplemental staff. This is summer work only. However, any staff that worked for USC in the prior summers that left on good terms could be utilized by the new vendor provided all training and background checks are complete.



BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 3 IN THE SPACE PROVIDED BELOW AND RETURN IT **WITH THEIR BID RESPONSE**. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Firm

Date