



# UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 5 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-IFB-3079-CJ

DESCRIPTION: University of South Carolina Aiken Custodial Services

DATE: February 13, 2017

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This Amendment No. 5 modifies the Invitation for Bids only in the manner and to the extent as stated herein.

Vendor Questions and Answers

Revised/Modified Section VIII. Bidding Schedule / Price-Business Proposal of the Solicitation

Statement of Award for Solicitation No. USC-RFP-2040-CJ

Revised/Modified Electronic Copies – Required Media and Format clause in Section II-B of the Solicitation

The Deadline for Receipt of Bids (Bid Opening) has been changed to February 21, 2017 at 11:00 AM.

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**BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 5 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Date

**THE DEADLINE FOR RECEIPT OF BIDS (BID OPENING) HAS BEEN CHANGED TO FEBRUARY 21, 2017 at 11:00 AM.**

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR A:**

**Question # 1:** Is the existing service provider also bidding on this bid request?

**ANSWER:** The current service provider will have an opportunity to submit a bid on this bid request. However, we won't know if the current service provider is bidding on this bid request until the bid opening for this solicitation.

**Question # 2:** What was the annual amount of the previous contract? Is the scope of work the same?

**ANSWER:** Please see attached Award Statement for current contract. The Scope of Work Part 1 of the Bidding Schedule/Price-Business Proposal is similar to the Scope of Work currently being performed. The Scope of Work Part 2 of the Bidding Schedule/Price-Business Proposal is new.

**Question # 3:** Can you provide their breakdown of people FTEs and PTEs?

**ANSWER:** It is the responsibility of the contractor to establish staffing levels that will meet the expectation levels to satisfy the contract. The current contractor utilizes 20 full time employees, 4 part time employees and one university employee.

**Question # 4:** For the Bid Cost submittal portion do you just need the one sheet or do we need to provide the detail supporting information?

**ANSWER:** For the Bid Cost Submittal, please complete the Revised Bid Schedule in this amendment and include it with your bid.

**Question # 5:** Page 24 item 7. We would like to confirm that if we use the equipment there is expectation that there will be normal wear and tear correct? The statement reads regarding return "in as good a condition as when first provided" after three years we would expect some wear and tear?

**ANSWER:** The University has modified/revised the second sentence of Item 7. Equipment, Supplies and Office Space on Page 24 of the solicitation to read as follows:

*At the expiration of the contract, the contractor must surrender same to the University of South Carolina Aiken in as good a condition as when first provided, minus normal wear and tear at the commencement of the contract.*

**Question # 6:** Will storage for our equipment and supplies be in each building or a central location?

**ANSWER: Custodial closets are provided for use in buildings as well as a larger central location.**

**Question # 7:** Special Cleaning on university holidays are to be excluded from this bid correct?

**ANSWER: The University may host special events during university holidays where custodial services will be required. Additionally, the contractor may utilize the low traffic of holidays as an opportunity to perform any needed special cleaning projects.**

**Question # 8:** Do you have the common area sq footage for the residential halls? Difficult to figure from the drawings.

**ANSWER: Approximately 25% of Pacer Commons and Pacer Crossings would be considered common space for an estimated 51,560 square feet.**

**Question # 9:** Planetarium will be cleaned only as requested. Can you estimate number of time per month?

**ANSWER: The RPSEC Planetarium is currently being serviced Monday-Friday.**

**Question # 10:** Per Amendment 3 confirming the Building and Grounds Specialist III (Liaison full time staff person) does the setup and take downs described on page 26 Additional Responsibilities of Contractor ie. tent setup 4 time /mth 12 in April and 45 other monthly events.

**ANSWER: Yes, along with other contractor employees.**

**Question # 11:** What is the Specialist III annual salary? How much vacation time does (s)he receive. Will this stay the same for the next three years? Also, what is the hourly rate of his 4 staff members? What is there vacation status?

**ANSWER: The employee is eligible to take up to 30 days of annual leave per year. Yes, this will stay the same for the next three years. Should the university employee terminate employment at any time during the contract term, the university will not refill the position. The hourly rate(s) of the additional personnel is established by the contractor as these are the contractor's employees and not university employees. Vacation status of the additional personnel would be dictated by the contractor's employee benefits program. Please see Addendum II for Specialist III salary pay range.**

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:**

**Question # 1:** Page 12, III. C/D, What are the 7-day hours of operation for the Gregg-Graniteville Library and the Student Activity Center?

**ANSWER:** Library: Monday-Thursday 8am-10pm, Friday 8am-5pm, Saturday 12pm-5pm, Sunday 2pm-10pm Student Activities Center (SAC) Monday-Friday 8:30 am-10pm, Saturday & Sunday 11am-10pm.

**Question # 2:** Is the Etherredge Center open to the students every weekend or is the building only open on the weekend if a special event is taking place?

**ANSWER:** **The Etherredge Center provides after hours and weekend access to students.**

**Question # 3:** On page 24, letter m, it is specified that upon request, employees of the contract are offered free vaccine for the Hepatitis B at the time of hire and any time during employment. Please clarify if the cost incurred to provide Hepatitis B vaccinations to be responsibility of the contractor or the University?

**ANSWER:** **The University no longer provides Hepatitis B vaccinations and, if needed, it would become the responsibility of the employee/contractor.**

**Question # 4:** Because benefits provided to employees are proprietary to each bidding contractor, which paid holidays and/or how many paid holidays does the University require the awarded contractor to provide to employees?

**ANSWER:** **Employee benefits, inclusive of paid holidays, are subject to the policies/benefits of the individual contractor. Benefits for the University employee are dictated by the state.**

**Question # 5:** In 2011, a RFP format was used for soliciting USC Aiken's custodial services that allowed the contract to be awarded other than Low Bid. Why was the format changed to being awarded to low-bid?

**ANSWER:** **The Procurement Officer decided that doing Solicitation No. USC-IFB-3079-CJ as an Invitation for Bids (IFB) solicitation type met the University's best interests better than doing the solicitation as a Request for Proposals (RFP) solicitation type.**

**Question # 6:** What is the current annual contract price?

**ANSWER:** Please see attached Award Statement.

**Question # 7:** Page 16, NOTE, Specifies that Non University sponsored Event Cleaning is not a part of this solicitation. Please clarify if a Job Work Order would be required to support Non University sponsored Event Cleaning.

**ANSWER:** Cleaning services for non-university sponsored events are the responsibility of the booking agent and the offeror/contractor may have an opportunity to provide a bid for these services.

**Question # 8:** All companies have experienced lost contracts due to re-bids. More specifically, would it be more appropriate to provide a list of any contracts terminated for cause or convenience prior to the expiration date of the contract.

**ANSWER:** Each bidder must include a list of all the accounts it (bidder) has lost in the last ten (10) years. For each lost account, bidder shall provide reason(s) for losing the account.

**Question # 9:** Are events listed on page 26 under additional responsibilities of the contractor the same events referenced on pages 16 and 17 for Convocation Center and the Etherrege Center?

**ANSWER:** These would be in addition to any mentioned on pages 16 and 17 of the solicitation.

**Question # 10:** Please provide the number of furniture movement/relocation services events occurred in the most recent 12 months.

**ANSWER:** 93

**Question # 11:** Pg. 17 regarding Etherrege center, cleaning schedule specifies 5-days per week. The following note states that Etherrege center is often open on Saturday and Sunday. Is general cleaning required or just event coverage for Etherrege Center on Saturday and Sunday?

**ANSWER: Event coverage (Porter Service) would be required on Saturdays and Sundays when events are being held.**

**Question # 12:** Pg. 18 regarding Student Activity Center and Natatorium, cleaning schedule specifies 5-days per week. The following note states that Student Activity Center and Natatorium are often open on Saturday and Sunday. Is general cleaning required or just event coverage for Student Activity Center and Natatorium on Saturday and Sunday?

**ANSWER: Event coverage (Porter Service) would be required on Saturdays and Sundays when events are being held.**

**Question # 13:** Pages 17 and 18, item 7C, since cleaning is only per request from assistant Chancellor, will additional billing be required.

**ANSWER: Cleaning of first floor, ground level windows shall be included in bidder's proposal. Additional cleaning, if needed, shall be bid out and the contractor may submit an offer if desired.**

**Question # 14:** Page 21, Softball office and softball locker room both specify to provide general daily cleaning, one day, evening or night shift during the season, except university Holidays . Please clarify, is this one day per week?

**ANSWER: General daily cleaning is required. This can be done during a day shift, evening shift or night shift.**

**Question # 15:** Most buildings have specifications for pressure washing in entryways. Are there other areas on campus that require pressure washing?

**ANSWER: The baseball and softball stadium seating areas shall be pressure washed prior to the start of each season.**

**Question # 16:** Page 26, Additional Scope to be Evaluated, specifies that light maintenance shall be included with responses for Pacer Downs Apartments, Pacer Downs Community Building, Pacer Commons, and Pacer Crossings. Who is currently providing custodial and light

maintenance services to all 4 buildings and how many people are currently providing this function.

**ANSWER: Service is provided in house, by university employees. Two (2) employees provide custodial services and two (2) employees provide light maintenance service.**

**Question #17:** Page 26, Additional Scope to be Evaluated. Please clarify if the purchase of replacement shower curtains would be responsibility of the University or Contractor. Please provide a supply list for all equipment and supplies used with in the last 12 months. Also, please provide a list of closed work orders for all 4 facilities and a list of work orders currently open for all 4 sites.

**ANSWER: Purchase of new/replacement shower curtains will be the responsibility of the University. See Addendum 1 to Amendment 5 to Solicitation (listed closed work orders from 7/1/16 to 12/31/16) and Addendum 2 to Amendment 5 to solicitation (listed open work orders from 7/1/16 to 12/31/16).**

**Question # 18:** Does USC Aiken currently have a (Computerized Maintenance Management System) CMMS in use? If so what is it?

**ANSWER: Yes, "School Dude".**

**Question # 19:** Page 38, VIII. Bidding Schedule/Price-Business Proposal, Please clarify that the Unit Price provided in the bidding schedule is the yearly cost and the total price is the 3 year extended price. Also, please clarify if the Janitorial Services- Part 1 total should be provided in the chart as the weighted yearly unit price or weighted 3 year total contract price.

**ANSWER: Please see revised/modified Section VIII. Bidding Schedule / Price-Business Proposal in this amendment and use it when submitting bids. The Janitorial Services- Part 1 total should be included in the Bidding Schedule as the yearly unit price and the 3 year extended price. Do not apply weights to either the unit pricing or the extended pricing. The University will apply the weights (90% to Janitorial Services – Part 1 Total and 10% Janitorial Services – Part 2 Total) when it evaluates the bids.**

**Question # 20:** The general cleaning for buildings includes scrubbing and reconditioning resilient and non-resilient floor areas. Please clarify the University's requirements for reconditioning.

**ANSWER: Scrubbing and reconditioning of resilient floor areas would entail stripping, cleaning and applying topical finish coats. Non-resilient floor areas (carpeting) would entail steam cleaning/extraction of surfaces.**

**Question # 21:** Please clarify if it is the intention of the University to have replacement mats provided by the awarded contractor.

**ANSWER: Replacement mats will become the responsibility of the contractor.**

**Question # 22:** Amendment 2, Page 2. In regards to the University employed Buildings and Grounds Specialist III. Please clarify if we are to include it in our contract cost or do we provide a price now that will be added to our price when he retires?

**ANSWER: If vacated, the university shall not replace the position of Buildings and Grounds Specialist III. It shall become the responsibility of the contractor to replace that position, if needed. It will be at the discretion of the offeror to include/omit a replacement cost in their offer.**

**Question # 23:** Pg. 26 Additional Scope to be Evaluated. Please clarify, is periodic floor care , carpet extraction and particularly resilient floor care to be included in our cost for addition scope to be evaluated.

**ANSWER: Yes**

**Question # 24:** Page. 9, 10. Requires separate media for the business and technical proposal. Please Clarify if you require separate technical and business proposals in paper form.

**ANSWER: The Electronic Copies – Required Media and Format clause in Section II-B of the solicitation has been modified/revised. Please see revised Electronic Copies – Required Media and Format clause in this amendment.**

**Question # 25:** Is a redacted copy considered one of the two hard copies required or is it in addition to the two hard copies required.



**ANSWER: No, the redacted copy is not considered one of the two hard copies marked “COPY” required. It is in addition to the two hard copies required.**

**Question # 26:** What is the contract amount for the current year( April 2016- March 2017). Also please provide the extra billing total paid to Aramark for the most recent 12 month period.

**ANSWER: See Award Statement for contract amount. Extra billing amounted to \$1,195.02.**

**Question # 27:** Please confirm in writing that all supplies required for handyman/light maintenance services are provided by USC Aiken.

**ANSWER: Materials will be provided by the University. It is the contractor’s responsibility to provide appropriate tools/equipment to carry out handyman/light maintenance services/tasks.**

**Question # 28:** Is pricing for one year with potential annual increases or is the price to be fixed for all three years of the contract?

**ANSWER: There are certain situations and term year of the contract in which requests for price increases from the contractor will be considered by the University. Please refer to Term of Contract – Effective Date / Initial Contract Period, Price Adjustment – Limited – After Initial Term Only, Price Adjustments – Limited By CPI “All Items”, Price Adjustments, and Pricing Data – Audit – Inspection clauses for more information.**

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR C:**

**Question # 1:** Pg. 27; C: It says that we are required to provide ten (10) references in section C on page 27, but in an amendment you provided, it was modified to say that we must provide a “comprehensive list” of references. What is the optimal number of references? Any minimum/maximum?

**ANSWER: The optimal number of references for bidder to provide with its bid is whatever quantity bidder thinks will be sufficient for the University to determine that it (bidder) is responsible to perform to the contract if awarded contract from the solicitation. There are no minimum/maximum quantity of references to provide in your bid. Instead, we are asking the bidder to provide a comprehensive list of references.**

**Question # 2:** Are any performance or bid bonds required for this proposal?

**ANSWER:** No

**Question # 3:** Could a floor space breakdown with floor types and square footages be provided, for more accurate pricing?

**ANSWER:** 60/40 tile to carpet with less than 1% other material(s).

**Question # 4:** Could a breakdown of bathrooms with the number of fixtures in each building be provided for more accurate pricing?

**ANSWER:** Please refer to Amendment 1 for building floor plans.

**Question # 5:** Who is the incumbent?

**ANSWER:** See the Statement of Award for current contract in this amendment.

**Question # 6:** What is the current pricing?

**ANSWER:** See the Statement of Award for current contract in this amendment.

**Question # 7:** Pg 24; 7: I just wanted to confirm that the contractor is providing paper products, soap, consumables, etc., as well as chemicals (green whenever possible), and the university is supplying the equipment you all have on campus, as well as utilities.

**ANSWER:** It shall be the responsibility of the contractor to provide/supply all consumables. The successful offeror (contractor) may, if they choose, use the limited current university owned equipment and return it back to the university at the end of the contract term in the same condition, minus normal wear and tear. Any repairs to university equipment during the contractors use will be the responsibility of the contractor. Utilities are the responsibility of the University

**Question # 8:** Could a list of vendors who attended the site visit be provided?

**ANSWER:** No. The State doesn't normally release the names of vendors attending site visits. The reason is to protect the identities of vendors attending the site visit (which was non-mandatory) as the State seeks to permit maximum practicable competition.

**Question # 9:** During the site visit, you all spoke about operating on 1st,2nd, and 3rd shift, as well as porter service. Can you all confirm this in writing and specify what proportion of your employees are full-time vs. part-time?

**ANSWER:** Currently our Custodial Team delivers contract performance utilizing three (3) shifts as well as porter services. The university employs one custodial team member who is full time. All other custodial team members are employees of the current contractor; 20 full time, 4 part time, 1 full time university employee.

**Question # 10:** In the IFB on page 24, you all have listed the equipment the university currently has available for use by the contractor. How many of each item listed do you all have?

**ANSWER:** 1 each of the listed items.

**Question # 11:** In the scope of work breakdown for each building, there is a section listed multiple times under semi-annual cleaning that states there will be window cleaning for spaces not reached by daily and weekly, but it says this is done only per request from the assistant chancellor. Should we include this in our bid? Or is this something that would be cost negotiated upon request?

**ANSWER:** Interior window cleaning shall be included in the offerors response. Exterior first floor cleaning shall be included in the offerors response. Exterior cleaning of windows above the first floor will be bid out when needed and the contractor may submit a separate bid, if they desire.

#### **THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR D:**

**Question # 1:** Could you please share the current pay rates for the associates? We believe in paying our associates well, and recognize that the labor is 80% of our cost. If we were selected we would want to ensure we budget to pay the current rates of the approved staff or higher.

**ANSWER: It is the responsibility of the offeror/contractor to establish pay rates that are within their industry and company guidelines that will attract and retain quality employees to carry out contracted duties.**

**Question # 2:** What is the value of the current contract? I understand Aramark won the bid in 2012 for \$547,000. Have there been any increases since 2012, if so what were the increases?

**ANSWER: There have been no increases.**

**Question # 3:** What would the University like to see improved or enhanced with the current services, if anything?

**ANSWER: As the scope of work called out in the solicitation outlines the minimum requirements, the University expects these requirements to be maintained with a hope that the contractor exceeds these minimum expectations/requirements.**

**Question # 4:** For the event set-up and break down, how many man hours are utilized for this service on an annual basis? I understand April has a higher volume of tent events.

**ANSWER: For the past 12 month period, 3,740 man hours were utilized for set-ups and break downs.**

**Question # 5:** Are the tents, chairs, tables, etc. supplied by USC? Therefore all is required of service partner is the labor and management of the event set-up/break down?

**ANSWER: Equipment for the set ups are supplied by the University.**

**Question # 6:** Do you have a uniform preference?

**ANSWER: The contractor's employees must wear complete and neatly attired uniforms with visible ID's indicating the name of the employee.**

**Question # 7:** How many technicians are currently serving the housing facilities today, how many hours per week, per month, per year?

**ANSWER:** There are 2 maintenance technicians working 40 hours per week, 52 weeks per year (excluding University holidays) addressing maintenance issues.

**Question # 8:** Please confirm the number of service days per year required for custodial, and light maintenance services.

**ANSWER:** Services shall be provided/available every day in which the university is open.

**Question # 9:** For the housing facilities on page 26 of RFP, 900 rooms, what is the total SF of the rooms that will need to be turned twice during the summer?

**ANSWER:** Please see Amendment 1 for building drawings which provide square foot details.

**Question # 10:** What is the square footage of the common areas that will need to be cleaned M-F

**ANSWER:** Approximately 25% of Pacer Commons and Pacer Crossings would be considered common space for an estimated 51,560 square feet.

**Question # 11:** What are the total annual janitorial hours provided today?

**ANSWER:** 36,480

**Question # 12:** How many full time and part associates service the campus today?

**ANSWER:** 20 full time employees, 4 part time employee and one university employee.

**Question # 13:** What is the current pay structure for management and supervisors?

**ANSWER: Management and supervisory pay structure is dictated by the individual offeror.**

**Question # 14:** Is there access to free washers and dryers on campus to clean cleaning cloths, mops, etc.?

**ANSWER: Contractor shall provide and maintain their own washer(s) and dryer(s).**

**Question # 15:** Per the holiday schedule in the RFP are you expecting for any custodial or maintenance team members to work on the holidays?

**ANSWER: In the event that a scheduled event or activity occurs during a holiday, services will be expected.**

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR E:**

**Question # 1:** How many employees are currently employed to do custodian services?

**ANSWER: 20 full time employees, 4 part time employee and one university employee.**

**Question # 2:** Would contractor have to hire new employees for the upcoming contract?

**ANSWER: Yes. Custodial team members are employees of the current contractor (excluding the one university employee). The contractor will be responsible for hiring/providing employees to carry out the contract as specified. Successful contractor may consider offering current team members employment opportunities.**

**Question #3:** Are contractors required to provides consumable items and cleaning chemicals?

**ANSWER: Yes.**

**Question # 4:** What are the hours needed for janitorial services? For example 6am-2pm or 9am-5pm?

**ANSWER:** Normal university business hours are from 8 am- 6 pm with some evening and night classes which may not end until 8 pm as well as some after hour and weekend events. Some buildings do provide 24 hour access to our students. As a service institution we must be flexible in our service in order to meet and/or exceed our customer expectations.

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR F:**

**Question # 1:** Window cleaning 2x/yr. – is that all buildings; if not can you list the bldgs. that are included

**ANSWER:** Exterior first floor windows shall be included in the offerors bid. The contractor will have an opportunity to bid on exterior window cleaning for windows above ground (first floor) level if they so desire.

**Question # 2:** What % of floors are carpet and what % of floors are other surfaces

**ANSWER:** 60/40 tile to carpet with less than 1% other material.

**Question # 3:** Summer turnarounds – when are the approximate times of year (month, dates, etc.) this happens. Can you provide any additional information for this service?

**ANSWER:** The initial summer turn will occur in May, after university graduation. Subsequent turns will occur throughout the summer based upon dormitory rental/usage with a final turn occurring in early to mid-August, prior to student return for the start of the fall semester.

**Question # 4:** Vehicles – how many are currently being used by vendor and what type of vehicles are they.

**ANSWER:** Contractor shall be responsible for providing and maintenance of contractor used vehicles. The current contractor utilizes one pick-up truck and two golf carts.

**Question # 5:** Dusting of books – does this mean the entire inventory in the library

**ANSWER:** Yes.

**Question # 6:** University currently owns equipment that vendor will be able to use. Can you be

more specific:

- a. Nobles quick clean 1500 – size; year purchased
- b. 2550 Battery Burnisher – is this tenant; size; year purchased
- c. T5 Auto scrubber – width of walk behind; 24,28,32 with 600, 700 or 800 mm disk or 26/32 with 650/800 mm disk; year purchased
- d. Windsor Carpet extractor- size; year purchased
- e. Is the equipment still in good working order
- f. Would it stand up to another 3 yrs. of service

**ANSWER:**

- a. **After further inspection, offeror/contractor should not plan on utilizing this piece of equipment.**
- b. **20” purchased in 2010**
- c. **24” purchased in 2010**
- d. **24” Windsor carpet sweeper purchased in 2009**
- e. **The University recommends that the successful contractor evaluate each piece of equipment to determine if it meets their definition of good working order.**
- f. **With proper care and maintenance, it is the universities belief that the equipment has 3 years of useful life.**

**Please note: Given the age of the University owned equipment, it may be in the best interest of the offeror/contractor to anticipate an introduction of new equipment for use.**

**Question # 7:** Can you provide a total count of fixtures in restrooms

**ANSWER:** Please refer to Amendment 1 for building floor plans, inclusive of restroom fixtures.

**Question # 8:** Consumables:

- a. Plastic bags; sizes and current usage
- b. Soap – usage and ml for bags or box that fits soap dispensers – current usage
- c. Who is responsible for replacing or fixing broken dispensers
- d. Paper towels – current usage

**ANSWER:**

- a. **Small – 24”x33”/Medium- 33”x39”/Large-43”-47”-Total approximate monthly usage-23 cases per month**
- b. **Eight (8) cases per month (6 boxes per case)**



- c. **It becomes the responsibility of the contractor to replace/repair dispensers.**
- d. **42 cases per month – Each case contains 16 packs**

**Question # 9:** What is the total population of students and staff combined and visitors daily  
**ANSWER:** **USCA has approximately 3500 students and 370 FTEs. Daily visitor count varies depending on activities and/or university sponsored/hosted events.**

**Question # 10:** Can prospective bidder hire sub-contractor for window cleaning  
**ANSWER:** **Yes. Please note that this will be at the contractor's expense.**

**Question # 11:** Who provides linens for table for special events  
**ANSWER:** **Provision of linens are not the responsibility of contractor.**

**Question # 12:** Is 45 set ups per month for events an accurate or average number  
**ANSWER:** **45 is an accurate, average number.**

**Question # 13:** Is the Nobles quick clean currently being used to power wash entrances  
**ANSWER:** **No.**

**Question # 14:** If vendor purchases power washer would a gas one be allowed on site and where would vendor have to store gas  
**ANSWER:** **A gas powered washer would be permissible and a secured storage site would be provided.**

**Question # 15:** Would window cleaning of the Housing buildings be included in that separate pricing  
**ANSWER:** **Exterior, first floor cleaning shall be included in offerors response.**

**Question # 16:** Is the equipment in the gym at wellness center cleaned by housekeeping  
**ANSWER:** **Wellness Center equipment is excluded from the scope of work.**

**Question # 17:** How many storage areas for housekeeping supplies are on the campus and is there a large storage area for storing equipment and supplies

**ANSWER:** Each building contains at least one custodial closet. A large storage area(s) is also provided.

**Question # 18:** Is there a designated building where all housekeeping supplies/equipment and tools can be delivered.

**ANSWER:** Yes.

**Question # 19:** Trash compactors where are they located and is there an area where recycles are taken

**ANSWER:** There are no trash compactors on site. Dedicated areas for recycles are identified.

**Question # 20:** What items does the university recycle

**ANSWER:** The university has a single stream “comingled” recycling program in place.

**Question # 21:** Does the university supply any office space for housekeeping

**ANSWER:** Yes.

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR G:**

**Question # 1:** Can you disclose who the current contractor is and price being paid?

**ANSWER:** Aramark, Educational Services, LLC. See Award Statement.

**Question # 2:** Is there a bid bond required?

**ANSWER:** No.

**Question # 3:** Who will be responsible for providing consumable products---soap, tissue, paper towels.

**ANSWER: It is the contractor's responsibility to provide all consumables.**

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR H:**

**Question #1:** Last year, how much was spent on (janitorial) consumables? In addition, types of products used for this?

**ANSWER: \$27,156 in consumables comprised of paper towels, tissue, can liners and soap.**

**Question #2:** Is there an average number of restrooms - per building per floor?

**ANSWER: Please see Amendment 1 for building floor plans.**

**Question # 3:** In regards to "flooring," would you say about 75% is "tile" compared to "carpet."

**ANSWER: 60/40 tile to carpet.**

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR I:**

**Question # 1:** Could you state the approximate breakdown percentage wise between carpet, VCT, terrazzo and ceramic tile for the site?

**ANSWER: 60/40 tile to carpet. Less 1% -other material.**

**Question # 2:** Total number of students.

**ANSWER: Enrollment is approximately 3500.**

**Question # 3:** What is the approximate down time between semesters?

**ANSWER:** Please follow the link to view academic calendars:

**<http://web.usca.edu/records/calendars/academic-calendars/>**

**Question # 4:** Approximate total usage and description of consumable products to be supplied by contractor (paper towels, toilet tissue, soap, etc.).

**ANSWER:** Multifold towels – 42 cases per month

Tissue – 7 cases of jumbo rolls, 8 cases of cordless rolls, 5 cases single rolls

Soap – 48 boxes per month

Can liners – 23 cases per month

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR J:**

**Question # 1:** Please clarify which specific maintenance supplies must be provided by the contractor with regard to light maintenance at the residential facilities.

**ANSWER:** The university will provide all material required for light maintenance.

**Question # 2:** Please provide average number of hours per week utilized for set ups.

**ANSWER:** 85

**Question # 3:** Page 11 states, “LEGAL AGREEMENTS INLCUDED WITH BIDS MUST BE CLEARLY LABELLED “SAMPLE.”” Page 43 states, “DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS.” Does the state wish to see a sample contract from the offeror?

**ANSWER:** No, the State does not wish to see a sample contract from the offeror. However, if an offeror insists on including a sample contract with its bid, then the offeror needs to make sure that every page of the sample contract is labelled SAMPLE.

**Question # 4:** Will the successful contractor be required to provide hand sanitizer?

**ANSWER:** Yes.

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR K:**

**Question #1:** For the consumables, will the feminine products be included as this is an item in a coin-operated machine in all the female restrooms throughout campus?

**ANSWER:** **Supplies of these products will not be included in the contract.**

**Question # 2:** Can you release the amount awarded for the most recent service contract with Aramark?

**ANSWER:** **Please see attached Award Statement.**

**Question # 3:** How many custodians/supervisors are currently servicing this contract?

**ANSWER:** **20 full time employees, 4 part time employee and one university employee.**

**Question # 4:** What is the current cost for in house personnel servicing all on campus housing? (Labor costs and supplies)

**ANSWER:** **The budgeted amount for Custodial labor is 31,346 and custodial material is \$30,000. \$80,000 is budgeted for summer temporary labor. The budgeted amount for Maintenance labor is \$200,206 and material is \$100,000.**

**Question # 5:** Can you specify if there will be certain areas in certain buildings that would need supervised access for cleaning purposes ? (i.e. the nursing building that may be off-limits due to prescriptions/ other privacy law conflicts or science building laboratories may be off-limits for hazardous chemicals or delicate equipment, etc.)

**ANSWER:** **There may be, from time to time, areas in which access may need to be supervised. Those areas will be noted in advance of any scheduled cleaning.**

**Question # 6:** Can you give an estimated number of times the planetarium may be requested for cleaning?

**ANSWER:** **The planetarium is being serviced daily, Monday – Friday.**

**Question #7:** Can you provide a general estimate on the amount of consumables used? If possible maybe measured by semesters or a calendar year?

**ANSWER:** Soap – 8 cases per month (6 boxes per case)  
Towels – 42 cases per month  
Can liners – 23 cases per month  
Tissue – 20 cases per month

## **THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR L:**

**Question # 1:** Consumables - What is the current monthly spend and can you provide a list of products and quantities currently being used.

- Does this also include the Wax for the VCT Flooring work?

**ANSWER:** Average monthly spend for consumables - \$2,250.  
Multifold towels – 42 cases per month  
Tissue – 7 cases of jumbo rolls, 8 cases of cordless rolls, 5 cases single rolls  
Soap – 48 boxes per month  
Can liners – 23 cases per month  
Orbio water – all-purpose cleaner  
Sanimaster – Disinfectant germicide cleaner  
Powerstrip – Finish remover  
Flourstar/ishine – floor finish

**Question # 2:** Can you provide a breakdown by square footage of Flooring Types (VCT / Carpet / Terrazzo)?

**ANSWER:** *60/40 tile to carpet with less than 1% other material.*

**Question # 3:** Can you provide a list of any janitorial equipment (by building) that is owned by the University other than the following that was included in the RFP?

T5 Auto Scrubber  
2550 Battery Burnisher  
Nobles Quickclean 1500

Winsdor Carpet Extractor

**ANSWER:** *No other equipment is university owned. Upon closer inspection, offeror/contractor should not plan on utilizing T5 Auto Scrubber. Please note: Given the age of the University owned equipment, it may be in the best interest of the offeror/contractor to anticipate an introduction of new equipment for use.*

**Question # 4:** Please confirm that we need to provide one van and two golf carts in our pricing?

**ANSWER:** Offerors pricing shall include any and all motorized vehicle(s) the offeror deems necessary to fulfill all contracted requirements.

**Question # 5:** Service is 5 days per week. What is the weekend service? Are all NCAA/weekend events billed separately?

**ANSWER:** *Generally, only Porter service is required on weekends unless special event/contests are scheduled. Only regional/national NCAA events have the potential for additional billing. Any USCA pre, regular or post season contests are to be included in the offerors response.*

**Question # 6:** Freedom of Information Act (FOIA) request – Can you provide the current contract rates in the previous 2014 RFP?

**ANSWER:** See the Statement of Award for the current contract in this amendment.

**Question # 7:** Summer Schedule Billing – Would you like the monthly contract amount to be consistent throughout the year?

**ANSWER:** *Yes. The university operates and will require servicing twelve (12) months per year.*

**Question # 8:** Is a National Certified WBE (certified by the Women's Business Enterprise National Council (WBENC) qualify when asking for a “South Carolina” certified minority company?

**ANSWER: No. The South Carolina Certified Minority Businesses are certified by the South Carolina Division of Small and Minority Business Contracting and Certification. The S.C. Division of Small and Minority Business Contracting and Certification (SMBCC) connects minority- and women-owned small businesses to State contracting and procurement opportunities through the Material Management Office (MMO), while working with State agencies to implement and monitor minority-contracting programs in accordance with applicable policies, laws, and regulations.**





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

Posting Date: April 10, 2012

## REINSTATED AWARD

This is a statement of intent to award a contract and becomes the official statement of award effective 8:00 AM, February 20, 2012, unless otherwise suspended or canceled. Vendors are encouraged not to begin work on the contract or incur any costs associated with the contract prior to the effective date of the contract. The University of South Carolina assumes no liability for any expenses incurred by vendors prior to the effective date of the contract.

Bidder's right to protest as listed in section 11-35-4210 in the South Carolina Consolidated Procurement Code applies to this award. Protest to be filed with :

Voight Shealy  
Chief Procurement Officer  
1201 Main Street Suite 600  
Columbia, SC 29201

**Solicitation Number:** USC-RFP-2040-CJ  
**Issue Date:** September 1, 2011  
**Opening Date:** October 18, 2011  
**Description:** University of South Carolina Aiken Custodial Services  
**Awarded To:** ARAMARK Educational Services, LLC  
ATTN: Mary K. Thornton  
1100 Crescent Green Drive, Suite 208  
Cary, NC 27518  
**Initial Contract Term:** April 11, 2012 through April 10, 2013  
**Maximum Contract Term:** April 11, 2012 through April 10, 2017  
**Estimated Potential Value of Contract:** \$2,737,500.00  
**Evaluated Amount:** \$547,500.00 per year

1	Services as Specified Gregg Graniteville Library #904	\$38,915.00	Annually
2	Services as Specified Convocation Center #921	\$84,724.00	Annually
3	Services as Specified Sciences Building #910	\$53,265.00	Annually

4	Services as Specified Etherredge Center #909	\$50,636.00	Annually
5	Svcs as Spec'ed Student Activs Ctr & Natatorium #905,905A	\$63,736.00	Annually
6	Services as Specified Public Safety Offices #901	\$845.00	Annually
7	Services as Specified Tennis Office #902	\$845.00	Annually
8	Services as Specified Pendland Administration #903	\$51,165.00	Annually
9	Services as Specified Humanities & Social Sciences #906	\$35,189.00	Annually
10	Services as Specified Concession Stand #907	\$809.00	Annually
11	Services as Specified Supply and Maintenance #908	\$10,809.00	Annually
12	Services as Specified Child Carte Center #911	\$4,044.00	Annually
13	Services as Specified Pickens Salley House #912	\$3,929.00	Annually
14	Services as Specified Softball Office #913	\$634.00	Annually
15	Services as Specified Softball Locker Room #914	\$968.00	Annually
16	Services as Specified Ruth Patrick Science Educ Ctr #915	\$36,138.00	Annually
17	Services as Specified Bus & Educ #916 and Wellness Ctr	\$80,729.00	Annually
18	Services as Specified Soccer #918	\$2,305.00	Annually
19	Services as Specified Baseball Stadium Offices #920	\$5,818.00	Annually
20	Services as Specified Nursing #926	\$21,997.00	Annually

**AWARD – REINSTATED : THE ABOVE NOTIFICATION OF CONTRACT AWARD IS REINSTATED.**

*Charles C. Johnson, III.*

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**Charles C. Johnson, III**  
**Procurement Manager**

**SECTION VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL OF THE SOLICITATION HAS BEEN REVISED/MODIFIED AND NOW READS AS FOLLOWS:**

**VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL**

**JANITORIAL SERVICES – PART 1**

<b>Line Item</b>	<b>DESCRIPTION</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	Services as specified Gregg Graniteville Library #904	3	Annually/Year		
2	Services as specified for Convocation Center #921	3	Annually/Year		
3	Services as specified for Sciences Building #910	3	Annually/Year		
4	Services as specified for Etherredge Center #909	3	Annually/Year		
5	Services as specified for Student Activities Center & Natatorium #905, #905A	3	Annually/Year		
6	Services as specified for Public Safety Offices #901	3	Annually/Year		
7	Services as specified for Tennis Office #902	3	Annually/Year		
8	Services as specified for Penland Administration #903	3	Annually/Year		
9	Services as specified for Humanities & Social Sciences #906	3	Annually/Year		
10	Services as specified for Concession Stand #907	3	Annually/Year		
11	Services as specified for Supply & Maintenance #908	3	Annually/Year		
12	Services as specified for Child Care Center #911	3	Annually/Year		
13	Services as specified for Pickens Salley House #912	3	Annually/Year		
14	Services as specified for Softball Office #913	3	Annually/Year		
15	Services as specified for Softball Locker Room #914	3	Annually/Year		
16	Services as specified for Ruth Patrick Science Education Center #915	3	Annually/Year		
17	Services as specified for Business & Education #916 and Wellness Center	3	Annually/Year		

18	Services as specified for Soccer #918	3	Annually/Year		
19	Services as specified for Baseball Stadium Offices #920	3	Annually/Year		
20	Services as specified for Nursing #926	3	Annually/Year		
<b>JANITORIAL SERVICES – PART 1 TOTAL (90%)</b>					<b>\$</b>

Indicate Items numbers that you are requesting Resident Contractor Preference for:

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Indicate item numbers that you are requesting Resident Subcontractor Preference for:

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Resident Contractor Preference \_\_\_\_\_  
 Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_  
 Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

**Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder’s work exceeds \$50,000 or the total potential price of the bidder’s work exceeds \$500,000. [11-35-1524(E)(3)]**

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder’s factual basis for concluding that the subcontractor’s work constitutes the required percentage of the work to be performed in the procurement.

**JANITORIAL SERVICES – PART 2**

Line Item	DESCRIPTION	Quantity	Unit of Measure	Unit Price	Total
A	Services as specified Pacer Downs Apartments	3	Annually/Year		

B	Services as specified Pacer Downs Community Bldg	3	Annually/Year		
C	Services as specified Pacer Commons	3	Annually/Year		
D	Services as specified Pacer Crossings	3	Annually/Year		
E	Additional Summer Room Turns	1	Each		

<b>JANITORIAL SERVICES – PART 2 TOTAL (10%)</b>	
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Indicate Items numbers that you are requesting Resident Contractor Preference for:

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Indicate item numbers that you are requesting Resident Subcontractor Preference for:

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Resident Contractor Preference \_\_\_\_\_  
 Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_  
 Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

**Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder’s work exceeds \$50,000 or the total potential price of the bidder’s work exceeds \$500,000. [11-35-1524(E)(3)]**

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder’s factual basis for concluding that the subcontractor’s work constitutes the required percentage of the work to be performed in the procurement.

**EXAMPLE OF HOW BIDDER’S TOTAL PRICE FOR JANITORIAL SERVICES – PART 1 AND BIDDER’S TOTAL PRICE FOR JANITORIAL SERVICES – PART 2 WILL BE EVALUATED:**

Bidder: AB COMPANY (No Preferences Requested)

Bidder’s Total Price for Janitorial Services – Part 1 = \$200,000.00

Bidder’s Total Price for Janitorial Services – Part 1 x 90% (Weight Assigned) = \$180,000.00

Bidder’s Total Price for Janitorial Services – Part 2 = \$50,000.00

Bidder’s Total Price for Janitorial Services – Part 2 x 10% (Weight Assigned) = \$5,000.00

Bidder’s Total Weighted Evaluated Price for Janitorial Services – Parts 1 and 2 = \$185,000.00

Bidder: XY CORPORATION (No Preferences Requested)

Bidder’s Total Price for Janitorial Services – Part 1 = \$300,000.00

Bidder’s Total Price for Janitorial Services – Part 1 x 90% (Weight Assigned) = \$270,000.00

Bidder’s Total Price for Janitorial Services – Part 2 = \$25,000.00

Bidder’s Total Price for Janitorial Services – Part 2 x 10% (Weight Assigned) = \$2,500.00

Bidder’s Total Weighted Evaluated Price for Janitorial Services – Parts 1 and 2 = \$272,500.00

Bidder: PC INCORPORATED (No Preferences Requested)

Bidder’s Total Price for Janitorial Services – Part 1 = \$150,000.00

Bidder’s Total Price for Janitorial Services – Part 1 x 90% (Weight Assigned) = \$135,000.00

Bidder’s Total Price for Janitorial Services – Part 2 = \$60,000.00

Bidder’s Total Price for Janitorial Services – Part 2 x 10% (Weight Assigned) = \$6,000.00

Bidder’s Total Weighted Evaluated Price for Janitorial Services – Parts 1 and 2 = \$141,000.00

Bidder with the lowest total weighted evaluated price for Janitorial Services – Parts 1 and 2 is PC INCORPORATED.

**THE ELECTRONIC COPIES – REQUIRED MEDIA AND FORMAT  
CLAUSE IN SECTION II-B OF THE SOLICITATION HAS BEEN  
REVISED/MODIFIED AND NOW READS AS FOLLOWS:**

ELECTRONIC COPIES – REQUIRED MEDIA AND FORMAT: In addition to your original offer, you must submit an electronic copy or copies on compact disk (CD), DVD, or USB drive. Submit the number of copies (1) indicated on the cover page. Every disk or USB drive must be labeled with the solicitation number and the offeror's name. If multiple-disk sets are provided, each disk in the set must be appropriately identified as to its relationship to the set, e.g., 1 of 2. The electronic copy must be identical to the original offer. File format shall be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password.