

**February 22, 2018**

**Custodial Services Contract**

**Reference Request for Proposal (RFP) #218-35**

**Question & Answer – Specification Clarification I**

Grand Valley State University (GVSU) has the following answers to questions that have been submitted from the pre-bid meeting and site visits to Winter Hall (WIN), Secchia Hall (SEC), and the Seidman Center (SCB). GVSU’s response are noted in red.

**Note:** Frequencies in the bid document are a guideline, the required goal is to have a clean building.

**Pre-Bid Meeting Questions:**

* Does the University supply batteries for paper towel dispensers?
	+ Yes, the order for these batteries are done weekly. The amount of batteries ordered is determined by the weekly order placed to the Operations department (on Thursday night) by the cleaning contractor.
* Is a bid bond required?
	+ A bid bond is not required for this proposal.
* How often are tile floors to be stripped and waxed? (p 28)
	+ Quarterly, it is under the discretion of GVSU to determine if a floor needs to be touched up based on its appearance. This would be scrubbing and putting down a coat of wax to make it look presentable again.
	+ Yearly it is required to completely strip and re-wax the floor.
* Are seminar rooms cleaned nightly?
	+ Yes, seminar rooms are considered common space and are cleaned nightly (Sunday night through Thursday night). It may also be requested that the day porter touch one up (trash, wipe tables) during the day depending on what happened in the room.
* Are we able to get floor plans?
	+ Yes, those were sent out 2/19/2018.
* Is prevailing wage required?
	+ The Michigan Prevailing Wages on State Projects law, PA 166 of 1965, in MCL408.551 excludes Custodial employees.  See the pertinent excerpt below:
	+ **408.551 Definitions.**

Sec. 1. As used in this act: (a) “Construction mechanic” means a skilled or unskilled mechanic, laborer, worker, helper, assistant, or apprentice working on a state project but shall not include executive, administrative, professional, office, or custodial employees.

* How many weekend events are there in Muskegon?
	+ There is approximately one weekend event per month.
* How often are HVAC vents and registers to be cleaned?
	+ The minimum amount of times the vents need to be cleaned are quarterly.
* Apartment Turns?
	+ These are charged to GVSU when they happen. These are coordinated through Housing and Operations. Some apt turns are one or two at a time and you have a couple weeks to get them done. Some turns are 60 rooms at ones and you have 3 days to get them done. Most “quick turns” are just before the fall semester. The number of turns depends on how many are moving out. Regardless, appropriate staffing requirements are needed.
* Interior window washing
	+ The custodial contractor is required to wash interior common area and entrance windows 8’ and down daily. You may be requested to touch up the exterior if there is an event. Housing room windows are double hung and able to be cleaned from the inside during a turnover.
* What are GVSU’s snow removal requirements?
	+ GVSU has a snow removal contractor. On occasion, it may be requested to the day porter to put some salt down at an entrance or sweep away/shovel snow away from an entrance if it is coming in the building.

**Winter Hall/Secchia Questions**

* Weekend requirements for housing?
	+ The minimum required time allotment for housing is 4 hours to cover the required tasks. If they are not able to be done in the minimum required time, please plan accordingly.
* Does Secchia Hall have common area hallways?
	+ Secchia common area consists of the stairwell and common hall on the first floor as well as the laundry in tower G
* Does Secchia have outlets in the stairwell?
	+ Yes, there is one on each landing.
* Does Secchia and Winter Hall each have a day porter?
	+ Both buildings share the same day porter. The day porter is based out of Winter Hall. All supplies and equipment is based out of Winter Hall

**Seidman Building**

* A question came up on if it was required to dust artwork.
	+ Artwork is to be dusted weekly.
* How often are display case items dusted?
	+ Display case items are dusted on an as needed basis to limit damage. Work is coordinated with the Ops manager for that building.
* SCB contains a catering kitchen. What is cleaned in there?
	+ Catering kitchen floors cleaned on request
* General Notes
	+ It does not show on the floor plans, but there are several sinks throughout SCB located in work rooms. Please note there are 4-5 sinks on the 3rd floor and 3 sinks on the first floor with associated fixtures (soap, paper towel, etc.)

Bid Opening: Friday, March 16, 2018 @ 10:00 AM

Thank you for your participation,

Valerie Rhodes-Sorrelle, C.P.M.

Sr. Strategic Sourcing Specialist

***Procurement Services - 2033 Zumberge Hall - Allendale, MI 49401***

***Phone – 616/331-2283 – Fax 616/331-3287***