

ADDENDUM No. 01	LSU	BID DUE DATE AND TIME		
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		07/14/2016	11:00 AM	CT

SOLICITATION 000014111 VENDOR # VENDOR NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	RETURN ADDENDUM TO FAX # Pennington Biomedical Research Center LOUISIANA STATE UNIV. PROCUREMENT OFFICE 213 THOMAS BOYD HALL Baton Rouge LA 70803 BUYER Mark Barcia BUYER PHONE (225) 578-2285 ISSUE DATE 07/07/2016
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TITLE: CUSTODIAL SERVICES - PENNINGTON BIOMEDICAL RESEARCH CENTER

Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this Solicitation.

Please see attached for vendor inquiries and responses.

This Addendum should be signed and returned with your bid or otherwise acknowledged therein. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. For revisions/clarifications to be considered, your addendum response must be submitted to and received by the issuing LSU Campus/Department at the "Return Bid To" address stated above no later than the specified bid due date/time and must be clearly marked with the solicitation number and the bid due date/time and returned via fax, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the bidder must either honor or withdraw its original bid.

Bidder's Addendum Acknowledgement/Response:

As an authorized agent/signatory of the bidder, I/we acknowledge receipt of this Addendum, and
 _____ submit no alterations/clarifications to our original bid.
 _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.

BIDDER (Name of Firm)	MAILING ADDRESS
AUTHORIZED SIGNATURE	CITY, STATE ZIP
PRINTED NAME	PHONE #
TITLE	FAX #
E-MAIL	FEDERAL TAX ID #

Solicitation #14111 – Custodial Services for PBRC

Addendum #1

Please see the below inquiries and the University responses:

1. **Question:** The bid references a worksheet, but one is not available in the bid packet. Can you send that out?

Reply: 1) Bidders must provide a monthly cost proposal for Custodial Services for PBRC. 2) Bidders must also complete and submit with your proposal the attached worksheet. This worksheet details areas that may be cleaned from time to time upon specific request by the Assistant Director of Facilities throughout the term of the contract.

2. **Question:** Who is the current vendor and what were the results of the bid to the previously awarded contract?

Reply: ABM Janitorial is the current vendor. The details of the bid that was previously conducted are available via a public records request.

3. **Question:** In each building:

What is the square footage of carpet?

What is the square footage of VCT?

What is the square footage of terrazzo?

What is the square footage of ceramic tile?

Reply: This information is not available. However, vendors are allowed to measure/calculate these areas themselves by contacting Marilyn Hughes, Assistant Director of Facility Services, at (225) 763-2506, who will arrange for a member of her staff to provide an escort to do so.

4. **Question:** Please differentiate which buildings are in Group A and which are in Group B?

Reply: This information is provided on pg. 27 of the RFQQ document. It is also stated below:

Group A

Building B (Administration), C (Laboratory), E (Comparative Biology), F (Maintenance/Receiving), G (CB Pennington Jr.), G-Annex (Education), H (Residence Center), K (Gazebo), L (Basic Science), 2nd & 4th Floor Building M (Clinical Research), N (Imaging Center), P (Central Utilities Plant).

Group B

Building D (Clinic), Building J (Health & Fitness), 1st Floor Building M (Clinical Research), M2007 (Clinical Research Participant Dining), Food Intake Rooms)-2nd Floor-Building M (Rooms M2041, M2042, M2043, M2045, M2046), and All restrooms/shower facilities.

Group A – represents the 3 day per week (Mon/Wed/Fri) group

Group B – represents the 5 day per week (Mon/Tue/Wed/Thur/Fri) group

5. **Question:** How many windows including measurements are included to be cleaned in this contract, per building?

Reply: Interior windows are to be cleaned as per the schedule included in the RRQQ. (Note: Building L Interior Windows (Atrium) are to be added to the interior window cleaning requirements).

Exterior window areas that the contractor is expected to service at least once per year are listed below. Bidders are invited to measure/calculate these areas themselves by contacting Marilyn Hughes, Assistant Director of Facility Services, at (225) 763-2506, who will arrange for a member of her staff to provide an escort for you to do so.

Building B: 1st & 2nd Floors

Building C: 1st & 2nd Floors

Building D: 1st & 2nd Floors

Building E: 1st & 2nd Floors

Building G: 1st & 2nd Floors

Building H: 1st & 2nd Floors

Building J: 1st & 2nd Floors

Building K: 1st & 2nd Floors (it's all one floor but two levels high)

Building L: 1st Floor

Building M: 1st & 2nd Floors

Building N: 1st & 2nd Floors

Building P: 1st Floor

6. **Question:** Could we please have a list of bidders at the prebid conference?

Reply: A PDF of the bidders who attended the Pre-Bid Conference is attached.

7. **Question:** Will the several items discussed during the pre-bid meeting be released via addendum?

Reply: As indicated in the RFQQ document and at the Pre-Bid Conference, the addendum will address only those questions submitted in writing by the specified date. Any other pertinent clarifications/corrections are underlined in this document.

8. **Question:** Please provide a copy of the sign in sheet from the pre-bid meeting?

Reply: A PDF of the bidders who attended the Pre-Bid Conference is attached.

9. **Question:** What is the current contract annual amount?

Reply: The annual contract amount is approximately \$260,000.

10. **Question:** Does LSU provide vehicles (golf carts) for use by the contractor?

Reply: Vehicles are not provided by the University/PBRC to the contractor due to insurance reasons.

11. **Question:** Please confirm that the contractor is to provide one (1) custodial manager, two (2) non-working supervisors, and eleven (11) custodians?
Reply: These are the MINIMUM requirements. If more are required to clean the facility, the contractor is expected to provide them.
12. **Question:** Is there storage with water source in each building and on each floor?
Reply: There is a janitorial closet in each building with a sink. Some buildings may have more than one closet. Those closets are shown on the floor plans as indicated by the word "Janitor" or "Jan". (Note: On the drawings for Building "C", Second Floor, Room C2069 is incorrectly listed as a Janitor Closet; this designation is incorrect – C2069 is a Wire Room and subsequently will not be an available space for the custodial contractor.)
13. **Question:** Events at the conference center are provided at an additional charge correct?
Reply: Correct. On a per day pro-rated charge per square foot.
14. **Question:** Is the contractor responsible for floors only in the Labs, Patient Rooms, and Procedure Rooms?
Reply: No. All surfaces including vents, windowsills, baseboards, floors, countertops, windows, etc. that can be done so without moving paperwork or other items present are to be included.
15. **Question:** Please provide clarification on the high reach window cleaning and high reach dusting?
Reply: There are several areas throughout the facility that are high reach. Those are to be included.
16. **Question:** Who is the current contractor providing the custodial service?
Reply: ABM Janitorial
17. **Question:** What is the PBRC 2016 budget for Custodial Service?
Reply: This information is not available.
18. **Question:** What is the current contractor monthly fee for custodial service?
Reply: The approximate monthly amount is \$21,600.
19. **Question:** Please clarify the window cleaning requirements to be performed by the successful contractor?
Reply: All interior windows are to be cleaned per the schedule included in the RFQQ documents (Note: Building L Interior Windows (Atrium) are to be added to the interior window cleaning requirements).

Exterior window areas that the contractor is expected to service at least once per year are listed below. Bidders are invited to measure/calculate these areas themselves by contacting Marilyn Hughes, Assistant Director of Facility Services, at (225) 763-2506, who will arrange for a member of her staff to provide an escort for you to do so.

Building B: 1st & 2nd Floors
Building C: 1st & 2nd Floors
Building D: 1st & 2nd Floors
Building E: 1st & 2nd Floors
Building G: 1st & 2nd Floors
Building H: 1st & 2nd Floors
Building J: 1st & 2nd Floors
Building K: 1st & 2nd Floors (it's all one floor but two levels high)
Building L: 1st Floor
Building M: 1st & 2nd Floors
Building N: 1st & 2nd Floors
Building P: 1st Floor

20. **Question:** Will the successful contractor be allowed an annual upward adjustment by an amount equal to the Consumer Price Index?

Reply: All pricing submitted by the vendor must include any escalation amounts and/or adjustments and an explanation of the basis for the adjustment (Consumer Price Index, etc.). Evaluation of pricing/cost proposals will include all variables submitted.

21. **Question:** Will the successful contractor be allowed an upward adjustment due to causes beyond its control, including, but not limited to, an increase in federal, state or local minimum wage rates?

Reply: All pricing submitted by the vendor must include both anticipated and unanticipated wage changes.

22. **Question:** Is there a Collective Bargaining Agreement in place with the current contractor?

Reply: There is not a collective bargaining agreement in place with the current contractor.

23. **Question:** In section C under minimum standards, is the contractor required to have 11 full time employees?

Reply: The contractor is required to have 11 working full time employees. You must also have two full time non-working supervisors and a Custodial Manager. These are the MINIMUM requirements. If more are required to clean the facility, the contractor is expected to provide them.

24. **Question:** Is there a designated area or office area that the non-working supervisors and project managers can utilize?

Reply: Yes, one will be made available.

25. **Question:** Does the Cyber Liability coverage listed on page 6 apply to this bid?

Reply: No.

26. **Question:** What is the actual square footage of the areas being cleaned every day, what is the square footage of the areas being cleaned three days a week, and what is the square footage of the areas that are not being cleaned at all for the purposes of this bid. Please give us as accurate a measurement as you can.

Reply:

As indicated in the RFQQ document (Attachment II Building List, pg 27), the gross square footage of each building, as well as the square footage that applies to the contract/area to be cleaned in each building, is provided. For any other needed measurements, vendors are allowed to measure/calculate these areas themselves by contacting Marilyn Hughes, Assistant Director of Facility Services, at (225) 763-2506, who will arrange for a member of her staff to provide an escort to do so.

Also, as indicated in the RFQQ document, the two groups of buildings (3 days per week & 5 days per week) are listed below.

Group A

Building B (Administration), C (Laboratory), E (Comparative Biology), F (Maintenance/Receiving), G (CB Pennington Jr.), G-Annex (Education), H (Residence Center), K (Gazebo), L (Basic Science), 2nd & 4th Floor Building M (Clinical Research), N (Imaging Center), P (Central Utilities Plant).

Group B

Building D (Clinic), Building J (Health & Fitness), 1st Floor Building M (Clinical Research), M2007 (Clinical Research Participant Dining), Food Intake Rooms)-2nd Floor-Building M (Rooms M2041, M2042, M2043, M2045, M2046), and All restrooms/shower facilities.

Group A – represents the 3 day per week (Mon/Wed/Fri) group

Group B – represents the 5 day per week (Mon/Tue/Wed/Thur/Fri) group

27. **Question:** Clarification of Requested Financial Information by LSU for RFQQ

Reply: It is permitted to submit your financial information in a separate, sealed envelope with your bid; also, include one (1) separate flash drive with just financial information in the same envelope. This information will only be accessed by Procurement for the top scoring proposer(s).

The worksheet below contains additional areas that may be cleaned from time to time upon request by LSU/PBRC Administration. In addition to providing a lump sum proposal for monthly service, bidders are to complete the below worksheet.

ITEM NO.	ITEM DESCRIPTION	UNIT*	UNIT PRICE	SUBMIT UNIT PRICE HERE
1	Additional Office Space Added to Regularly scheduled cleaning on a 3-day per week basis - subject to specifications and correspondence in Solicitation #14111	OFFICES RANGE FROM 102-592 SQFT	PER SQFT	
2	Additional Toilet Room Space Added to Regularly scheduled cleaning - subject to specifications and correspondence in Solicitation #14111	TOILET ROOMS RANGE FROM 63-620 SQFT	PER SQFT	
3	Additional Laboratory Space Added to Regularly scheduled cleaning - subject to specifications and correspondence in Solicitation #14111	LABORATORIES RANGE FROM 72-3000 SQFT	PER SQFT	
4	Additional Clinical Patient Room Space Added to Regularly scheduled cleaning - subject to specifications and correspondence in Solicitation #14111	CLINICAL PATIENT ROOM SPACE RANGES FROM 110-342 SQFT	PER SQFT	
5	Additional Clinical Scrub Areas, Exam Rooms & Surgery Site Space (5 days per week) Added to Regularly scheduled cleaning - subject to specifications and correspondence in Solicitation #14111	CLINICAL SCRUB AREAS, EXAM ROOMS AND SURGERY SITE SPACE RANGES FROM 89-286 SQFT	PER SQFT	
6	Additional Stairwell Space Added to Regularly scheduled cleaning - subject to specifications and correspondence in Solicitation #14111	VARIES	PER SQFT	
7	Additional Apartment Space Added to Regularly scheduled cleaning - subject to specifications and correspondence in Solicitation #14111	ADDITIONAL APARTMENT SPACE RANGES FROM 598-929 SQFT	PER SQFT	
8	Additional Kitchen & Dining Space Added to Regularly scheduled cleaning - subject to specifications and correspondence in Solicitation #14111	ADDITIONAL KITCHEN AND DINING AREAS RANGE FROM 58-1555 SQFT	PER SQFT	
9	Price per man-hour to provide additional labor services beyond the contract requirements	VARIES	PER MAN HOUR	
10	Provide labor, tools & necessary materials for cleaning of additional areas as requested	VARIES	PER SQFT	
11	Price per man-hour to provide specified services for Day Attendant as per RFOQ, pg 15, Item VI, C.2.	VARIES	PER MAN HOUR	
12	Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg B - Administration, 1st and 2nd Floor per the specifications and correspondence in solicitation #14111	1	EACH CLEANING	
13	Provide labor, tools & necessary materials for cleaning of Exterior Windows of C-Lab, 1st and 2nd Floor per the specifications and correspondence in solicitation #14111	1	EACH CLEANING	
14	Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg D - Clinic, 1st and 2nd Floor, - per the specifications and correspondence in solicitation #14111	1	EACH CLEANING	

Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg E - Comparative Biology, 1st and 2nd Floor, - per the 15 specifications and correspondence in solicitation #14111	1	EACH CLEANING	
Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg G - Conference Center & Annex, 1st & 2nd floors, per the 16 specifications and correspondence in solicitation #14111	1	EACH CLEANING	
Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg H - Residence Center, 1st & 2nd floors, per the 17 specifications and correspondence in solicitation #14111	1	EACH CLEANING	
Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg J - Health & Fitness, 1st & 2nd floors, per the 18 specifications and correspondence in solicitation #14111	1	EACH CLEANING	
Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg K - Gazebo, 1st & 2nd floors, per the specifications and 19 correspondence in solicitation #14111	1	EACH CLEANING	
Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg L - Basic Sciences, 1st Floor, - per the specifications and 20 correspondence in solicitation #14111	1	EACH CLEANING	
Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg M - Clinic, 1st & 2nd floors, per the specifications and 21 correspondence in solicitation #14111	1	EACH CLEANING	
Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg N - Imaging Center, 1st & 2nd floors, per the 22 specifications and correspondence in solicitation #14111	1	EACH CLEANING	
Provide labor, tools & necessary materials for cleaning of Exterior Windows of Bldg P - Imaging Center, 1st floor, per the specifications and 23 correspondence in solicitation #14111	1	EACH CLEANING	

* Ranges indicated are approximate

WORKSHEET SUBMITTED BY:

SUPPLIER NAME

PREBID WALK THROUGH: CUSTODIAL SERVICES AT PENNINGTON BIOMEDICAL RESEARCH CENTER

Solicitation #: 14111

Date: 6-21-16

Location: PENNINGTON BIOMEDICAL RESEARCH CENTER (PBRC), CB PENNINGTON JR EAST CONFERENCE CENTER, ROOM #G1046

PRINTED NAME	ORGANIZATION	TELEPHONE	EMAIL ADDRESS	SIGNATURE
Larry Breuerle	T. E. B. Cleaning Inc.	(985) 864-2261	tebcleaning1@yahoo.com	
Bobby Brazzale	T.C.B. Cleaning Inc	985-789-4074	tebcleaning2@yahoo.com	
Justin Gaudet	SG Contracting LLC	205-663-3371	j.gaudet@sgcontracting.com	
Glenn Corb	Goodwill SEVA	(504) 450-2622	gcorb@goodwillno.org	
Michelle Mardis	Goodwill SEVA	(504) 457-2275	mmardis@goodwillno.org	
KR Peterson	GCA SERVICES, INC	850-384-9161	krpeterson@gcaservices.com	
Susanah Bing	KNS Industrial Cleaning Services	(25) 588-9109	susanah@knsworks.com	
Ron EALZY	Advance Business Solutions	504) 972-0419	ron.ealzy@abssol.com	
Leante Barreto	Empire Services	(504) 654-6130	leante@empirena.com	
AULIYEN	EMPIRE SVC.	504-835-5551	A1@EMPIRENASH.COM	
Jason Lambert	Emmon Enterprises c/o Jani-King of BR	225-273-5464	jlambert@janiking.com	
MARVIN TAYLOR	Kimco SERVICES	225-303-7331	Marvin.Taylor@kimco.com	

PREBID WALK THROUGH: CUSTODIAL SERVICES AT PENNINGTON BIOMEDICAL RESEARCH CENTER

Solicitation #: 14111

Date: 6-21-16

Location: PENNINGTON BIOMEDICAL RESEARCH CENTER (PBRCC), CB PENNINGTON JR EAST CONFERENCE CENTER, ROOM #G1046

PRINTED NAME	ORGANIZATION	TELEPHONE	EMAIL ADDRESS	SIGNATURE
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Patrick Childs	Sanserve	1-800-256-8464	Patrick@SANSERVE.net	
Kyle Sekhng	TEI	225-923-0808	Kbqehny@TEIchildmysearvics.com	
Tony Altetain	DiversiFood	504-220-4111	TEHAT@DiversiFood.com	
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