



Purchasing Department

Purchasing Department

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Addendum Number 1

June 23, 2025

CUSTODIAL SERVICES-LABORATORY SCHOOL

Southern University and A&M College

Baton Rouge, Louisiana 70813

Request for Proposal # 10339 3:00 PM

July 21, 2025

Note: Deadline date to submit bid changed to July 21, 2025

The following modifications to the referenced project shall be incorporated into the original specifications and/or plans. Unless a change is specifically made by addendum, the specifications and/or plans as issued shall govern.

Bids shall be accepted in the Purchasing Department by above date and time

Note: Vendors are required to acknowledge receipt of this addendum and return it with the proposal.

Company _____

Signature _____

Attachment:

Inquiries & Responses

Note: Attachments not included with proposal will be posted on LAPAC Monday, June 30, 2025

Inquiries/Addenda are posted on LaPAC at

It is the responsibility of the vendor to check LAPAC for addenda.

<https://www.cfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm>

Linda Antoine

Linda Antoine, Director of Purchasing

Date 6/24/25

Return this page with proposal

www.subr.edu

ADDENDUM # 1

Southern University Laboratory School
Request for Proposal: Custodial Services
RFP# 50016-10339
Responses to Inquiries

1. Does the size and scope of the job remain the same as the previous bid?
 - a. There was no previous bid.
2. What is the estimated budget threshold for this project?
 - a. n/a
3. Are there any English-speaking requirements for employees?
 - a. Yes, all Employees required to speak English and pass a background check
4. How many employees are required to be on site providing services?
 - a. Minimum of 2 Day Porters
 - b. Minimum of 5 evening crew to cover each of the Zones, as identified in the Scope of the Proposal, page 3
5. Please provide the attachments specified in the RFP. Only Attachment C is attached.
 - a. Added to the addendum
6. Can you confirm whether any areas beyond the four identified zones (Main Building, Elementary Wing, Gymnasium, Cafeteria) are to be included in the contract scope?
 - a. A.W. Mumford Stadium after SULS Home Football Games (schedule to be provided)
7. Will storage rooms, hallways, or any shared spaces not specifically listed require routine cleaning?
 - a. Storage room where janitorial supplies are kept require routine cleaning along with hallways.
 - b. Some classrooms have shared spaces with the classroom next door and will require general cleaning.
8. What are the expected hours of custodial service coverage? Are there required shifts for day, evening, or weekends?
 - a. Please refer to Section 1.0 of RFP
 - b. M-F during School Year: 7am-3:30pm Day Porter and Evening Crew from 3:30 until 9:00pm
 - c. After School Year ends, M-F 8-12; until summer programming and during summer deep cleaning
 - d. During Summer Programming, M-F 7am-3pm Day Porters and Evening Crew from 4:30 until clean
 - e. Evening or Weekends are depending upon events such as athletic games
9. For special events such as athletic games, will custodians be expected to remain on-site, or is cleaning limited to before/after the event?

- a. Clean before the start of the event and after the event (schedules to be provided)
10. Can you clarify the June custodial schedule for classrooms used during summer enrichment
 - a. See #8 above
 - b. For June/July deep cleaning and floor maintenance; Upstairs will be made available first, followed by downstairs in Main Building with Elementary Building and Cafeteria last. Gym clean will need to be done over a long weekend or in July
11. Who is the current custodial services provider, and what is the approximate annual value of the existing contract?
 - a. No current provider
12. Are there any known service improvements or operational issues that the school is seeking to address with this RFP?
 - a. School would like to maintain the level of cleanliness as indicated in the RFP year-round
13. How frequently will SULS conduct inspections, and what standards or rubric will be used for performance evaluation?
 - a. SULS will inspect bi-weekly, by space, with a rubric. SULS will inspect along with Site Supervisor/Director of Operations from Vendor.
14. What is the process for addressing and remediating service deficiencies?
 - a. Please refer to Section 1.1D
 - b. SULS will notify vendor and include identified area plus pictures, if available
 - c. SULS expects remediation within 24 hours
 - d. SULS will review remediation to ensure satisfactory
 - e. Failure to remediate will result in written notification to vendor with copy to SUBR procurement for file.
15. Will SULS provide restroom consumables (e.g., toilet paper, soap, liners), or is the contractor responsible for procurement?
 - a. SULS to provide restroom consumables
16. Is there designated on-site space for storing custodial supplies and equipment
 - a. Yes, there are spaces near the elementary wing, in the main building and in the gym for storing supplies
17. Will events and special services be billed separately or included in the annual base pricing?
 - a. Included in base pricing
18. What is the expected billing and payment frequency (monthly, quarterly)?
 - a. Monthly
19. Are there specific insurance or bonding requirements we should be aware of?
 - a. Please refer to Section 6.1 of Bid
20. What are the criteria for annual contract renewal and continuation?
 - a. SULS will review performance each May and work with procurement if contract should not be renewed/continued
21. Table of contents
 - a. Introduction....p2

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 - i. 1.0 Scope.....p19
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 - iii. 1.2 Contractor Personnel and Related Requirements... p22
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 - vii. 1.6 Green Purchasing Requirements/Specifications....p32
 - viii. 1.7 Task Performance Standards.....p33
 - f. Attachment A....Floor Plan
 - g. Attachment B....Cleaning Frequency Schedule
 - h. Attachment C.....APPA's Cleaning Level Standards
22. Price Sheet
- a. The vendor may use their own format to propose pricing for one, several or all three Zones
23. Will the contractor be expected to provide services during holiday breaks, or only during the regular academic calendar and June summer programming?
- a. Please refer to page 19, Section 1.0 A through E for weekend duties, emergency calls, summer cleaning, events and private events
24. Are custodial services required on weekends, or only Monday through Friday?
- a. Please refer to page 19, Section 1.0 A through E for weekend duties, emergency calls, summer cleaning, events and private events
25. Are there any cleaning requirements outside of standard hours for special events or evening activities?
- a. Please refer to page 19, Section 1.0 A through E for weekend duties, emergency calls, summer cleaning, events and private events
26. Are there any classrooms, offices, or spaces that are excluded from the scope of this contract?
- a. No, please refer to Attachment with Zones
27. Will any floor maintenance (e.g., stripping, waxing, buffing) be required during the school year, or only during school breaks?
- a. Please see attachment with frequency schedule
28. Will a university-issued pricing worksheet or format be provided (Attachment A/B), or should vendors use their own format?
- a. The Contractor may use their own format to propose pricing for one, several or all three Zones
29. Should base pricing include the cost of supplies and consumables, or should those be shown as optional or bundled separately?
- a. Consumables are provided by SULS, base pricing should include the cost of supplies

30. Are there specific performance standards or KPIs (Key Performance Indicators) that the custodial contractor will be measured against?
 - a. Service Quality
 - b. Janitorial Team Performance
 - c. Safety
 - d. Financial
 - e. Sustainability
31. Can you provide a more detailed square footage breakdown by building within each zone?
 - a. Please refer to page 3, with the space by zone, including square footage
32. Are background checks required before contract award or before personnel are assigned to campus?
 - a. Before personnel are assigned to campus
33. Will staff require university-issued ID badges or access credentials, or should contractors budget for this?
 - a. Please Refer to page 22, Section 1.2B; current cost of credentials is \$25
34. Is there a current custodial service provider under contract, and if so, what is the company name and current
 - a. There is no current custodial service provider.
35. Will current custodial staff be retained, or is there an expectation for transition support?
 - a. There is no expectation for transition support.
36. Are custodians expected to be on-site the entire 7:30 AM – 2:00 PM window, or only during peak cleaning hours?
 - a. The day shift is 7:00am - 3:30pm (page 19); custodians expected to be on-site the entire shift.
37. Will the custodial staff be responsible for opening and/or locking up the school each day, or is that handled by school personnel?
 - a. School personnel opens and locks up; at the end of the evening shift; all doors/entrances should be secured
38. Will storage space for cleaning supplies and equipment be provided in each assigned zone?
 - a. yes
39. Are there any hazardous or specialty cleaning requirements (e.g., science labs, locker rooms)?
 - a. Yes there are both science labs and locker rooms.
40. Will the university provide a list of approved cleaning products or require the use of green-certified chemicals?
 - a. Please see page 32, Section 1.5 I - The Contractor shall furnish the list of cleaning materials, waxes, polishes, stripping compounds, glass cleaners, fungicides, etc., proposed for use. SULS to review and remove any items found unacceptable.
41. Will custodians be required to follow specific protocols for infectious disease control (e.g., COVID-related disinfection)?
 - a. Please refer to page 24, Section 1.2 D - Training

42. Are there specific safety or training standards that must be met as part of working on school grounds?
- a. Yes, please refer to page 24, Section 1.2 D - Training.
43. Could you please provide the current annual cost or contract value for custodial services at Southern University Laboratory School? Understanding the existing expenditure will help us structure a competitive and realistic pricing proposal that aligns with the university's expectations and budget.
- a. There is no current contract
44. Are you requesting a management firm?
- a. We are requesting a replicable company to provide the services as specified.