
REQUEST FOR PROPOSAL
RFP# AX-24-004 Custodial and Landscaping Services

ADDENDUM NO. 2
Vendor Questions Received in Response to the RFP

NOTE: The following questions were copied verbatim from vendor submissions. Our responses follow. Vendors must acknowledge receipt of all addenda as part of their proposal response package – see Bid Signature Page of Request for Proposal.

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1. The scoring indicates 5 points tied to “other”, what does that actually mean?

A1: See 3.10 Other Contributions.

2. What is the university’s definition of “wash window”?

A2: Clean and wash interior windows.

3. Will Exterior windows be a separate charge?

A3: Cleaning of exterior windows would be as-needed (separate from contract).

4. Will a faculty/staff parking permit cover parking fees? (Not fines for violations)

A4: Contractor staff will be able to receive one parking permit at no charge. A second permit for a second vehicle will be \$15.00. Contractor vehicles will not have a parking fee and we do have designated spaces.

5. During the school year, are only common areas in dorms to be cleaned?

A5: Only common areas in the dorms are to be cleaned. Inside dorm rooms or apartments are only during turnovers, barring an unforeseen exception.

6. What services are required on weekends?

A6: Special events’ coverage will be required on weekends. Student move-in weekend will have required coverage. Snow and ice removal will be required on weekends, as the weather dictates. Contractor response will also be required for unforeseen events, such as floods, disasters, and unforeseen issues.

7. What services will be required during daytime hours?

A7: Daytime staff for needed clean up and spills, events, student move-in, Grounds, snow removal, floods, disasters, etc. will be required for daytime hours. Day and evening hours can be discussed.

8. Are the specs contained in the RFP the same as current required specs?

A8: Other than some clarifications, the RFP is the same as current required specs.

9. Are there any vehicles owned by the university and currently on campus that can be utilized by the vendor for custodial operations?

A9: The University owns a Bobcat S175 and a Kubota LB402 tractor that is used as needed, i.e. for snow removal. In addition, attached is a list of start-up equipment purchased by the current contractor and considered University assets.

10. If so, can the university provide a list of the make/model and condition of said vehicles?

A10: See attached. To the best of our knowledge, none of this equipment is considered non-operational.

11. Does the RFP require differentiated pricing for APPA 2 and APPA3?

A11: It does not require differentiated pricing for APPA 2 and APPA 3, although differentiated pricing will be taken into account upon proposal review.

12. Is the current spend that was referenced in the RFP based on the same specs referenced in the RFP?

A12: Correct. No new specifications were added.

13. Snow removal: As it can be hard to predict, is there a baseline and everything over that is billable or are you expected to just cover all of it in current price? Would you consider it a cost plus?

A13: Snow removal will be covered under the contact. Snow removal will not be a cost plus.

14. What is the maintainable acreage for grounds?

A14: estimated 170 acres. 16.75 acres of vacant lots.

15. Are sub-contractors allowed? (snow removal, grounds for example)

A15: Yes, subcontractors can be utilized with the approval of UAFS. The subcontractor will be required to abide by the contract requirements.

16. Is there historical data for previous years of snow removal requirements?

A16: Each year is different due to weather conditions, but we do not keep historical records for snow removal.

17. Are the vacant lots done as needed or should they be included as a regular service? Can this be done as billable or cost plus?

A17: Vacant lots will be required to meet the City of Fort Smith code requirements. History has shown that regular scheduled service has been the most beneficial to ensure City code requirements are met. Vacant lots will be covered on the contract, and not billable or cost plus.

18. Since UAFS provides all dispensers, can we get a type and count? Same for trash receptacles?

A18: We do not have a count for dispensers or trash receptacles. Dispensers are Georgia Pacific, barring anything that is a "one-off". See photos.

19. Can we get dorm and apartment layouts?

A19: Yes. See attachments for Lion's Den Residence Halls and Sebastian Commons.

20. ***"Price changes will normally only be considered at the end of one agreement term and the beginning of another."*** Does this mean that pricing is firm for the first 4 years of the agreement or are we allowed to escalate year over year based on CPI/current wage reflections?

A20: We will consider proposals where the initial term is two (2) years firm pricing instead of four. Thereafter, one or two-year renewals will be negotiated, not to exceed a total aggregate of seven (7) years.

21. Is the 15% MWOB spend a requirement or just a goal?

A21: It is a state required goal for the University to attempt to meet or exceed the 15 percent spending goal with minority, women-owned, or service-disabled veteran owned businesses. This is a separate goal from the "buy local" initiative for the contractor described in Addendum No. 1.

22. RFP shows based mowing is 48 cuts but in the Grounds Task Schedule, it shows 35 cuts. Can you please clarify to properly staff and budget for fuel cost?

A22: This should be 48 cuts.

23. Will contractor be responsible on replacing high-cost irrigation items that have reached end of life or damaged? For example a PVB, irrigation timer or large valves?

A23: Contractor covers all maintenance and minor repairs to irrigation after the backflow. Large ticket items can be negotiated.

24. What would be considered an out-of-scope repair for irrigation?

A24: There are no known out-of-scope repairs for irrigation.

25. Will new incoming contractor be allowed to inspect all irrigation and charge to repair any issues left behind by outgoing incumbent?

A25: Yes, but everything will be left in good working order.

26. At what percentage is current irrigation system functional?

A26: To the best of our knowledge, the only known irrigation issue is under concrete parking at Sebastian Commons, which is scheduled for repair by the University this spring. Irrigation is 99% functional.

27. Will irrigation repairs also be included in Off Campus as needed properties?

A27: Yes, irrigation repairs will be included under the contract for off campus properties.

28. Will Contractor be required to purchase parking passes for staff or work vehicles? If so, what is the cost?

A28: There is designated parking for contractor and work vehicles, no passes required.

29. Is there a fee for employee parking for the contractors? If so, can parking fees be transferred if there is attrition?

A29: Currently, University employees (including employees of the contractor) receive one parking permit at no charge. A second permit for a second vehicle is \$15.00. These permits cannot be transferred.

30. Please provide a list of campus with dates and number of resident life rooms used during campus.

A30: We do not have a current list of summer camps for 2024, but historically there have been 5 to 7 camps use the dorms over the summer months.

31. Are there any students that stay on campus year-round? If so, do you move those students to one building? Which building?

A31: Yes, we do have some students stay on campus year-round in the Sebastian Commons complex, although no designated building. If we take down two buildings for intensive maintenance, students will move to an unaffected building. There is no specific building if a student is moved.

32. Will you allow the vendor to move staff around the summer to complete turnovers? Or do you expect contractors to hire all temporary employees to complete deep cleaning and floor care?

A32: During turnovers, the campus does not have as much activity and cleaning, thus staff can be relocated, although cleaning needs must be met in all buildings. To our knowledge, hiring of temporary workers is none to minimal.

33. Are there any days that there will be no one on campus? If so, what are the dates?

A33: Housing, no, there will be some students present year-round. Between Christmas and New Years, the campus closed for all staff.

34. Do you require full staff on non-student days?

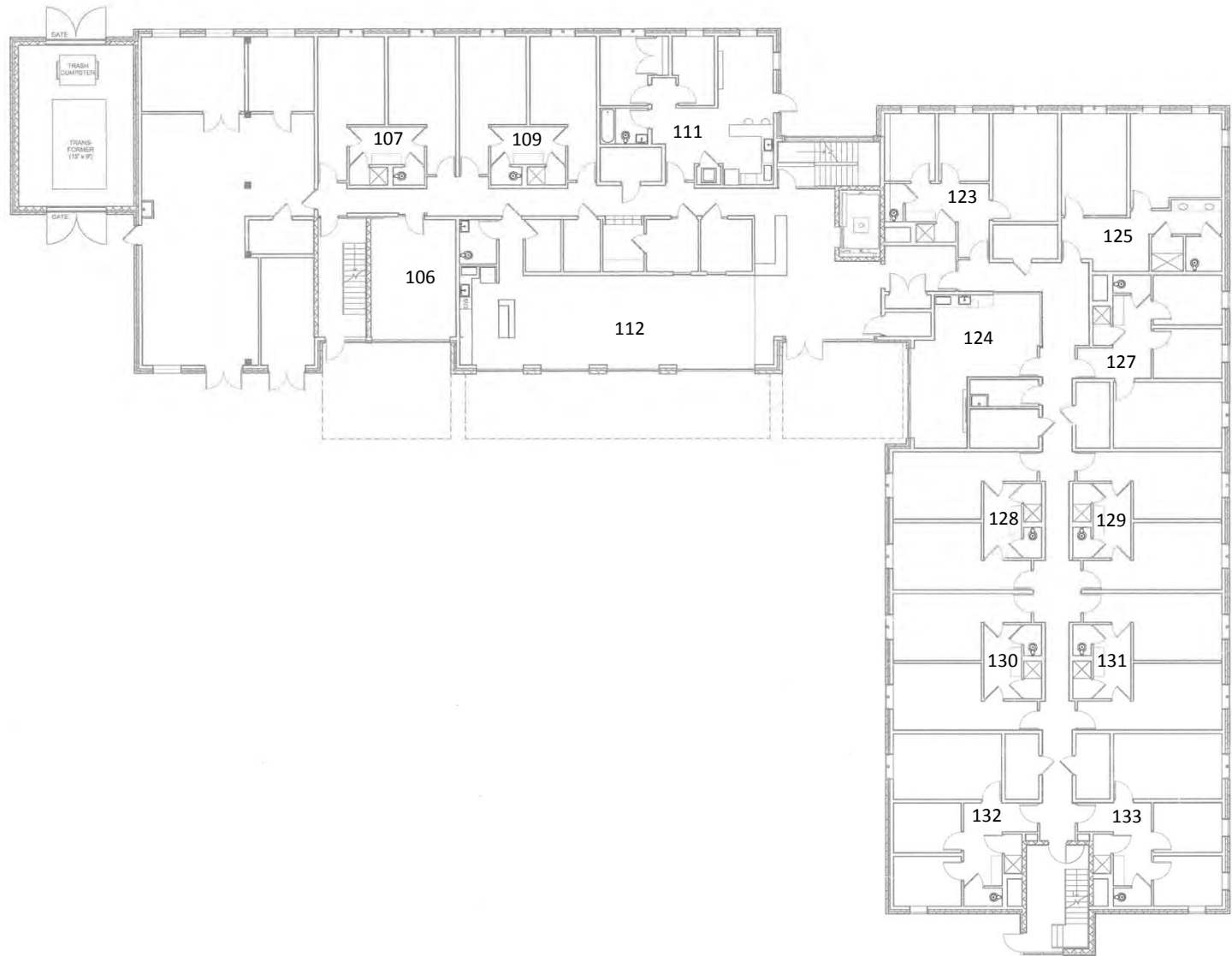
A34: Yes, although due to remote work, there are times when in-person staff may be limited. Custodial and Grounds needs must be met year-round.

35. Does the University have a “million-dollar map” (i.e. map showing the walking route potential students are taken on a tour)?

A35: See attached map provided by the UAFS Office of Admissions.

36. Regarding 3.6 Transition Plan (B), will the university be interested in the number of full-time employees the contractor proposes providing and the benefit packages offered to these employees (to show how the firm supports and promotes its team members)?

A36: Yes, the workplace culture of the firm and how it supports and promotes its team members is important to UAFS.



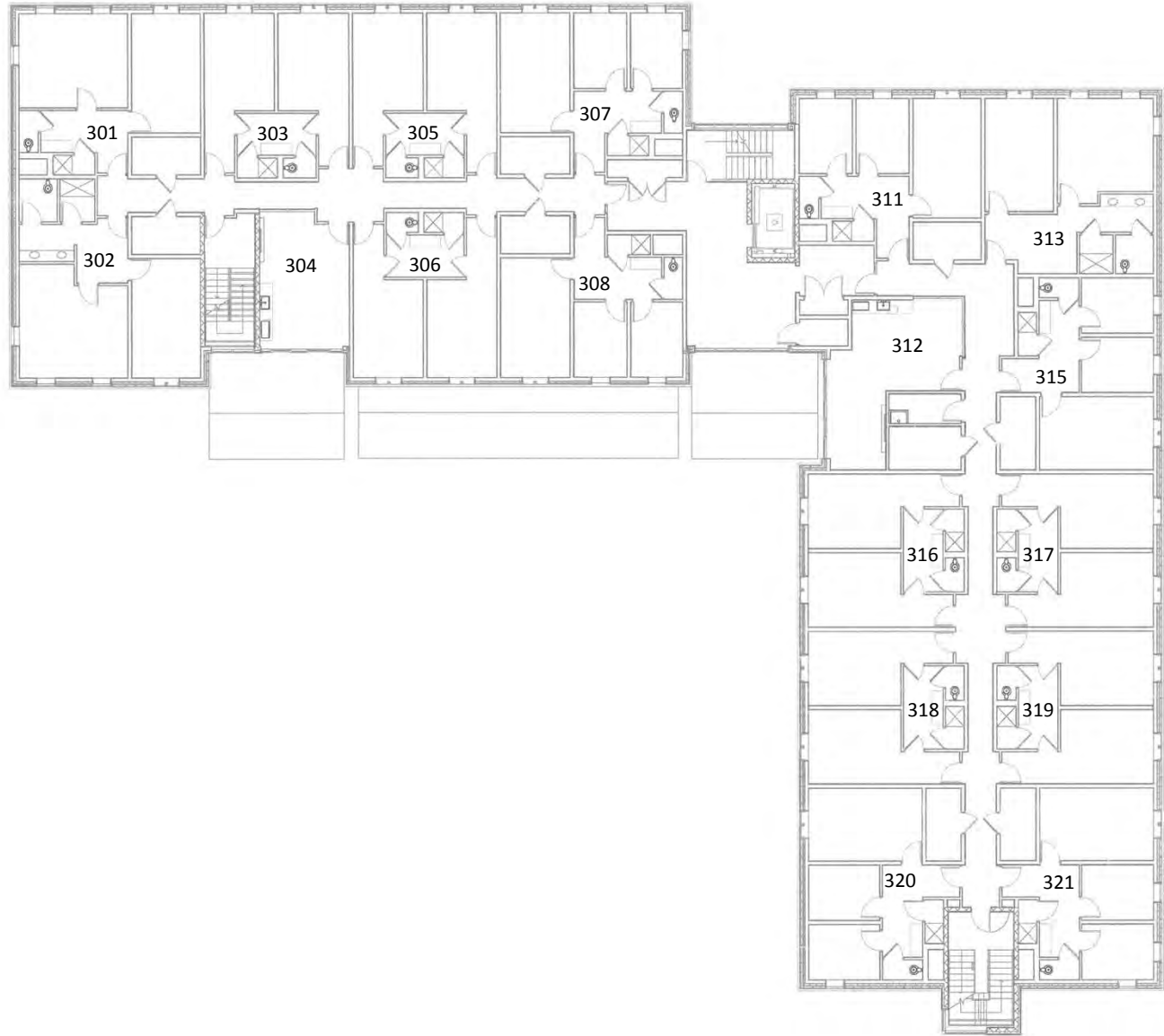
Lion's Den North Residence Hall 1st Floor





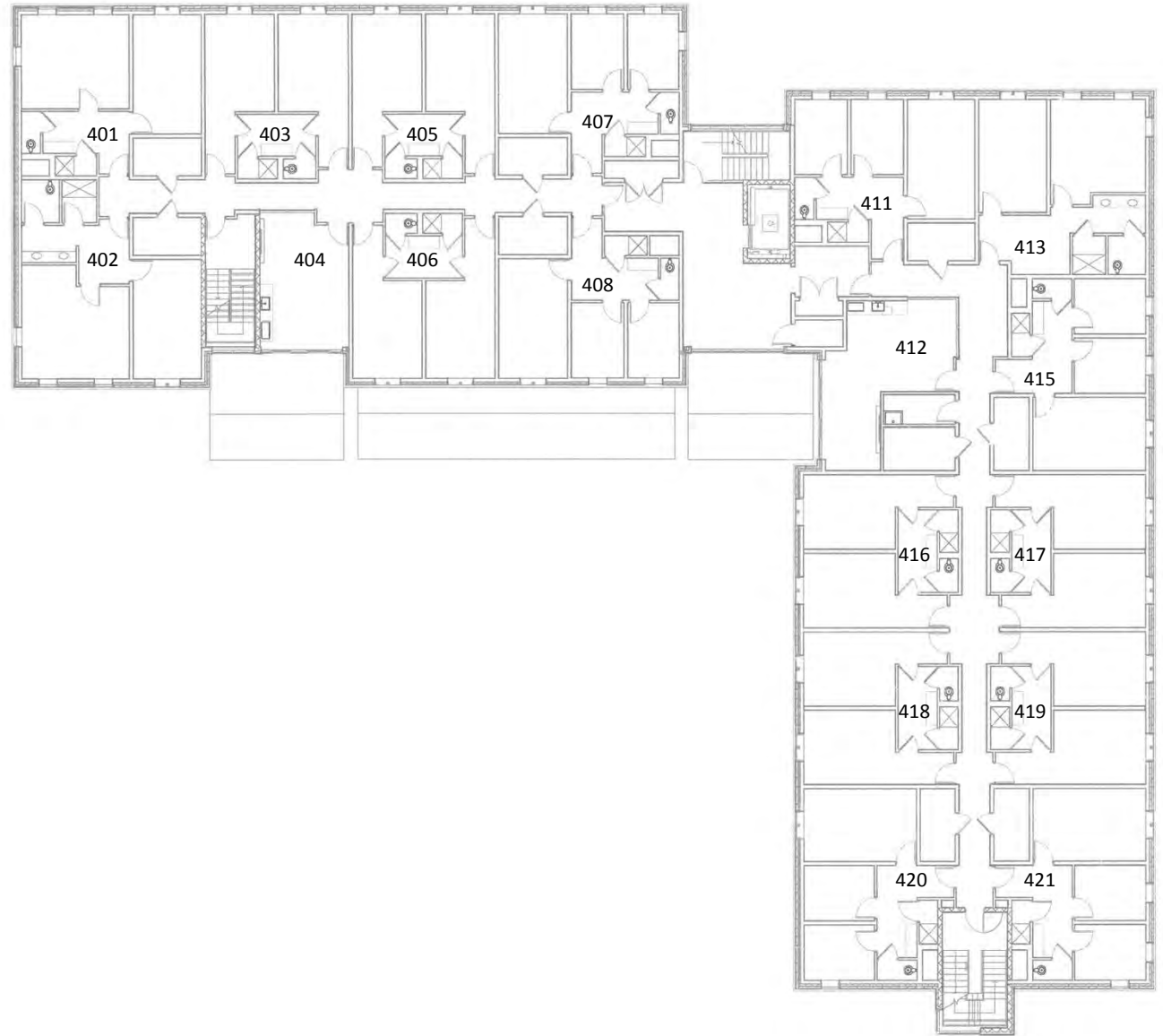
Lion's Den North Residence Hall 2nd Floor





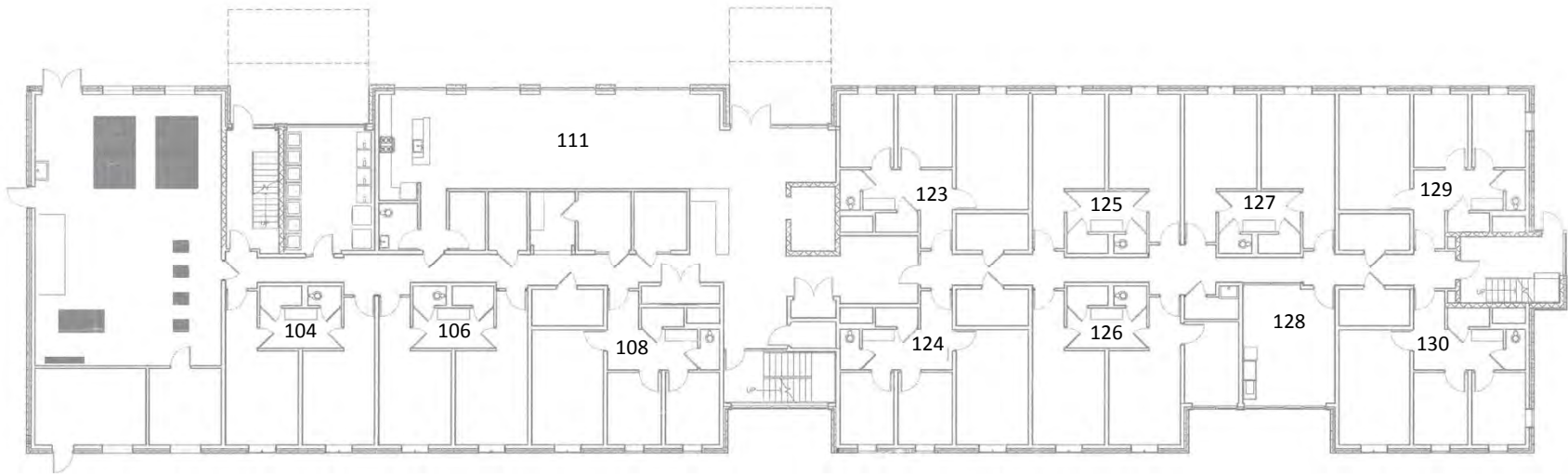
Lion's Den North Residence Hall 3rd Floor





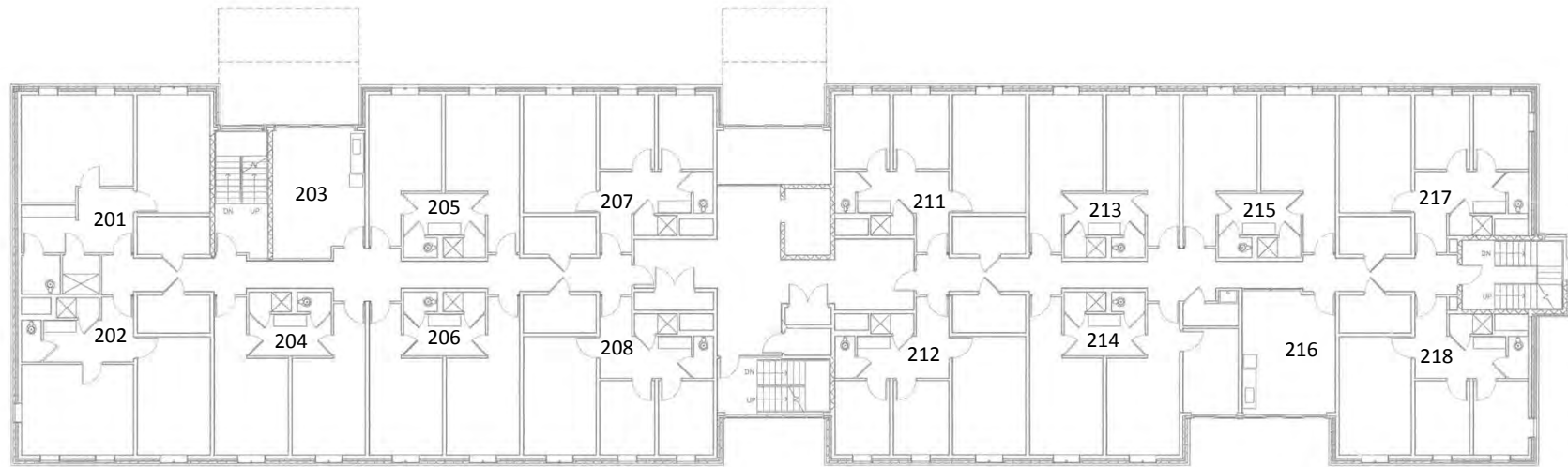
Lion's Den North Residence Hall 4th Floor





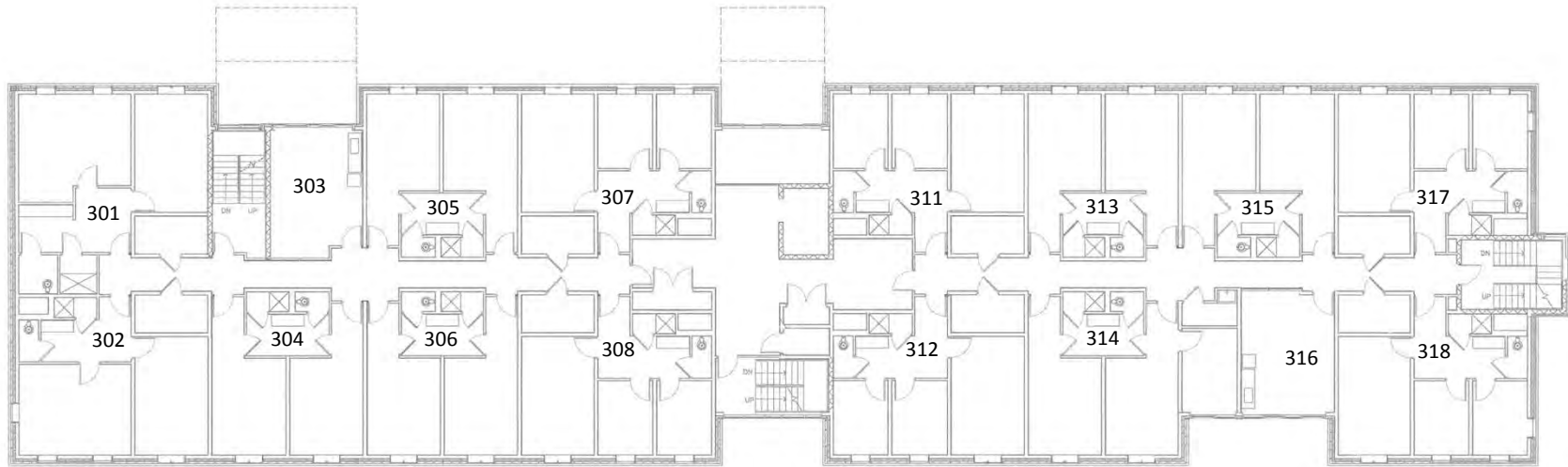
Lion's Den South Residence Hall 1st Floor





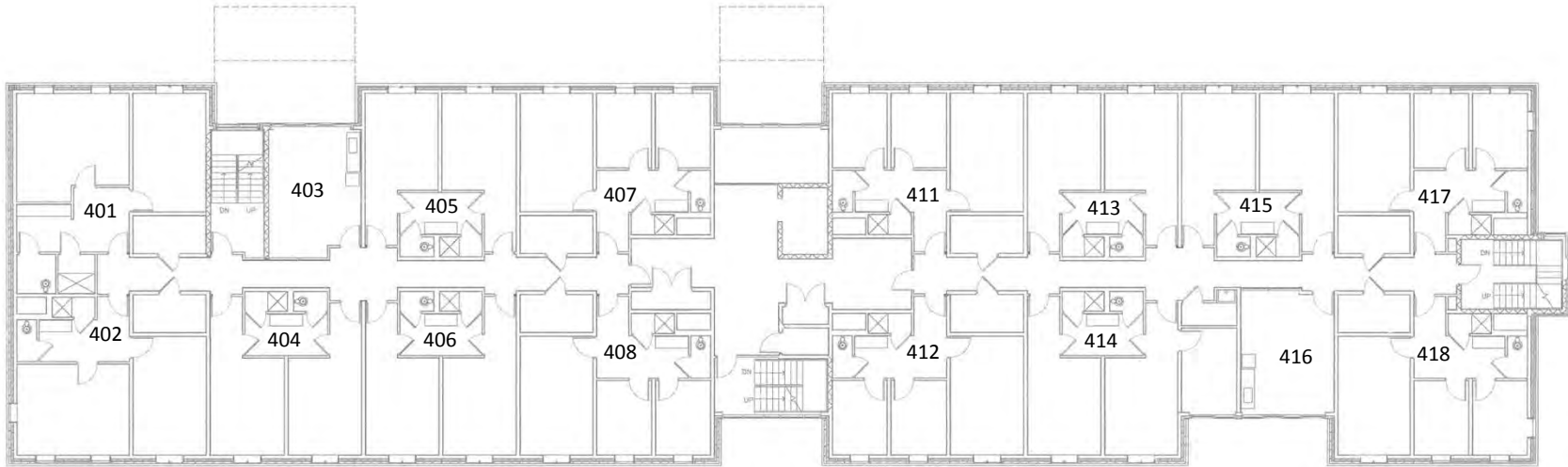
Lion's Den South Residence Hall 2nd Floor





Lion's Den South Residence Hall 3rd Floor

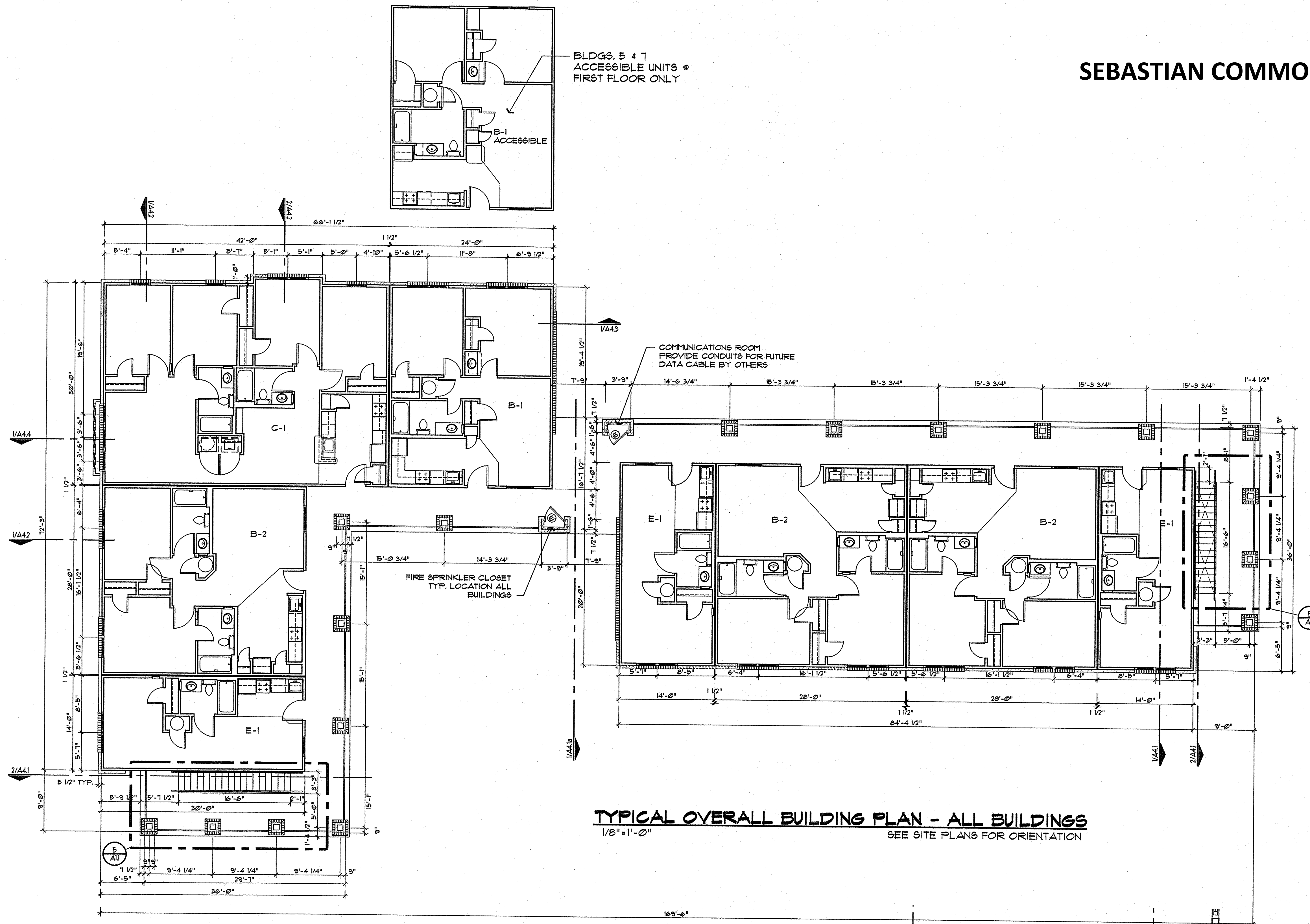




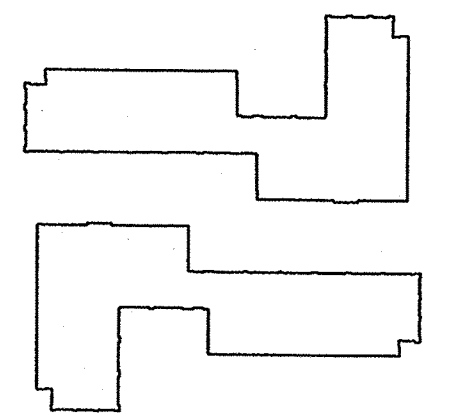
Lion's Den South Residence Hall 4th Floor



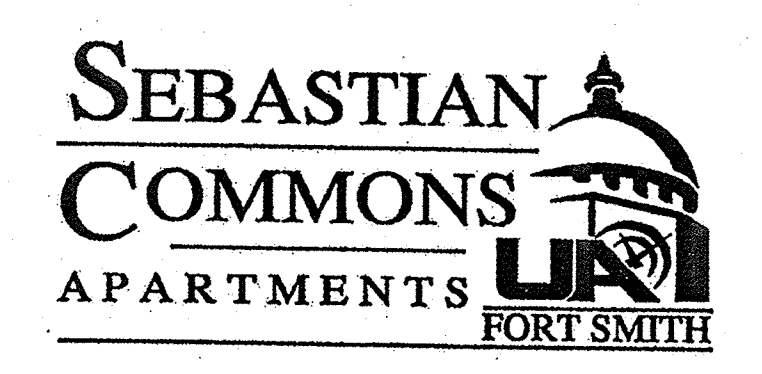
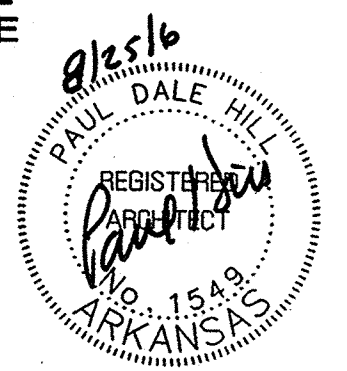
SEBASTIAN COMMONS PHASE 1



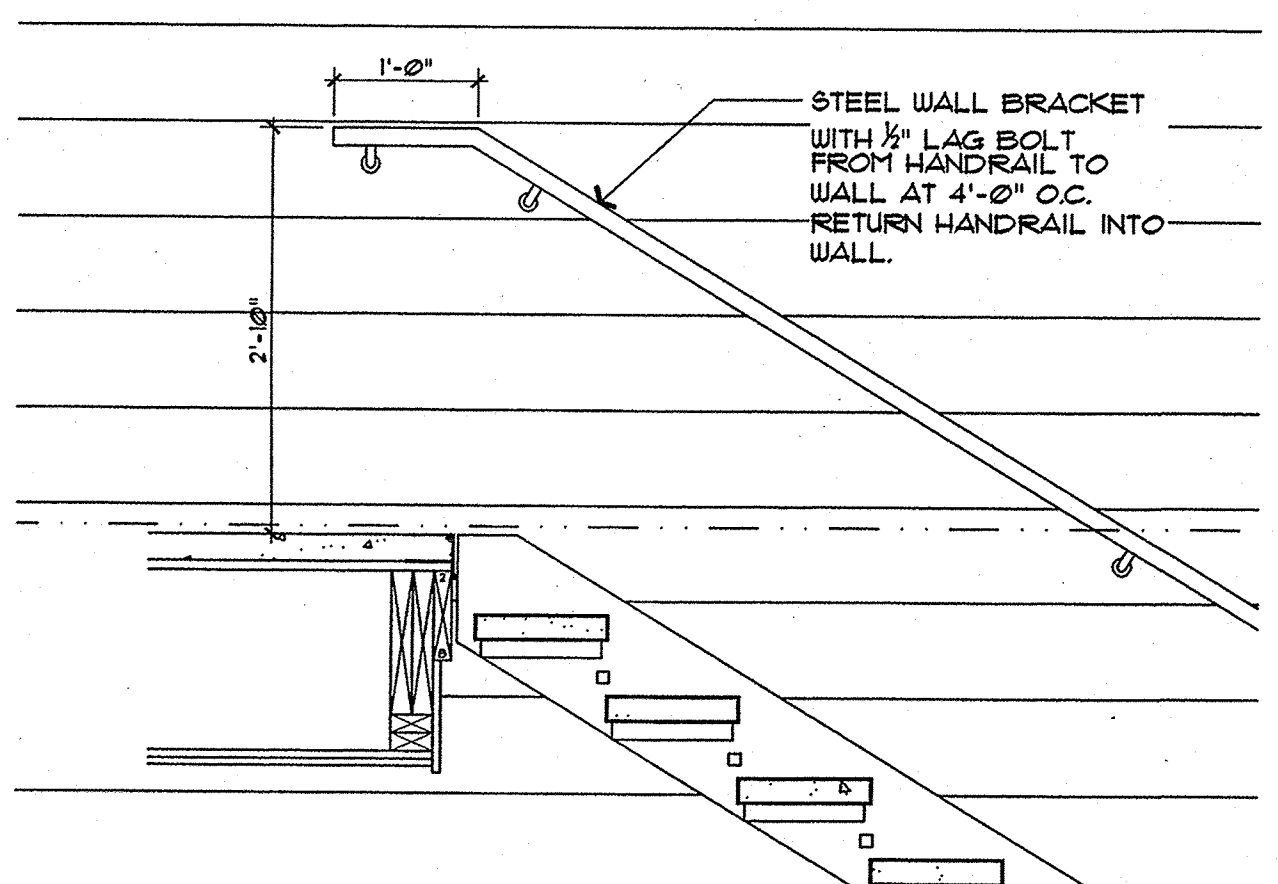
TYPICAL OVERALL BUILDING PLAN - ALL BUILDINGS
 1/8" = 1'-0"
 SEE SITE PLANS FOR ORIENTATION



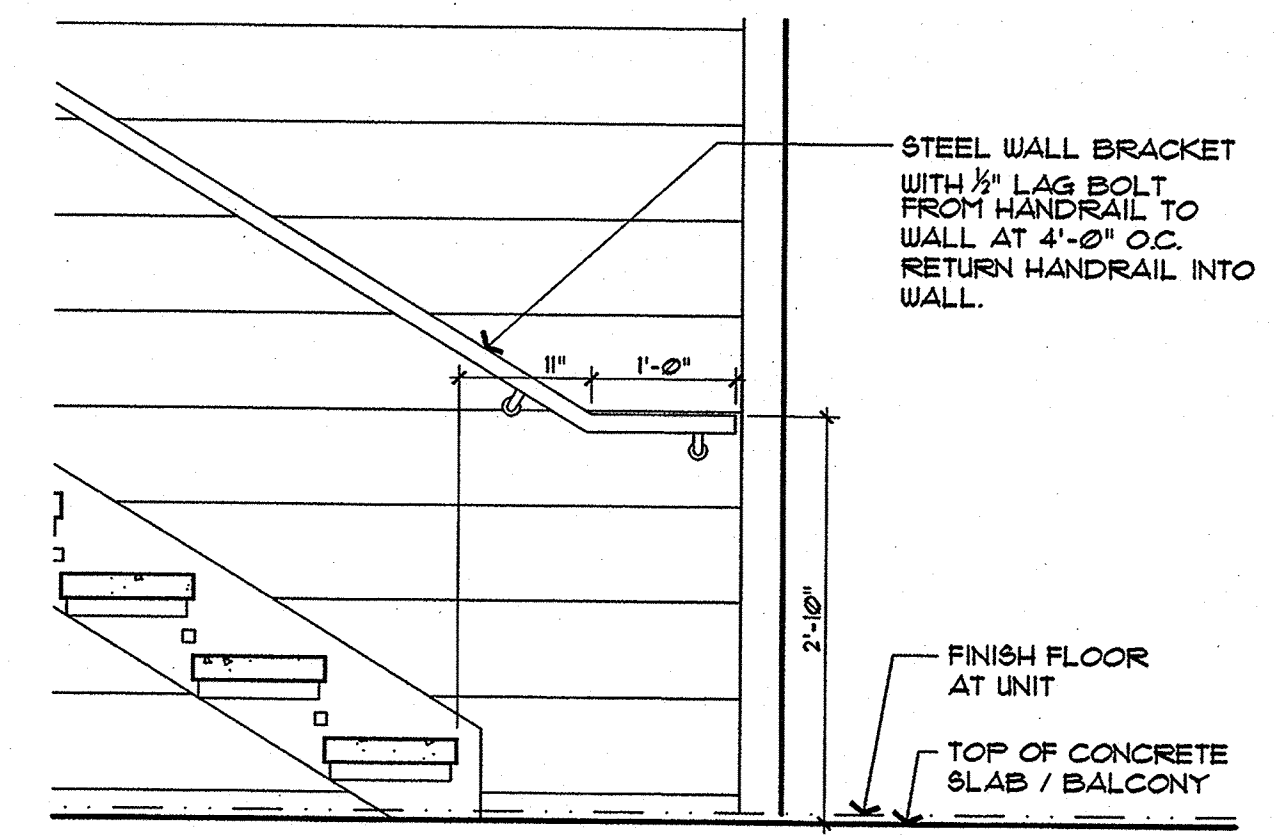
KEYPLAN
 NOT TO SCALE



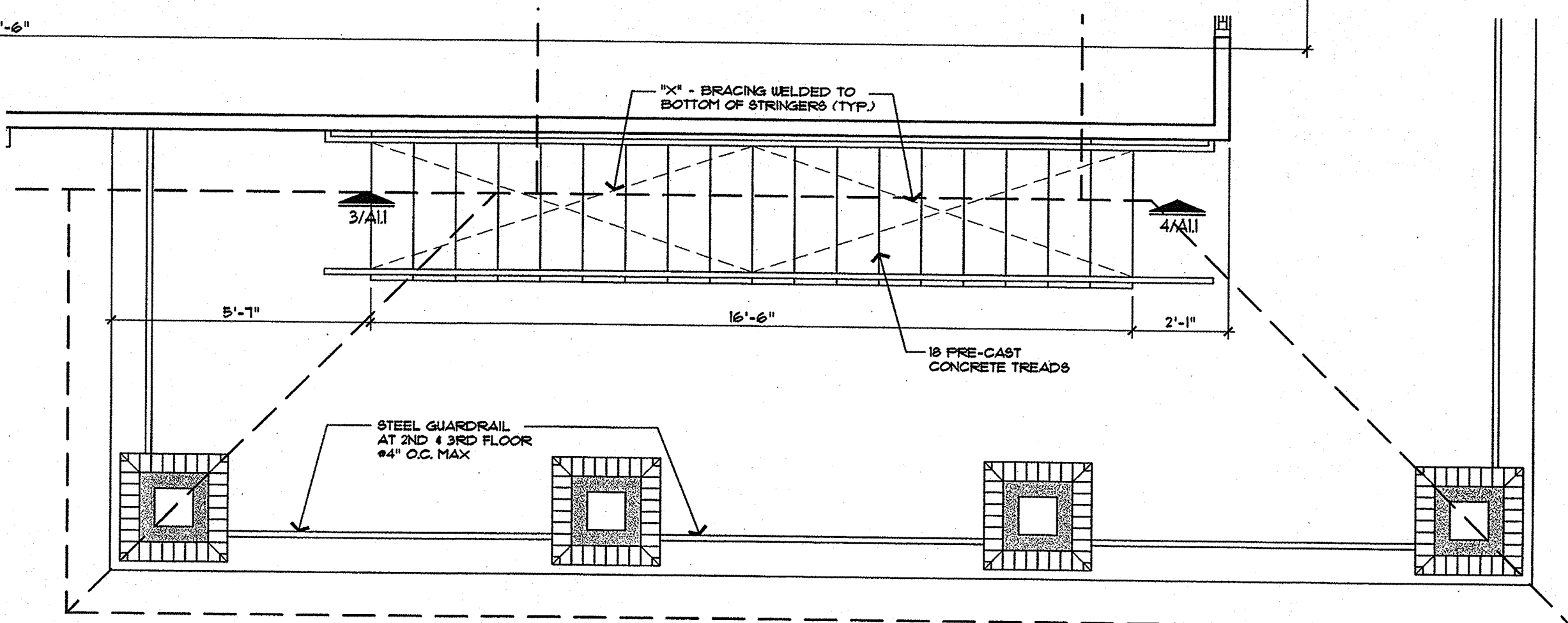
Sebastian Commons Apartments Phase II
 University of Arkansas at Fort Smith
 Fort Smith, Arkansas



3 HANDRAIL DETAIL AT WALL
 SCALE: 3/4" = 1'-0"



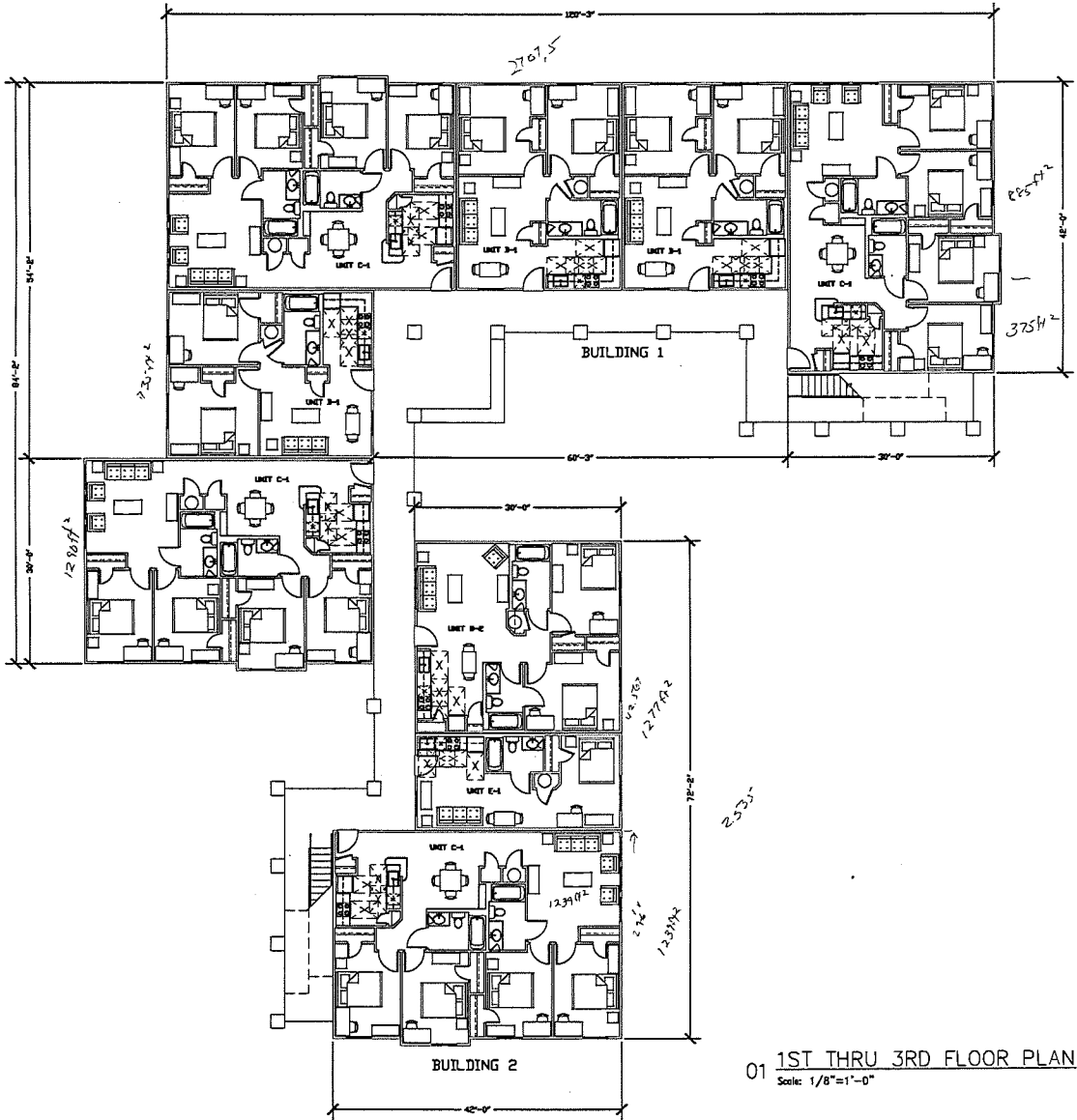
4 HANDRAIL DETAIL AT WALL
 SCALE: 3/4" = 1'-0"



5 ENLARGED STAIR PLAN
 SCALE: 3/16" = 1'-0"

THE HILL FIRM Architect	222 SOUTH 16 STREET OFFICE SUITE A FORT SMITH, AR 72901	
	478 484 1808 FAX 478 484 1843 www.hillfirm.net hillfirm@hillfirm.net	
OVERALL BUILDING FLOOR PLAN	8-25-04	JOB NO. 03-16
SHEET	A1.1	

SEBASTIAN COMMONS PHASE 2



01 1ST THRU 3RD FLOOR PLAN
Scale: 1/8"=1'-0"

AREA ANALYSIS

BUILDING NO. 1	
LEVEL 1	5,983 S.F.
LEVEL 2	5,983 S.F.
LEVEL 3	5,983 S.F.
BUILDING NO. 1 TOTAL	17,949 S.F.
BUILDING NO. 2	
LEVEL 1	2,535 S.F.
LEVEL 2	2,535 S.F.
LEVEL 3	2,535 S.F.
BUILDING NO. 2 TOTAL	7,605 S.F.
COVERED BREEZEWAY	4,362 S.F.
GR. FOOTAGE	
CG LEVELS	

Handwritten notes:
 + 102,216 SF ± 2 AT'S
 31,287 SF ± 2 LOBBY OFFICE
 105,505 SF ± TOTAL



KKE Architects, Inc.
 5080 spectrum drive, suite 105w
 addison, tx 75001
 972/490-7500
 972/392-3728 fax

Key Plan



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Printed Name: _____
 Signature: _____
 Date: _____ License #: _____

No.	Date	Revision Description

Project: 00001102.02 Drawing Number:
 Date: March 15, 2002
 Drawn by:
 Checked by: [PA or PJ]



Spartani®

Lite'n Foamy.

enMotion[™]

AUTOMATED TOUCHLESS DISPENSER

 **Georgia Pacific**

Motion Activated 

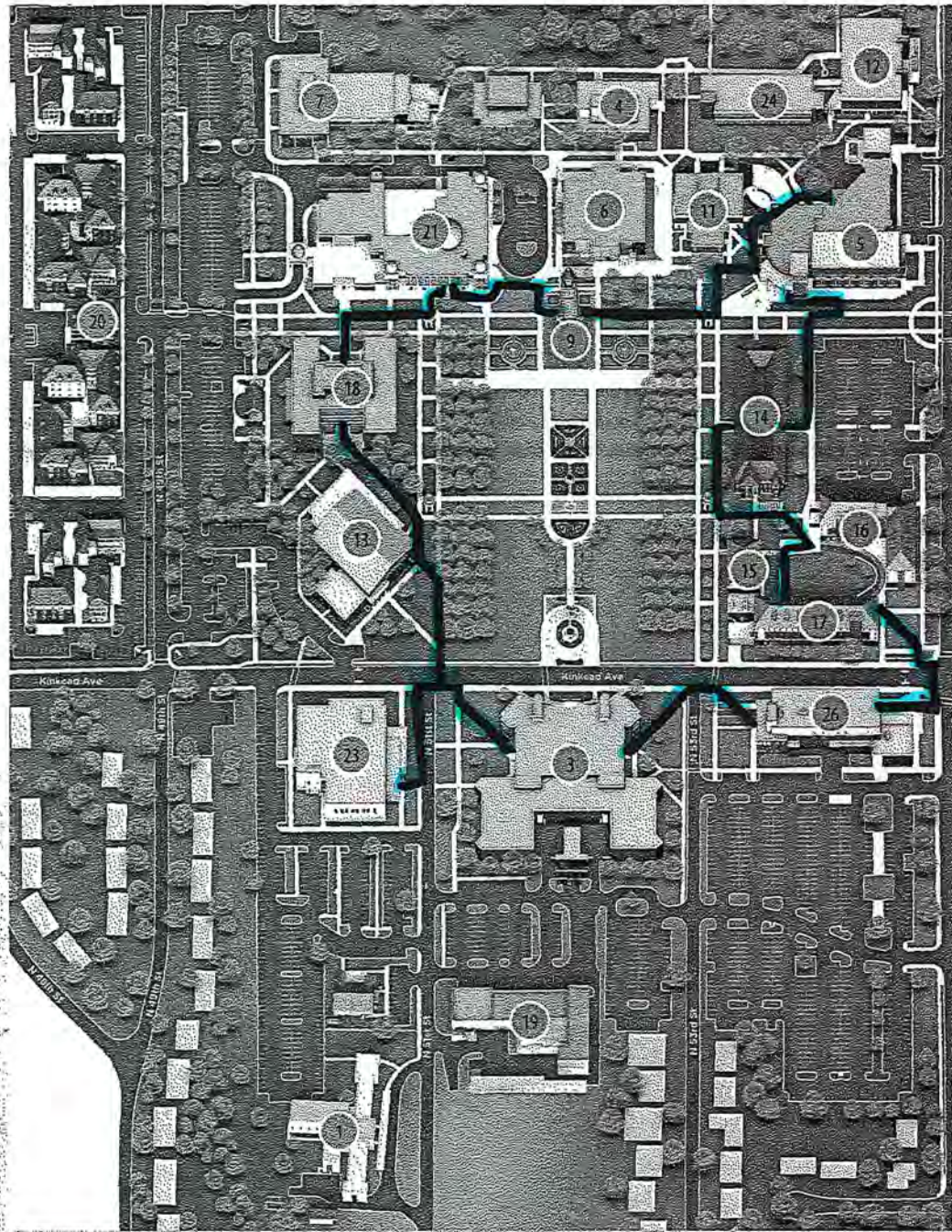


GP Georgia-Pacific
compact.

SLIDE DOOR OVER WHEN EMPTY



- | | | | | | | |
|-----------------------------|--------------------------------|----------------------------------|---------------------------------|---------------------------|--|-----------------------------|
| 1. 51* Annex | 5. Boreham Library | 9. Donald W. Reynolds Bell Tower | 13. Gymnasium/Field House | 17. Lion's Den South Hall | 21. Smith-Pendergraft Campus Center | 25. Wenderoth Park |
| 2. Athletic Field | 6. Breedlove | 10. Echols | 14. Pendergraft Health-Sciences | 18. Math-Science | 22. Stubblefield Center | 26. Windgate Art and Design |
| 3. Baldor Technology Center | 7. Business Institute/Flanders | 11. Fullerton Administration | 15. Lion's Den Dining Hall | 19. Plant Operations | 23. Student Recreation and Wellness Center | |
| 4. Ballman-Speer | 8. Crowder Field | 12. Gardner | 16. Lion's Den North Hall | 20. Sebastian Commons | 24. Vines | |



**“Do you
have maps?”**
We have
ALL
the
MAPS
ALL OF THEM.

Scan the QR code to see this on the interwebs!

