AMENDMENT TO REQUEST FOR PROPOSAL
Janitorial Services – UAF Campus

REQUEST FOR PROPOSAL NO. 13P0010RD
Procurement Officer: Rick Danielson
Issue Date: September 6, 2012

AMENDMENT NO. 1
Effective Date: September 21, 2012

ISSUED TO:
All Prospective Offerors

ISSUED BY:
University of Alaska Fairbanks
Procurement & Contract Services
PO Box 757940
Fairbanks AK 99775-7940

Dear Vendor:

The following clarifications, revisions, and changes have been made to Request for Proposal No. 13P0010RD for Janitorial Services – UAF Campus:

This amendment does not provide for a change in the solicitation closing date, it remains as Tuesday, October 2, 2012, 5:00PM Alaska Time.

This amendment requires acknowledgement, please see the final page

Based on questions derived from the pre-proposal conference and submissions, the following information, modifications, and UAF’s response to questions and clarifications shall be incorporated as part of the above referenced proposal and its specification.

The following companies and organizations were represented at the pre-proposal conference:

Jake Stamp
Kyong Hollen
Sharelle Troutman
Dick Wenger
Cleveland Ash
Norm Sender
Peggy Williams
Chuck Kim
Jake Hupp
Thomas Abrams
Mark Ha
Tae Yun
Dean Fewkes
Scott Austin
Ted Mala Jr
Steve Long

Able Building Maintenance
K Janitorial Service LLC
K Janitorial Service LLC
Allied Nat’l Svcs
Allied Nat’l Svcs
GCA Services Group
GCA Services Group
Q-1 Corporation
Q-1 Corporation
Allied National Services
American Building Maintenance
American Building Maintenance
American Building Maintenance
NANA Management Services
NANA Management Services
NANA Management Services
The following section contains answers to questions either provided in writing prior to the pre-proposal conference, or during the pre-proposal conference:

1. **Question:** What identification is required by UAF Polar Express office to issue an ID badge?  
   **Answer:** Individuals must present a Government issued pictured ID.

2. **Question:** UAF is requiring the offeror to supply only green seal cleaning products. We were told that disinfectants that are already EPA certified cannot have a green seal label on it too. Is this true?  
   **Answer:** The UAF contract administrator has the authority to approve other than green seal certified cleaning products as proposed by the contractor for instances where products are ineffective or inefficient, or not available for certain cleaning procedures. We encourage the use of environmentally friendly products, and suggest your response address your use and application for these products. As for the EPA certified disinfectants not allowing green seal certification, our research has shown a number of product advertisements displaying both approval criteria.

3. **Question:** Does UAF require contractor employee social security numbers on the required list of current employees?  
   **Answer:** No, this requirement has been removed. Note the amended page #26, para. 4 striking the SS# requirement.

4. **Question:** Will laundry facilities be provided by UAF for use by the contractor.  
   **Answer:** Currently, UAF has no capacity for providing laundry services or facilities for the contractor in the performance of this contract. This does not relieve the contractor of the specified requirement to utilize clean cloths, scrubbing pads, mops, and any other material, equipment, or supplies used in the performance of this contract.

5. **Question:** When there is an audit, will the contractor be notified in advance?  
   **Answer:** UAF is not required to provide notification to the contractor of audit schedules. The purpose of the audit is to measure the overall performance of the contractor at any point in time of the contract. That performance should not vary based upon audit schedules. UAF encourages the contractor to participate in the audit process.

6. **Question:** Is the contractor required to shovel snow?  
   **Answer:** The contractor’s responsibility for the exterior of the buildings includes exterior entrance glass cleaning, door & window wiping at entrances, and police for trash on the ground in the immediate area. UAF is responsible for snow removal and trash receptacle maintenance and emptying. Note in amendment 1, attachment B page 5, strike through “exterior, remove snow and ice 15’ of entrance”.

7. **Question:** What is the condition of the UAF furnished equipment?  
   **Answer:** As specified in attachment G, UAF is providing a small amount of equipment to the contractor for use. The equipment varies in age but all in working order. As noted several pieces of equipment are location or task specific in their use. The contractor is required to provide regular care and maintenance to UAF furnished property. UAF retains title to all furnished property. When the equipment is no longer economical to repair or has reached the end of its useful life, UAF is not responsible to replace furnished equipment.

8. **Question:** Are there floor plans for each building and all the specified cleaning requirements?  
   **Answer:** Please see the following links for access to current building floor plans:

   [http://facilities.alaska.edu/ufc/uvaf/custodial/diagrams/](http://facilities.alaska.edu/ufc/uvaf/custodial/diagrams/)
PLEASE NOTE; THESE FLOOR PLANS AND THE INFORMATION THEY PROVIDE MAY NOT CORRESPOND TO THE SOLICITATION SPECIFICATION, REQUIREMENTS, FREQUENCIES, METHODS, PROCEDURES, AND CONDITIONS. THEY ARE BEING PROVIDED AS INFORMATIONAL ONLY FOR THE PURPOSE OF BUILDING FLOOR LAYOUTS AND AREAS.

9. **Question:** What is the enrollment at UAF?
   **Answer:** The enrollment and student count are best represented at the following web sites:
   
   http://www.uaf.edu/pair/uaf-factbook/
   http://www.uaf.edu/pair/

   These links provide the most comprehensive and detailed data available for counts and use, trends, and enrollment reports.

10. **Question:** How are the costs calculated for closure deductions or additions to contractor performed service?
    **Answer:** The compensation for services is based upon the actual service performed properly and completely, invoiced as specified and approved by the Contract Administrator. The invoice shall reflect additional services as requested, deductions for penalties, non-performance imposed during the billing period, reductions in service due to closure, and any other approved allowable amount. UAF requires two invoices, one each for Facility Services, academic buildings submitted to the designated F/S Contract Administrator reflecting the services provided to that department, and one to Residence Life Contract administrator reflecting services provided to the Residence Life department. Any changes in the specified frequencies, buildings, square footages, tasks, or closures shall be adjusted based upon the affected square footage price (schedule J) for the space affected, no additional overhead adjustments shall be permitted.

11. **Question:** Are the narrative questions required to be completed and submitted, and how will they be used?
    **Answer:** Yes, please note the Check List Of Required Submittals (page 40). Submittals are clearly identified on this page. As part of the technical evaluation, and ultimately to be incorporated in the contract specification, the attachment E, narrative questions are a significant part of your proposal, providing UAF with the information as to a large number of your processes, policies, procedures, methods, styles, programs, specifications, and philosophies. Attachment E, along with your attachment B (performance standards), attachment F (submittal schedules), and all other required documentation will be used extensively in the technical evaluation. Failure to provide required submittals would result in being found administratively non-responsive. Failure to provide clear, concise, and well-defined narrative responses may result in low technical evaluation scores, and may be removed from consideration for not meeting minimum technical score criteria.

12. **Question:** Can subcontractors be utilized in the performance of this contract?
    **Answer:** Yes, subcontracting is allowed as noted in special provisions (page 8) and Instructions To Offerors (section 1.8, page 2). The use of subcontractors to supplement temporary absenteeism, specialty work (carpet shampooing, periodical cleaning, non-routine), or emergency requests is not only allowed, but encouraged to insure the contractor maintains a high standard of performance. Subcontractors are subject to the same specifications and requirements, including background check requirements as provided for in special provisions (page 23). Based upon the background check requirement, contractors will be allowed to establish relationships with subcontractors, providing for background checks and UAF subcontractor approval in advance. This process allows for subcontractors to be utilized in an as-needed basis on short notification.

13. **Question:** When background checks are submitted, and an employee has a DUI charge, is this acceptable to UAF?
    **Answer:** UAF has the final authority on who it approves or rejects to work in and among the campus community. The section related to background checks provides a general outline of the
criteria used to make these determinations. UAF reviews all available information for each individual to make these determinations. As for your specific question as to a DUI charge, this typically would not disqualify an individual if it is a single incident, but would certainly be reviewed for circumstance and multiple infractions which may point to a pattern of poor judgment.

The following items are clarifications to the specification or minimum standard declarations for a specification or process as stated in the solicitation, and shall be considered part of the proposal specification:

**Supplemental Information:** The following link provides floor plans for the currently under construction Life Sciences Building. The file name is Amendment 1 Life Sciences Drawings.pdf. This building is included in the solicitation and expected occupancy will begin in the spring of 2013.

http://webshare.alaska.edu/mklein/

**Attachment B:** Performance Standards, Patty Center Basketball Court, Racquet Ball Court, and SRC Dance Floor. The solid wood, lacquer finished floors shall be cleaned with clear hot water hand mopped using dedicated mops and buckets solely for that purpose. At no time shall this equipment be used for other purposes as well as no other cleaning supplies, chemicals, materials, or equipment shall be used to clean these floor surfaces.

**Attachment B.** Performance Standards; An addition to this attachment will be labeled #9 and will state: Shower Curtains: The contractor shall provide and maintain shower curtains in all places where they are required. These curtains will be cleaned to prevent mold, mildew, and soap build-ups, and replaced when cleaning is no longer effective, or they become damaged and unusable. The curtains shall be of the proper size and quality to provide reasonable life and proper water retention characteristics. All curtains shall meet or exceed the following manufacturers specification: PostCraft, Prem-aclave with the following attributes:

- Heavy duty, long lasting materials
- Flame retardant
- Machine washable
- Dries in any dryer
- Non-allergenic
- Waterproof
- Stain Resistant
- Odorless
- Will autoclave (gas)
- Noiseless
- Wrinkle-free
- Electronically-welded seam
- Generously cut for an easier, longer-lasting fit

All “or equal” curtains shall be approved by the Contract Administrator.

INFORMATIONAL ONLY: UAF has approximately 200 shower curtain requirements, the significant proportion of those at Residence Life (185). The two predominant sizes are (150) 48” X 72” and (35) 72” X 72”. These are estimated quantities.

**Attachment F:** Attachment F has been replaced with a revised attachment F on the webshare location noted below. The changes are noted on the 1st page of the amended attachment and include minor changes to building names and descriptions, and corrected square footage attributed to those changes. Additionally, schedule J has been amended to include a second category of Non-Routine/Emergency Services hourly rate charge for “project” services.
Please note the following instructions relating to this amendment:

All changes in the solicitation have been either highlighted, colored font, or strike through, and include the following actions:

Replace page 6 with the amended page 6. (attached)
Replace page 22 with the amended page 22. (attached)
Replace page 26 with the amended page 26. (attached)
Replace attachment B, page 3&4 with amended attachment B page 3&4. (attached)

Replace attachment F with amended attachment F in its entirety located:
http://webshare.alaska.edu/mklein/
File Name: Amendment 1 Attachment F Schedules A-J.xlsx
File Name: Amendment 1 Attachment F Schedules A-J.pdf

All other terms and conditions remain the same.

Sincerely,

UNIVERSITY OF ALASKA FAIRBANKS

[Signature]

Rick A. Danielson
Contracting Officer
ACKNOWLEDGMENT; Amendment #1, RFP13P0010RD, JANITORIAL SERVICES
This Amendment must be signed and returned with your proposal or otherwise acknowledged prior to the closing date and time listed above. If you have already submitted a proposal and need to make corrections, submit a corrected proposal prior to the closing.

__________________________  ___________________________
Offeror  Name & Title

__________________________  ___________________________
Signature  Date
BASIS OF AWARD

The University shall award a contract to the offeror whose proposal earns the greatest number of evaluation points, price and technical factors considered and pursuant to the processes listed herein. An offeror must propose for all buildings in the solicitation in order to be considered for award. This award would comprise approximately 1,600,000 cleanable square feet. Award will be made pending availability of funding (Non-Personal Services Contract General Provisions, #35).

A detailed building list is shown in attachment F.

PERIOD OF PERFORMANCE

The Contractor will begin work January 1, 2013 12:01 a.m. or within forty-five (45) days of award. The contract shall be issued for an initial period beginning from date of award through June 30, 2016. UAF may, at its sole discretion, elect to exercise two additional one-year options to potentially extend the contract period of performance to June 30, 2018.

UAF reserves the unilateral right to exercise options to renew. Options to renew, if exercised shall be contingent upon adequate funding and consistently satisfactory Contractor performance.

PRE-PROPOSAL CONFERENCE

A Mandatory Pre-proposal Conference will be held at 9:00 AM, Tuesday, September 18, 2012, at the UAF International Arctic Research Center (IARC) Conference Room 417 located on the 4th floor, 930 Koyukuk Dr. (http://www.uaf.edu/campusmap/), Fairbanks, AK. Audio conferencing will be available for offerors additional team members in excess of the three attending participants. Audio conference participants should call the network just prior to conference time at (800) 893-8850. By using Participants’ PIN #9298674, the network will allow immediate access to the teleconference.
The Contractor shall have an active and effective safety program and demonstrate that it has a history of safe work practices, that regular safety education is given to its employees, and that all federal safety mandates are complied with and properly documented.

a. **Safe Work History:** The Contractor must have an established record of safety. For companies with 10 or more employees, the Contractor must document (OSHA Form 200 Summary) ratings for Lost Time Incident Rate and Lost Time Severity Rate ratings for the most recent required calendar years.

b. The Contractor must be familiar with and operate within guidelines set forth by the Occupational Safety and Health (OSHA) Act and all Municipality or State regulations, which affect custodial and housekeeping operations. The contractor will ensure that all employees assigned to UAF buildings are knowledgeable of the current guidelines/regulations affecting custodial and housekeeping operations. These guidelines/regulations include, but are not necessarily limited to, Hazard Communication Program and Bloodborne Pathogen Regulations.

c. **Federal Requirements:** Upon request, the Contractor shall provide a statement of compliance with OSHA training and hazard communication requirements and supporting documentation for the three most recent years, i.e., company policy, training brochures, training programs overviews, minutes of training program/meetings, professional/trade or union safety training certifications.

d. **Written Safety Program:** The Contractor must have a written safety program, or employee handbook, which contains the safety policies governing: general safety rules, hazard communication, personal protective equipment, fall protection and a range of potentially hazardous job site conditions. The Contractor must train its employees in accordance with these policies. The Contractor must have an ongoing safety training program to continuously educate employees on safety issues and to fulfill federal training requirements. The Contractor may be periodically required to provide proof of an ongoing and viable safety program.

e. In accordance with A.S. 18.60, the Contractor shall acquire, file, and maintain up-to-date records pertaining to Material Safety Data (MSD) sheets for substances and products used by the Contractor on UAF premises. The Contractor shall assume full responsibility for conformance with the law in regard to Contractor’s employees. The Contract Administrator, or designee, may request copies of any and all MSD sheets for substances used on UAF premises. These MSD sheets must be made available within four (4) hours of request.

f. For all operations requiring the placement and movement of the Contractor's equipment, the Contractor shall observe and exercise, and compel his employees to observe and exercise, all necessary caution and discretion, so as to avoid injury to persons or damage to property. Any damage to building structures, contents, or personal property caused by Contractor's employees, or Contractor's cleaning methods, shall be corrected, repaired, or replaced by Contractor at no cost to UAF. **UAF at the sole expense of the Contractor.** At its discretion, UAF reserves the right to correct damage and deficiencies caused by the Contractor. The Contractor may be charged for cost associated with correcting damage or deficiencies.

g. All ladders or other devices used to reach the surface of objects not otherwise accessible for the required cleaning operations shall be of sound construction, be firm and stable, and shall be maintained in good condition in accordance with applicable OSHA standards and regulations. All such equipment shall be moved onto the areas where they are required, placed, shifted where necessary, and removed from the areas in such manner as to provide maximum safety to person and property in and around areas of cleaning operations. Any Contractor owned equipment left on UAF property must be stored in a manner consistent with general OSHA Safety Standards.
2. UAF establishes by a preponderance of the evidence that:

   a. Property was taken by someone without permission, and

   b. An employee of the Contractor has taken or assisted in taking property of UAF without permission under circumstances that are sufficiently similar to cast reasonable suspicion on that employee as to taking the property referenced in subparagraph a. above, and,

   c. The Contractor does not establish by a preponderance of the evidence that that employee did not take or assist in the taking of the property.

3. UAF proves by a preponderance of the evidence that some employee of the Contractor took property of UAF without permission, even though UAF cannot identify which employee was involved.

4. **List of Employees:** The Contractor shall provide to the Contract Administrator a list of current employees on a quarterly basis. This list shall include the names, Social Security Numbers, and birth dates of all individuals currently employed by the Contractor on this contract. In addition to this quarterly, mandatory submittal, this information shall be available, upon request, to the University at any time during the contract period. Failure to maintain and provide this information may be grounds for termination of the contract. **The Contractor shall update this list any time there are changes in personnel and forward the updated list to the Contract Administrator.**

**SHIFT REPORT**

(Please note attachment E, Narrative Questions, question #2)

a. At the beginning of each work shift, the Contract Manager shall report all information pertinent to the conduct of the contract. The report shall include, but not be limited to:

1. Staff or Supervisor absences, substitutes, or reassignments and other pertinent personnel issues, including terminations and new hires.
2. Any non-working or malfunctioning equipment.
3. Unusual work conditions or abnormalities requiring attention, task frequency modification, or altering specification and routines.

b. At the close of each shift, Contract Manager shall report on the shift providing all pertinent information of the shift, including, but not limited to the completion of regular scheduled tasks, completion of periodic services, service and equipment issues, personnel issues, unusual events and circumstances. These reports shall be in writing, e-mail correspondence is acceptable, formatted form with Contract administrator approval may also be acceptable.

Neither the Contractor, nor its employees shall engage in soliciting for, or provide any goods, services, or gratuities in any UAF facility.
a. Initially, we must collect this solution and measure its lead content before we know if we can dump it down the drain after each cleaning.

b. With proper cleaning, the hope is that the lead contact of the dirty solution will be low enough that you won’t have to collect it in 30 gallon drums (which cost about $300 each to dispose of as hazardous waste).

7. Add 32 oz. of D-Lead to the reservoir and fill with water (same as step #3).
8. Continue washing the floor at the point where you left off, and wash another ¼ of the total floor area.
9. Continue washing the floor at the point where you left off, and wash another ¼ of the total floor area.
10. Repeat steps 4-6 until you have completed cleaned the range floor, including the area behind the firing line and the walkway above the seating area. This should completely use up 1 gallon of D-Lead concentrate, and will take 4 fills of the floor cleaner.

**Emergency procedures:**

Spill of D-Lead concentrate:
Use mop to clean up small spills (<1 gallon) and then wash the area with clean water.

Spill of used D-Lead solution:
Use mop to clean up the spilled solution and then wash the area with clean water.

Skin contact with D-Lead concentrate or solution:
Immediately flush skin with water for 15-20 minutes. Do not use vigorous brushing. This can be done in the custodial closet sink. If clothing is contaminated, remove clothing while flushing the skin. Report the accident to your supervisor immediately. Seek medical attention if skin irritation persists.

Eye contact with D-Lead concentrate or solution:
Immediately flush eyes with water for 15-20 minutes. This can be done in the custodial closet sink. Report the accident to your supervisor immediately, and immediately seek medical attention.

8. **Trash Removal:** To control accidental leaks, trash is to be transported through buildings in secondary containers, not just trash bags.

9. **Shower Curtains:** The contractor shall provide and maintain shower curtains in all places where they are required. These curtains will be cleaned to prevent mold, mildew, and soap build-ups, and replaced when cleaning is no longer effective, or they become damaged and unusable. The curtains shall be of the proper size and quality to provide reasonable life and proper water retention characteristics. All curtains shall meet or exceed the following manufacturers specification: PostCraft, Prem-a-clave with the following attributes:

- Heavy duty, long lasting
- Flame retardant
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- Waterproof
- Stain Resistant
- Odorless
- Will autoclave (gas)
- Noiseless
- Wrinkle-free
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**INFORMATIONAL ONLY: UAF has approximately 200 shower curtain requirements, the significant proportion of those at Residence Life (185). The two predominant sizes are (150) 48" X 72" and (35) 72" X 72". These are estimated quantities.

10. **Patty Center Basketball Court, Racquet Ball Court, and SRC Dance Floor:** The solid wood, lacquer finished floors shall be cleaned with clear hot water hand mopped using dedicated mops and buckets solely for that purpose. At no time shall this equipment be used for other purposes as well as no other cleaning supplies, chemicals, materials, or equipment shall be used to clean these floor surfaces.
The bidders will be evaluated pertaining to their submission regarding their procedures for cleaning the designated items below.

List all procedures, equipment, and Green Seal Certified chemicals suitable for each task. The offerors response to procedures, methods, styles, descriptions, programs, practices, and specifications shall become binding and incorporated into the contract specification directly, or by reference, and modifications/changes to those specifications can only be approved by the UAF Contract Administrator. Modifying this form for additional response space is acceptable.

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<th>Cleanable Item</th>
<th>Equipment/Tools</th>
<th>Cleaning Chemicals</th>
<th>Cleaning Procedure</th>
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