

Business Services

1001 East Sain Street | UPTW 101

 Fayetteville, Arkansas 72703

 **Addendum #1**

**Custodial Management Consulting**

**RFP No. 10312024**

**REMINDER:** It is the Respondent's responsibility to thoroughly read and examine the entire Bid document and any addenda to the Bid.

 **Posted 11/18/2024**

*Vendor Questions*

Please see answers in red.

1. Do you have a current consulting contract in place? If so, can you provide an overview of its terms and scope?
	1. There is no current consulting contract in place
2. Can you provide a list of current buildings, including their square footage and the number of FTEs in each space?
	1. Please see list of current buildings & square footage in Addendum #2
	2. FTE information will be shared with the selected vendor
3. What are your current shift schedules? Could you share a current leadership and organizational chart?
	1. Leadership & organizational chart information will be shared with the selected vendor
	2. General Operating Hours: 7 AM – 9 PM
	3. FAMA
		1. Day Shift: 6:30 AM - 3:00 PM
		2. Night Shift: 3:00 PM - 11:30 PM
		3. Graveyard shift: 10:30 PM - 7:00 AM
		4. Day shift primarily does policing of the buildings only, Night shift does most of the cleaning, and graveyards shift does cleaning and special projects of the buildings
	4. Housing
		1. 7:00 AM – 3:30 PM
4. Who are your current chemical and equipment providers?
	1. This information will be shared with the selected vendor
5. If you are working with a prime contractor, do they manage an SBE?
	1. The University is not working with a prime contractor
6. What green cleaning techniques are currently being applied?
	1. The University is looking for vendors to elaborate on best practices and recommendations on green cleaning techniques in proposals
7. Would it be possible to schedule a walk-through of the campus?
	1. A formal walk-through will not be scheduled, however the public campus areas are open to the general public Monday-Friday, aside from private areas such as housing, etc.
		1. Please notify Caroline Goldfarb (cgoldfarb@aarete.com) if you will be touring the campus
8. Does the university have a preferred number of on-site visits from the consultant?
	1. No preferred number, please include the preferred cadence of meetings in the proposal (monthly, quarterly, etc.)
9. Is the consultant required to meet a 15% MWBE (Minority/Women-owned Business Enterprise) goal, or is this already being met by your current custodial contractor?
	1. It is the policy of the State of Arkansas to support equal opportunity as well as economic development in every sector.  While the University endeavors to meet the percentages described in Ark. Code Ann. § 15-4-302 in general, being a small, minority, or women-owned business enterprise is not an eligibility requirement for submitting a proposal to this RFP.
10. Can you please provide a sample building drawing and space inventory data (perhaps for one building), to give an idea of the type of information available to the successful consulting firm?
	1. Please see Addendum #3, #4, #5, & #6
11. Does UA have an accurate inventory of restroom fixture counts?
	1. The University does not have this information
12. Please provide more detail regarding expectations for the hands-on training sessions. Is the training focused on frontline staff, supervision / management, or both?
	1. The training would be focused on both
	2. The University expects front-line training to be limited (train the trainer for internal supervision)
13. Approximately how many facilities will be included in the project? And what is the approximate total square footage (cleanable is preferred, rather than gross)?
	1. Please see Question #2 above
14. How many custodial FTEs does UA currently have?
	1. Please see Question #2 above
15. How many months or years does the “On-going Support” pricing line item apply to
	1. Please price on a per year renewable basis
16. How many buildings are associated with the RFP and how much square footage each building is
	1. Please see Question #2 above
17. How many staff members work in the custodial department, what are shifts the team work?
	1. Please see Question #3 above
18. Could I get a copy of the floor plans?
	1. Please see Question #10 above which includes an example floor plan
	2. Full floor plans will be shared with the selected vendor
19. Please provide the vendor and chemicals used for UA.
	1. Please see Question #4 above
20. Will all the requirements to work with the state and UA need to be met prior to submitting a bid? Or, if selected will that be the case prior to services rendered?
	1. A response to the RFP must be completed in full and submitted in accordance with the RFP by the due date.  The answer to the question presented depends on the specific requirements that you are referencing