

**Addendum #1 to RFP05012013
Custodial Services
McHenry County College**

This Addendum is in response to the inquiries from potential bidders. This Addendum constitutes changes to the specifications as sent out in the original RFP and other pertinent information shared with all vendors. All changes and information listed on this Addendum should be considered as the official modifications to the specifications and should be included in your proposal with these in mind.

Please acknowledge your receipt of this addendum by attaching a signed copy of the addendum with your proposal response.

Received and acknowledged by: _____

1. To what union does the current custodial staff belong?
The American Federation of Teachers Union. Local 01642
Local Name: McHenry County Federation of Teachers
2. Is this going to be a union bid?
No.
3. Do you have the count of the Merfin towel, Merfin tissue, and Stoko Refresh soap dispensers from the last campus wide installation?
Approximate count of dispensers:
 - **Merfin 7900W – 150**
 - **Merfin 7850W – 15**
 - **Merfin 205 – 160**
 - **Hand Soap – 200**
4. There were 2 sizes of the Merfin towels (larger towel used in the RR and smaller towels were seen in some classrooms and labs). What is the item code for the small towel?
Merfin 7850W
5. Can you provide the last 12 months of usage – by month - for the towels, tissue and soap, and trash liners?
Approximate usage for August thru May:
 - **Merfin 7900W – 180 per month**
 - **Merfin 7850W – 24 per month**
 - **Merfin 205 – 500 per month**
 - **24x33 liners – 4,000 per month**
 - **33x40 liners – 2,000 per month**
 - **38x58 liners – 1,200 per month**
 - **Refresh Hand Soap – 36-42 per month****For the months of June and July usage decreases by an estimated 60 percent.**
6. What are the trash liner sizes currently being used? If you have item codes that would be helpful.
Refer to question 5 for sizes.
7. What company, and sales rep, currently provides you with your towel, tissue and soap products?
 - **Metro**
 - **Tek-Direct**
 - **A.I.M**
 - **Alpine**

8. Could you provide the cost of the supplies – what you are paying now? (Please detail the list toilet paper, paper towels, etc.)
Pricing provided to the college by its vendors is acquired through negotiations and thus not available for release.
9. What is the estimated number of dispenser replaced in a year?
An estimated 3 to 6 dispensers are replaced annually.
10. Current monthly usage of paper products: toilet paper, hand towels, hand soap, trash liners (sizes)?
Refer to question 5 for usage.
11. Are we responsible for purchasing and stocking the hand sanitizer? It appeared that there were multiple types of dispensers. Can you provide the items codes for the hand sanitizer? What is the monthly usage, by month, for the past 12 months?
Contractor is responsible for stocking and replacing hand sanitizer units. Current refill is Purell 5392. Usage varies from month to month.
12. The floor mats throughout the facilities varied in size and type. Do you have documentation of sizes, location and the change out schedule? If you are renting mats can you please send the company and contact sales rep.
All floor mats are currently owned by MCC (purchased within the last year) and located at every entranceway (refer to supplied layouts). It is the responsibility of the contractor to replace matting as needed at the suggestion of the AVP of Physical Facilities or his designee to comply with the cleanliness and aesthetic standards of the College. Entrance matting should be sized appropriately for its designated entranceway and kept in place all year round.
13. Regarding the floor mats – the RFP states the contractor supplies would you know how many mats MCC uses, the type and the size and is it all year or only in the winter
Refer to question 12
14. It was mentioned that we supply some liners for the cafeteria but not all. What size are we to provide? What is the monthly usage for the past 12 months?
All liners for the entire campus, including cafeteria are included in this contract. Usages are included in response to question 5.
15. In addition to the campus map and Building Inventory list can you send floor plans for each building? If no floor plans are available can we obtain a copy of your emergency exit floor plans?
Individual building maps can be located at www.insidemcc.mchenry.edu under the heading Facilities and Contact Information and then by clicking on Campus Maps.
16. Do you require bid bond or performance bond?
A bid bond is not required. The successful contractor shall procure a performance and payment bond for the full amount of the contract price. Bonds shall be written by a responsible surety company authorized to do business in Illinois. Any provisions contained within the bonds creating a condition precedent for Owner, or abrogating Owner's rights or remedies otherwise available in contract or law, are void.
17. How many copies of proposal should we submit?
See page 6 of RFP
18. How many people currently clean on night shift, day shift?
 - **First Shift (0700-1530) – 2 FTE's**
 - **Second Shift (1330-2200) – 2 FTE's**
 - **Third Shift (2230-0700) – 15 FTE's**

19. What is current monthly charge for day and night custodians?

Current Hourly Pay	Employee Primary Position Desc
\$12.39-\$13.94	Custodian, First Shift
\$11.68-\$15.81	Custodian, Second Shift
\$12.47-\$24.09	Custodian, Third Shift

20. Should employment be offered to current employees?

Yes, employment should be offered to current employees. If awarded contract a recommendation list will be provided of current MCC employees.

21. How many coats of wax do you require when strip and wax and scrub and re wax?

Reference RFP section General Guidelines and Definitions pages 9-11

22. Can the contractor use or buy the schools equipment?

Contractor may negotiate to purchase MCC's existing equipment if awarded the contract. As stated in RFP MCC will not provide or maintain any equipment for use in contract.

23. Would like to verify that there is no cleaning done for 3 months in the summer on Friday due to summer hours?

The college is closed on Friday during the months of June and July (2 months). No cleaning is required.

24. For clarification, you are looking for two prices using the same bid sheet

Bidder may use two bid sheets for their main and alternate #1 bid, but must be included in the same bid packet.

25. Holiday and Vacation Schedules?

Reference MCC's website for a list of Holidays and Semester Schedules.

26. Consumable usage per month?

Reference question 5

27. What is the Colleges current equipment list?

MCC's current equipment is not included in this contract so a list of said equipment will not be provided. The contractor is expected to provide their own list of equipment in the technical portion of their bid. Reference question 22 for further.

28. Vehicles required?

The RFP does not require the contractor to supply a vehicle. MCC will neither supply nor maintain a vehicle for the contractor.

29. Shift schedules and operational needs?

Reference question 18 for hours and RFP for operational needs.

30. Square footage by floor type?

This is specified in the RFP under Space Categories and Frequencies

31. Population counts per student, faculty, and visitors?

Employee and student numbers are located on page 1 of RFP. Visitors to the Campus vary based on event schedule.

32. Budgets if applicable?

The current budget will not be provided to contractors.

33. On Page 7 of the RFP under Description of Required Services par. #2; is that 2 People per day for Saturday and Sunday OR is it 2 People, ONE for Saturday and One for Sunday?

2 FTE's should be staffed on both Saturday and Sunday

34. On Page 12 of the RFP under *Day Porter Service*, par. 1. Is this 2 FTE's AND 2 FTE's on the Second Shift. IF BOTH shifts are included what is the total number of FTE's?
Both first and second shift should be staffed with no less than 2 FTE's for a total of no less than 4 FTE's
35. On Page 19 of the RFP under *Supplies, Materials and Equipment*, Do you have available quantities available for review?
No, it is the responsibility of the contractor to provide samples of all paper products and chemicals to be used if advanced to the interview process. All equipment to be used for the contract should be included in the technical portion of the contractors bid.
36. On Page 20 of the RFP under Responsibilities of the Service Provider Par. 1; can you provide us with the number of Floor Mats, the size? Also are any of the Mats to be LOGO'ed?
Floor matting is does not contain any logo, also reference question 12.
37. Page 22 of the RFP 3rd Paragraph., what constitutes the Uniform needs specifications for shirts & pants?
Uniform specifications are at the discretion of the contractor so long as it meets the requirements stated in the RPF and are approved by the College. Currently the custodial staff wears a purple polo with black slacks.
38. In order for us to price the response correctly we'll need to know what your current employees' salaries and benefits are. Who would have a copy ?
The purpose of an RFP is for the bidders to supply the pricing based on the services requested. Specific salaries and benefits will not be provided.
39. Could you also provide floor plans for the Shah Center and the Woodstock location?
Floor plans are located with the bid documents at www.mchenry.edu/bid