Addendum 2 has been issued to answer additional questions.

1. How many years has the current contractor been the university service provider?
   Answer: The current contractor has been providing custodial services at CCSU since July 2012.

2. What is the annual cost of the current contract? What was the term and number of renewals of the current contract? What is the current contract number?
   Answer: The last complete fiscal year (7/2016 – 6/2017) the contract cost approximately $3,297,215. For the current fiscal year, to date the contract expenditure has been $2,279,675. The contract expires 6/30/18 and there are no more renewals or extensions. The contract number is CCSU 14-01.

3. What additional services are currently being provided and what is the current cost of those services?
   Answer: All services are cleaning related, additional services could include emergency clean up, construction clean up and events. These are on a case by case basis. Costs are based on the hourly rates in the contract.

4. What is the current staffing level?
   Answer: Current staffing levels are the same as those provided in the RFP document except where changed for this bid.

5. How is this contract different from the current contract you have in place?
   Answer: For all intents and purposes there are no differences between the current contract and the service requirements in the RFP.

6. What is your budget for custodial services annually?
   Answer: For budget purposes, CCSU uses the previous year’s costs, and the budget is adjusted accordingly to accommodate overtime, wage rate increases etc.

7. What are the weights of the three evaluation factors for award?
   Answer: Those three criteria were listed to provide a general idea of what CCSU will be considering. The RFP Evaluation Committee will have a weighted set of criteria based on the requirements of RFP section 3.2. The evaluation criteria will be created and notarized prior to the proposal due date.

8. Is this request for proposal an award to the lowest bidder?
   Answer: No. CCSU will consider other criteria based on the requirements of RFP section 3.2.

9. Will an onsite office be provided? Will the following be provided:
   a. a telephone line?
   b. internet access?
   c. electricity?
   d. hook-ups for washer/dryer?
   Answer: There is office space in Barrows Hall for the Account Manager and Floating Supervisor. CCSU provides furniture and utilities, but the contractor shall be responsible for providing their own computer, printer, etc. As this is an office space there is no need for or intention to have a washer/dryer there.

10. Is there a cost associated with parking?
    Answer: No there is not.
11. Will there be any summer turns of the residents’ halls? Will there be any summer conferences that need to be covered?
Answer: A summer conference schedule is provided of residence halls to be used. CCSU directs the cleaning staff in the affected residence halls.

12. For Exterior window cleaning, can a subcontractor be used? Also, is this consider additional billing?
Answer: The intent to use a subcontractor for this service should be made clear in the contractor’s response to item 3.2.13 in the RFP. And yes this would be considered a separate service and an additional service.

13. When trash is collected and placed outside of building, who is responsible to take the trash bags to the dumpster?
Answer: CCSU has contracted with a third party, Executive Landscaping, to collect trash from the outside of the building and bring it appropriate dumpsters/compactors.

14. Is there a height restriction for changing light bulbs?
Answer: Any bulbs beyond the reach of a 6 foot ladder will be changed by CCSU electrical staff.

15. For the Student Center, the RFP states that a 36” ride-on scrubber with a 28” cleaning path is required. During the walk through we noticed that the majority of the flooring is carpet. We did not noticed a lot of hard floor surfaces to require a ride-on scrubber. Is the 36” ride-on scrubber with a 28” cleaning path still required?
Answer: Yes.

16. On the bid pricing sheet there is a line for Student Center 3rd shift cleaning, there is no staffing requirement listed in the RFP, please clarify.
Answer: For purposes of this bid, three (3) custodians 10:00 PM – 6:00 AM with a 30 minute meal break.

17. There is also a 3rd shift pricing for the Hill Top Café, also with no staffing requirement…
Answer: For purposes of this bid, three (3) custodians 10:00 PM – 6:00 AM with a 30 minute meal break.

* NOTE: This staffing shall also be applied to Memorial Hall Third Shift

18. On the pricing page you ask only for monthly pricing. Is this the current price per month, a 5 year average monthly price or 5 year total monthly price? As you know the wage rates and benefits are only set through 12/31/19. How do you want us to price after that time period?
Answer: Provide current price per month. Any and all future rate increases shall be based on union, Standard Wage Rate or other legally required increases, which will be the same for any contractor.

19. East Hall is not on the pricing page
Answer: East Hall was inadvertently left off the pricing page. East Hall has been added to the revised Appendix VII attached here by reference. Please complete and return the REVISED pricing sheets.

20. I understand that the cleaning for Arute Stadium will be on an hourly rate basis. You refer to Section 3.1 (B) on page 19. I do not find this section in the RFP. Please advise.
Answer: That is a typographical error. Please strike “…as outlined in Section 3.1(b) of this Agreement;”

21. There is reference to categories of cleaners with standard wages as well as a copy of the Hartford Agreement for 32BJ. Are some workers Union and others are not? If so, would you identify by building?
Answer: All custodians and lead custodians are union workers and subject to Standard Wage Rates rules. The Floating Supervisor and Account Manager positions are non-Union and are not subject to SWR. CCSU does not have a breakdown by building.

22. There are some buildings cleaned by contractor for this bid and some buildings cleaned by University personnel. Would you please re-clarify which specific buildings will be cleaned under this contract (i.e. residence halls, student center, etc.)?
Answer: The buildings that are part of this RFP and subsequent contract are clearly itemized in several areas in the RFP.
23. Are buildings to be staffed when school is not in session? How many days per year will cleaners actually be required? Please re-clarify that exterior window cleaning is excluded from this contract.
Answer: (a) Buildings are to be staffed when school is not in session, cleaners are required per the schedules set in the RFP, unless otherwise indicated by CCSU. (b) Exterior window cleaning is NOT part of this RFP, but CCSU is interested in contractors' in-house capabilities if such a need arises during the term of the subsequent contract.

24. Can you provide a school schedule for the next 3 years (all, spring, summer, recess)?
Answer: The Fall 2018-Summer 2019 calendar is available on the CCSU website. http://www.ccsu.edu/calendar/
Other academic calendars available at: http://www.ct.edu/academics/calendar
Please note that these calendars may change.

25. Do all of the exhibits/attachments contained in RFP need to be returned with bid or are they completed by successful bidder when contract is awarded?
Answer: Per Section 1.1 of the RFP, all addenda must be signed and returned with the bid as acknowledgement of receipt of same. None of the other attachments need to be returned.

26. How is yearly contract price adjusted upward in future years (since future wages are unknown for 32bj and standard wages by state)?
Answer: Any and all future rate increases shall be based on Standard Wage Rate or 32bj or other legally required increases. For example, if the SWR increases by $0.35 per hour, the contractor will readjust the cost per man-hours per building and submit a request to increase rates per building accordingly.

27. Are the specified hours required for 52 weeks of the year?
Answer: Specified hours are required for 52 weeks of the year unless otherwise indicated by the Agency (when a building goes offline for major renovations, etc)

28. Will the semester break projects be completed by the regular assigned crew during their specified work shifts?
Answer: Semester break projects are usually completed by the regularly assigned crew during work shifts unless indicated by the Agency.

29. Regarding Appendix vii, price pages. Should the monthly cost of the Account Manager and Floating Supervisor be included in Section 2.0 Normal Hourly Rates or should it be spread between the Monthly Costs by Building in Section 1?
Answer: Those positions are separate and are not related to buildings or custodian hourly rates.

30. Is snow removal billable on top of the monthly costs? If not, will the contractor only be responsible for snow removal while they are on site during the specified shifts?
Answer: No it is not billable separately. The contractor is only responsible for assisting our snow removal contractor in the areas immediately outside of the entrance doors when needed and only during normal working hours and would be considered part of their duties on those few days.

31. Is exterior window cleaning to be included in our monthly costs?
Answer: No it is not. We are not requesting any window cleaning rates at this time.

32. The following questions are regarding page 6 of the RFP, section 1.19, Community Rehabilitation…:
   a. If the current contracts are not currently Qualified Partnership contracts, there is potential for union seniority issues and layoffs if the current staff does not meet the QP criteria of one-third of the staff being persons with disabilities and one-third of the staff being persons with disadvantages. Is the current contract with SMG a Qualified Partnership contract?
   Answer: No, the current contract is not a QP contract. The union is aware of the requirements of the QP and makes accommodations to the workers with disabilities to remain in place should there be a layoff as the result of contract reductions imposed by the state or CCSU.
b. How much weight will being a certified Qualified Partner be given in the evaluation?
   Answer: That is part of the evaluation criteria which is kept confidential until a contract award has been executed. The evaluation criteria shall be dated and notarized prior to the bid due date.

c. If we are a certified Quality Partner with the Connecticut Community Nonprofit Alliance and are awarded a contract from this RFP, could we elect to not participate in the QP program for this RFP?
   Answer: CCSU reserves the right to make participation in the QP program a contract requirement. If that is to be the case, non-participation in the QP program during the term of the contract would be a contract violation and may be subject to negotiations to adjust contract rates accordingly.

d. If the successful contractor is a Qualified Partner, will the contractor be required to pay the CCPA 3% of the contract value?
   Answer: Yes. Again, CCSU reserves the right to make participation in the QP program a contract requirement or not, and to negotiate with the awarded contractor on participation in the QP program and how it relates to pricing structures.

33. For the ITBD building what percentage of the building needs to be cleaned on the Saturday shift? Is there an expected staffing level?
   Answer: Cleaning needs to be determined on an as needed basis.

34. The staffing shown for Social Science Hall in the RFP has been shortened by 1 full time position from the current staffing of 1 Lead and 3 FT cleaners. Can you clarify if this new staffing is correct or needs to be adjusted?
   Answer: The new staffing is correct.

35. What is the price preference percentage given to a Qualified Partnership?
   Answer: That is part of the evaluation criteria which is kept confidential until a contract award has been executed. The evaluation criteria shall be dated and notarized prior to the bid due date.

36. Is the work force currently under a collective bargaining agreement with 32BJ.
   Answer: See Section 3.2.17 of the RFP.

37. How many vehicles must the contractor provide as a requirement of the contract?
   Answer: Contractor must provide 1 vehicle.

38. What are the typical working hours (which “shift”) does the Account Manager work? Floating Supervisor?
   Answer: Account Manager: 1st shift (Mon-Fri 8 am – 5 pm and on call), Floating Supervisor: 2nd shift (Mon-Fri 3:00 pm – 12:00 am during the semester). Agency needs may change during breaks.

39. Is the awarded vendor required to run background checks, including DMV, on employees that are “inherited” from the existing contractor?
   Answer: No.

40. Is it permissible for the contractor use their preferred background check vendor? That is, a state police background check, fingerprinting, and federal check is not required?
   Answer: Per Appendix IX of the RFP, the use of SSC Inc of Shelton CT is ‘strongly suggested’. If a contractor wishes to use a different background check company, at a minimum the check shall include social security number verification; federal criminal check; criminal arrests, convictions, and warrants; Sex Offender Registry status; and a motor vehicle check.

41. Can you provide staffing requirements for Christmas break, Spring Break, and Summer break? If there is no decrease in staffing levels during these times please verify.
   Answer: No decrease in staffing levels unless determined by the Agency in the event of buildings being offline, etc.
42. There are options for pricing 3rd shift cleaning on the pricing page at the following facilities that are not broken down into hours to the respective facilities. Is this an added service that is not currently performed by your current cleaning vendor (SMG) under the current contract?
   Memorial Hall
   Hill Top Cafe
   Student Center
   Answer: These services are not in the current contract. CCSU is requesting pricing for these buildings/shifts as options only. CCSU shall determine if any or all of these services are needed based on costs and the best interests of CCSU. See answers to questions 16 and 17 above.

43. Will weekend trash removal at the residence halls be invoiced separately on an hourly rate basis (not included in base contract)?
   Answer: Trash removal is split between buildings and billed separately.

ATTACHMENT – Revised Appendix VII Pricing Sheets

All other terms, conditions and specifications in the RFQ remain the same.

END OF ADDENDUM 2