Non-Routine/On-Demand Cleaning Services of University Facilities

1. All questions will be due no later than December 18 at 3:00 pm.

2. All other terms, conditions and descriptions remain the same.

The due date and hour has been changed from December 2, 2019 at 3:00 pm to January 14, 2020 at 3:00 pm.

I acknowledge that I have read and understand this addendum in its entirety.

______________________________  ____________
Signature   Date
1. How many companies were awarded Non-Routine/On Demand Cleaning Services contracts being used today?

**RESPONSE:** 4 contracts

2. How many written authorizations (“Work Orders”) were approved in the last 12 months?

**RESPONSE:** Around 109 purchase orders were placed with our current cleaning companies under contract.

3. Can you please provide a breakdown of Work Orders by facility in the last 12 months?

**RESPONSE:** Too many to count.

4. Can you please provide a breakdown of Work Orders by contractor (assume more than one is being used)?

**RESPONSE:**
- Evergreen Janitorial Services: 20
- Special Touch Cleaning: 57
- Goodwill Industries of the Valley Works: 31
- Jett Cleaning Services: 1

5. Can you please provide a breakdown of Work Orders by services delivered? (e.g.: General office cleaning, Carpet Cleaning, Window Washing, etc.)

**RESPONSE:** This is not something Virginia Tech tracks in our system.

6. Who is the Virginia Tech representative responsible for providing written authorizations to perform work under this contract?

**RESPONSE:** Written authorizations are issued per department.

7. Are there services required beyond those identified on page 12, section VIII.A.11. items a. through h.? If so, please specify what type of services could potential be requested beyond those identified?

**RESPONSE:** There could be more services required beyond those identified. We have no way of knowing at this point. Please provide all services offered in proposal.

8. For page 12, section VIII.A.13, when you say “standard billable commercial labor rates” are you requesting an hourly billable labor rate based on the type of work performed by level of experience/expertise?

**RESPONSE:** Hourly billable rate

9. Are there any unique pieces of equipment required beyond those required for basic janitorial services, floor and carpet care and window cleaning up to twelve (12) feet?

**RESPONSE:** No

10. Is the contractor provided permanent storage space for equipment and supplies in a centrally located facility where a majority of the work is expected to be performed?

**RESPONSE:** No
11. Is the contractor provided permanent parking spaces for vehicles that maybe required to perform services?

**RESPONSE:** No. Please see page 8 of the RFP on Parking Policy for more information.

12. Is the contractor provided office space in a centrally located facility where a majority of the work is expected to be performed?

**RESPONSE:** No