Date: June 30, 2015

OKLAHOMA STATE UNIVERSITY
PURCHASING DEPARTMENT
FOR OSU AND THE OKLAHOMA A&M INSTITUTIONS
STILLWATER, OKLAHOMA 74078

SEALED BID
THIS IS NOT AN ORDER

*Faxed/E-mailed bids will **not** be accepted unless otherwise noted.*

Competitive Bid No: OS-151810-PTB Addendum #2 **No Bid Received After:** July 9, 2015 3:00PM

Buyer: Patrick Biggs, M.B.A., CPO **This bid will be publicly opened at the specified date and time.**

DAYS REQUIRED FOR DELIVERY:_____ TERMS:_____ RETURN SEALED BIDS TO:

PURCHASING DEPARTMENT
OKLAHOMA STATE UNIVERSITY
1224 N. BOOMER ROAD
STILLWATER, OKLAHOMA 74078

F.O.B. **OSU-Oklahoma City, OK**

BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS.

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		**********ADDENDUM #2**********		
		The purpose of this addendum is to provide a new bid due date, answer vendor questions, and provide evaluation criteria as per the attached continuation sheet (4 pages)		
		The new bid due date is **JULY 9, 2015 @ 3:00PM CDST**		
		Please indicate receipt of this addendum on bid and/or sign and return a copy of the addendum with notiations of any price changes.		
		All other specifications remain the same.		
		All inquiries during the bid and bid evaluation process must be directed to the OSU Purchasing Department at 405-744-5984, fax 405-744-5187, or purchase@okstate.edu		
		PLEASE MARK OUTER ENVELOPE: SEALED BID: OS-151810-PTB Addendum #2 July 9, 2015 3:00PM		

THIS BID INVALID IF NOT SIGNED

IMPORTANT

NON-COLLUSION AFFIDAVIT:
STATE OF_____COUNTY OF_____of lawful age, being first duly sworn, on oath says that:

1. (s)he is the duly authorized agent of _____, the bidder and/or contractor submitting the competitive bid and/or procuring the contract which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as, facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached: 2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid and/or the procurement of the contract to a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, d. to paying, giving or donating or agreeing to pay, give or donate to any officer or employee of the State of Oklahoma, any money or other thing of value, either directly or indirectly, in procuring the contract to which his statement is attached.

COMPANY_____ DATE_____
BIDDER

SIGNED BY_____ PLEASE PRINT NAME_____
Name & Title

ADDRESS_____ VENDOR FEI OR SS Number: _____

CITY, STATE & ZIP_____

PHONE_____FAX_____ EMAIL_____

This is submitted as a legal offer and acceptance by the Oklahoma State University Purchasing Department constitutes a binding contract.

BIDS MUST BE RETURNED ON THIS FORM AND/OR ATTACHED PAGES. RE-COPIED LISTS WILL NOT BE ACCEPTED. Revised 02-12-14

1. Do we have custodial in house?
   A. No

2. Who has the current contract and do they provide both?
   A. Yes and Sodexo

3. Why the bid?
   A. Current contract is expiring in July 31, 2015.

4. Does Custodial run 7 days?
   A. Days and evenings to accommodate classes and events. Weekend schedule as needed and we hold outside events.

5. Can we get a usages number on all the supplies for Custodial?
   A. At this time we do not have access to that information as current vendor supplies their own.

6. Who is responsible for pest control or who provide items for it?
   A. No we have a separate company that will provide pest control. We hope that you would follow the chain of command to report it.

7. Parking Garage Sweeping out?
   A. Trash cans, elevator, walk through of garage.

8. Walk off mats in Buildings?
   A. Custodial in charge to clean, and are responsible for replacement if needed. See page 22 item #9.

9. Software program for custodial help?
   A. You can subscribe to whatever program you want to use.

10. Pretax profit?
    A. Pg. 26, Letter Q. **This section should be OMITTED.**

11. Sections 2.5, #H remove bug spray. Chalk boards and easels?
    A. Replenish and replace as needed. Supplies will be purchased by custodial. Make sure it is available.

12. Batteries?
    A. Custodial will be responsible for changing out the paper towel dispenser batteries and OSU-OKC will take care of the automatic toilet batteries under section 2.5, #H.

13. Do we have the expenditures for custodial for the last 2 years?
    A. No you would have to estimate it.

14. Is there a full-time custodial manager, 8-5?
    A. Yes and the hours flex to what is needed. Whatever you deem necessary. That person is our lead contact.

15. How many Custodial closets do you have?
    A. All floors have closets in all buildings.

16. How many people work each day?
    A. We currently have some in each building. Not sure how many. They over lap and take care of multiple buildings sometimes.

17. Are we apple level?
    A. Was defined as level of cleaning, unable to answer this question.

18. Uniforms?
    A. Whatever you deem necessary. You would have to come back to us for approval of the uniform.

19. Will OSU-OKC take care of the Obama care charges?
    A. No you will have to calculate that in your rate and it will be at your expense.

20. Do you have the percentage of flooring and type in each building?
    A. No

21. Is this an all award bid to one vendor?
    A. No they can be separated out

22. Will custodial services be required to clean light fixtures?
    A. Yes

23. Do we require certain standard cleaning products?
    A. No

24. Who is responsible for pencil sharpeners?
    A. Custodial to clean, OSU-OKC to replace.

25. Is there a preferred primary cleaning shift time? What is the current primary cleaning shift?
    A. Please refer to the scope of the bid outlined in Section II.

26. Regarding day porters, what is the expectation regarding restroom policing throughout campus? Does the university have a preference regarding number of porters?
    A. Please refer to the scope of the bid outlined in Section II.
    A. This will be up to the contractor to fulfill the bid requirements.

27. Please clarify the scope in the Student Center. Is the contractor expected to clean The Hub? Also, does the food service provider clean the dining room tables throughout the day, or is that a function for the custodial porters?
    A. Please refer to the Section I, specifically 1.5 - Food Service Provider.

28. Regarding batteries and hand sanitizer – the RFP states that the contractor is responsible for providing these in addition to other consumable paper, plastic and hand soap. I believe there was some discussion about these items at the pre-bid meeting. Please confirm whose responsibility the batteries and sanitizer procurement belongs to.
    A. Contractor will be responsible to fill the hand sanitizer as they belong to OSU-Oklahoma City and will be responsible to replace batteries in the hand sanitizers and paper towel dispenser belong to the Client and Client will replace flush valve batteries (automatic toilets).

29. Can you provide historical usage data on the consumable supplies? Ideally, 2 years' data would be very helpful in determining a budget for these items.
    A. Information not available.

30. Regarding the garage, is there an expectation of running a commercial sweeper periodically or is daily policing/manual sweeping sufficient for the parking deck areas?
    A. Please refer to the scope of the bid outline in Section II – Service Specification J.

31. I noticed very few exterior walk-off mats. Is this the case year-round or are there additional mats placed outside during the winter months?
    A. No walk off mats are outside only between the doors.

32. Can you share what the current annual contract amount is with Sodexo for custodial services?
    A. No, because the current contract is for a combination of both janitorial and food service and would not serve as a good baseline for janitorial alone.

33. What is the total current contracted amount for past 5 years?
    A. Have only been under a contracted service vendor for one year 2014-2015 and prior to that was in-house.

34. Do you have the 2014 years cost for the janitorial portion of the contract.
    A. Information not available.

EVALUATION CRITERIA

1. Pricing Structure
2. Management Team Staff
3. Higher Education Service Experience/References
4. Practices and Procedures
5. Overall Packet Submitted