

UNIVERSITY OF ALASKA ANCHORAGE

IFB No. B18-001

TITLE: MULTI-TERM CUSTODIAL SERVICES FOR MATANUSKA-SUSITNA COLLEGE

AMENDMENT NUMBER ONE (1)

DATE ISSUED: FRIDAY, FEBRUARY 16, 2018

MAIL BIDS TO:

University of Alaska Anchorage
Procurement Services
3890 University Lake Drive, Suite 106
Anchorage, AK 99508

OR DELIVER TO (Monday-Friday, 8am-5pm):

University of Alaska Anchorage
Procurement Services
3890 University Lake Drive, Suite 106
Anchorage, AK 99508

CONTACT FOR IFB INQUIRIES:

Carson Davis, MBA
Contracting Officer
E-mail: crdavis4@alaska.edu
Phone: 907-786-1341
Fax: 907-786-6519

IFB No. B18-001 for **Multi-Term Custodial Services for Matanuska-Susitna College** is hereby amended for the following purposes:

To provide questions and answers as a result of the Pre-Bid Conference, which was held February 16, 2018.

1. **Question:** Which companies were in attendance at the pre bid conference?

Answer: That information will not be provided at this time.

2. **Question:** What amount of staffing does the current contractor dedicate to perform custodial services at Matanuska-Susitna College?

Answer: That information will not be provided at this time. The University relies on the expertise of its Contractors to make the best determination of required personnel for successful provision of the required services.

3. **Question:** What are the busiest days at Matanuska-Susitna College in terms of attendance?

Answer: The fall and spring semesters are the busiest times of year. Monday through Thursday are most heavily attended days. Friday and Saturday are both lighter days. The summer semester is less busy time of the year, as are holidays.

- Reference the Scope of Work, 16 (pg.11). Hours of Service for schedule information.
- Reference the Frequency of Required Tasks table (pg.19) for the task schedule applicable to all buildings.

4. **Question:** Are the IFB insurance requirements valid?

Answer: The IFB insurance requirements are valid. Reference Additional Contract Provisions, 9. Insurance Requirements (pg.55-56) for a detailed description of the IFB insurance requirements.

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5. **Question:** Does the square footage information contained within the IFB include the indoor walkways and bridges between buildings?

Answer: Yes. The walkways and bridges are included in the Common Area square footage totals.

- Reference Building Information: Square Footage (pg.28)

6. **Question:** How should non-carpeted floors be cleaned and maintained?

Answer: Information on the cleaning and maintenance of non-carpeted floors is contained in the Performance Standards section of the IFB.

- Reference Performance Standards, Flooring-Non-Carpet, items six (6) through eleven (11) (pg. 21-22).

7. **Question:** What kinds of trash liners are required?

Answer: Small, large and heavy duty trash liners are required. Heavy duty trash liners are required for large receptacles which may contain discarded liquids, with the intent of preventing any leakage during movement.

- Reference Required Goods and Services (pg. 4).

8. **Question:** Who is the manufacturer of the paper towel dispensers at Matanuska-Susitna College?

Answer: The majority of dispensers are manufactured by Georgia Pacific, while a smaller quantity are manufactured by C Fold.

9. **Question:** What are the procedures for cleaning writing boards?

Answer: Procedures for cleaning writing boards are contained in the Performance Standards of the IFB.

- Reference Performance Standards, 29. Cleaning Writing Boards (chalkboards, marker-boards, etc.) (pg. 26).
- The majority of writing boards on campus are whiteboards, with a few remaining chalkboards in the OLB and other areas.

10. **Question:** Can you provide an example of non-routine services?

Answer: Non routine services are those services not included in the routine, day-to-day, portion of the contract, but which may be called for by Matanuska-Susitna College on an as-needed basis. These may include services in support of job fairs and community events.

- Reference Scope of Work, 3. Non-Routine Services (pg.5).

11. **Question:** What days are the Portable Classrooms occupied?

Answer: The portable classrooms are occupied Monday through Thursday.

12. **Question:** Can you provide additional background information on the Portable Classrooms?

Answer: The portable classrooms are owned by the Matanuska-Susitna Borough School District, and operated by the Matanuska-Susitna College. Custodial services for the Portable Classrooms are provided by the successful bidder in response to the IFB. The classrooms are occupied by 150 middle-school students, with instruction occurring for an average of four (4) hours per day.

13. **Question:** Do the Portable Classrooms offer water connections and closet space?

Answer: The Portable Classrooms do not offer water connections and Closet Space. Custodial supplies may be transported to the Portable Classrooms via cart or other mobile receptacle.

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14. Question: Are routine custodial services required for the Paramedic Program area in Snodgrass Hall?

Answer: This area is cleaned by Matanuska-Susitna College, and routine custodial services are not required.

To modify the Performance Standards by including additional details as a result of the Pre Bid Conference.

Performance Standards, 27, Stainless Steel Cleaning is hereby modified to delete a reference to glass cleaner, and insert a reference to stainless steel polish or cleaner as follows:

Polish stainless steel surfaces with stainless steel polish or cleaner sprayed on a soft cloth. Do not spray directly on surface. Use stainless steel polish and a clean soft cloth when necessary to remove smudges, fingerprints, marks, streaks, tape, etc. that glass cleaner cannot remove to produce a uniform clean appearance. Remove excess stainless steel polish.

Performance Standards, 32. Snow and Ice Removal is hereby modified to include the following information:

The 30 feet or curb requirement mandates that snow and ice is removed from entire deck and walkway area of the Portable Classrooms.

Although usage of a snow blower on the paved walkways is permitted, storage of a snow blower inside any of the indoor storage closets is not permitted due to the risk of fuel leakage and odor.

Performance Standards is hereby modified to include 37. CAFE AREA REQUIREMENTS as follows.

37. CAFÉ REQUIREMENTS: The Contractor shall be required to empty trash receptacles and maintain the floors (i.e. vacuum, etc.) in the seating area. The Contractor shall not be required to clean or provide cleaning supplies to the café kitchen area. The Matanuska-Susitna College Food Service Contractor is responsible for the cleaning of the café kitchen, disposal of café kitchen refuse and waste materials, and supply of café kitchen cleaning supplies.

To correct an error in the Additional Instructions to Bidders Section.

CONTRACT PERIOD is hereby modified to correct the final potential contract extension date as follows:

CONTRACT PERIOD: The contract period will be March 19, 2018 through June 30, 2019. UAA may, at its sole discretion, elect to exercise four additional one-year options to extend the contract period of performance. The final potential contract extension will terminate June 30, 2023.

Note: Acknowledgement of this amendment is required. Please sign and return this amendment with response to this IFB. Failure to acknowledge this amendment or rerun the signed amendment with the bid response may remove a bid from further consideration.

Signature

Date

Company Name