

1. How early can we start working and how late can we leave the property? The RFP outlines hours for work to be performed. The current contractor has some staff arrive on campus at 7:00 AM and someone remains until 7:00 PM. There are specified services that would require after hours or weekends, in these cases arrangements will be made to accommodate the contractor.
2. At the new MPB lobby, do the contractor have to dust all the awards that are on the shelves? This would be addressed in the general areas of the Scope of Work in section 1.2.3.
3. Does the contractor have to provide the hand sanitizer? No, this is provided by IHL.
4. Can we be provided with the flooring breakdown of each space? Carpet, vct, concrete, etc. IHL does not have a breakdown of different floor surfaces nor has the means to calculate square footage of different floor surfaces. Below is an estimate and IHL is not responsible for accuracy of this information.

PBJ Tower Building

Floors 2 – 9 is estimated 90% carpet (69,443 sq ft) and 10% hard surface (7709 sq ft).

Basement and Floor 1 is estimated 10% carpet (1928 sq ft) and 90% hard surface (17,360 sq ft).

JSU Research Center

Is estimated 60% hard surface (33,555 sq ft) and 40% carpet (22,370 sq ft).

Power Plant

Is estimated 100% hard surface (800 sq ft).

MPB

Is estimated 60% carpet (49,920 sq ft) and 40% hard surface (33,280 sq ft).

5. Can we be provided with a usage report for all consumables utilized each month/year? Toilet paper, hand towels, hand soap, urinal blocks, etc (items mentioned in section 1.13) No, IHL is not provided a usage report. This is solely maintained by the contractor.
6. On page 7 Section 1.13 it speaks of what items the Vendor is to supply. It does not speak of wax, stripper, cleaning chemical, Hand Sanitizer, or Mats. Can you please list the responsibility of these items? All consumables mentioned in the RFP are provided by the awarded contractor. Including the items specifically listed in the question listed below.
 - Wax provided by contractor.
 - Stripper provided by contractor.
 - Cleaning chemical provided by contractor.
 - Hand sanitizer provided by IHL.
 - Mats provided by IHL.
7. Please provide a list of holidays and other days that the buildings will not be occupied.

Below is a list of **IHL's 2021 holiday schedule.**

New Year's Day	January 1 (Friday)
Martin Luther King, Jr. Day	January 18 (Monday)
Memorial Day	May 31 (Monday)
Independence Day	July 5 (Monday)
Labor Day	September 6 (Monday)
Thanksgiving Day	November 25 (Thursday)
Thanksgiving	November 26 (Friday)
Christmas	December 23 (Thursday)
Christmas	December 24 (Friday)
Christmas	December 28 (Tuesday)
Christmas	December 29 (Wednesday)
Christmas	December 30 (Thursday)
Christmas	December 31 (Friday)

Other Agencies are as follows.

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January	New Year's Day
Third Monday of January	Lee's Birthday/MLK Birthday
Third Monday of February	Washington's Birthday
Last Monday of April	Confederate Memorial Day
Last Monday of May	Memorial Day
July 4	Independence Day
First Monday of September	Labor Day
November 11	Veteran's Day
Thanksgiving Day	
December 25	Christmas Day

8. Is the current staff working under a Collective Bargaining Agreement? **No.**
9. I do not see exterior responsibilities. Are there any exterior responsibilities such as sweeping or blowing sidewalks? If so, how often? **No.**
10. Are there any requirements for exterior window cleaning other than entry doors? If so, how often? **No.**
11. Who is the current vendor & what is their current monthly rate they are charging? **Warner Inc. dba ServiceMasters, and the monthly rate is \$15,500.00.**
12. Please send the current executed contract including the current cost sheet. **Attachment.**
13. Please send a list of all consumable supplies (e.g., toilet tissue, hand towels, hand soap, hand sanitizer, can liners, urinal screens, deodorizer blocks, etc.) that are used in the buildings. Please include manufacturer name, part number, and description. **IHL does not have this information, the current contractor handles all consumables.**
14. What is the estimated annual usage for consumable supplies? Please send the estimated annual usage for the past 3 years. **These costs are all inclusive with the services, IHL does not receive reports of consumable usage.** We recognize that usage numbers likely declined during the current health pandemic.
15. Are any routine cleaning services provided on weekends? **No, the building is normally closed on the weekend. If after hours services need to be completed accommodations would need to be made.**
16. Is the Contractor responsible for any exterior cleaning services? **No.**
17. How many restroom fixtures (e.g., toilets, urinals, sinks, and showers) are in the restrooms?

PBJ Tower Building estimated

Sinks 20
Urinals 9
Toilets 20

JSU Research Center estimated

Sinks 7
Urinals 6
Toilets 9

MPB estimated

Sinks 21
Urinals 7
Toilets 22

Plant Building

Sinks 2
Urinals 1
Toilets 3

18. Are the restroom dispensers standardized (e.g., toilet tissue, soap, hand towel, hand sanitizer, etc.) in all of the restrooms? **Yes, to my knowledge they are all the same. The lobby and 9th floor handicap restrooms may be different.** If not, would The Board of Trustees of State Institutions of Higher Learning be interested in the Contractor standardizing all of the restroom dispensers? **These restrooms are new, so they would probably not want to change dispensers if they are different.**
19. Do the square footage numbers for the MPB buildings include the area that is not in use today? **It does include the closed portion as it will not be permanent.**
20. Please send an approximate square footage of all VCT and other hard surface floors that require sealer or wax. **IHL does not have a breakdown of different floor surfaces nor has the means to calculate square footage of different floor surfaces. Below is an estimate and IHL is not responsible for accuracy of this information.**

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21. Please send an approximate square footage of all carpeted areas that need to be shampooed or steam cleaned. **IHL does not have a breakdown of different floor surfaces nor has the means to calculate square footage of different floor surfaces. Below is an estimate and IHL is not responsible for accuracy of this information.**

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22. What is the estimated daily foot traffic in all of the buildings? Please include foot traffic from before and after the health pandemic started. We are basically trying to get a general idea about how many people are in the buildings each day. **Totals are estimated.**

PBJ Tower Building = 180

MPB = 115

JSU = 56 (students during fall and spring terms = 350)

Power Plant = 4

23. If there is a positive COVID test, what are the building protocols in those situations? **IHL's isolation or Quarantine is exposure to a person with COVID requires a quarantine period of 14 days and testing positive for COVID requires an isolation period of 10 days. IHL also has temperature scanners at all entrances that all**

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staff and visitors must scan at normal temp to enter building. As for as cleaning, IHL will clean and disinfect the office of any employee exhibiting symptoms of COVID.

24. Please send a list of the companies who attended the facility tour on Friday, October 22, 2021. Attached.
25. Will Presidential Mandate require contractors' workers to be vaccinated? Currently it is not required that IHL staff be vaccinated.