

UCA-23-033 Custodial Services

Questions and Responses

1. Is the square footage gross or net?

Gross - Some Floor plans include the net.

2. Please list the equipment the University will provide for the contractor. Are cleaning carts, brooms, mop handles, high dust handles, etc., included? Please refer to addendum #2

3. Please provide a scope of work for window cleaning for which the contractor would be responsible.

Refer to question 26

4. Please provide the floor plans for each building.

See Attached

5. Are there any restrictions to the size of our proposal? No.

6. Do you currently use a CMMS for work order management? If so, what system do you use? Not for custodial issues.

7. Can you please provide current staffing levels for the 4 PM to 12 AM shift? No. Current staffing levels provide no bearing on this proposal.

8. Are employee badges required? If so, is there a charge for these? No. Your employees should be easily identifiable via a uniform (highly preferred) or other means of identification. We will not be providing a uniform or identification.

9. Can you please provide a list of holidays observed by the university? See attached 2023 UCA Holiday Schedule.

10. Will the university be open to allow the vendor to perform work on holidays that are observed by the university but not observed by the contractor? No

11. Should we include a sample Certificate of Insurance in the proposal for your review? No. This will be required from the successful contractor.

12. Are the following documents required as part of our submission? **No. This will be required from the successful contractor.**

- a. [Contract and Grant Disclosure and Certification Form](#)
- b. [Illegal Immigrant Certification Form](#)
- c. [RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION \(ACT 710\)](#)

13. The RFP says “services are to be performed between the hours of 4:00pm and 12:00pm Monday through Friday. Is that a 8 hour working window of 4pm to 12 midnight or a 20 hour working window of 4pm to 12 noon the next day? **This was meant to be 4:00pm until Midnight 12:00am.**

14. Is the contractor responsible for any parking passes?

Yes. The UCA Police Department will issue the parking permits. They are \$60 each and issued to each employee that has a vehicle parked on campus.

15. Is the contractor responsible for any day porter services?

No. But the contractor will be expected to make sure the public areas are ready to go before evening recitals, plays, concerts etc. So basically those areas would need to be hit first on days with those sorts of events and cleaned up after those events.

16. Is the contractor given any office space for files and such to be stored?

No

17. What is the current pay rate starting out for Janitorial staff?

**\$11.14 per hour or \$23,168 per year. Here is a current job posting:
<https://jobs.uca.edu/postings/12477>**

18. Would the current night staff become employees of the contractor?

No

19. Is the contractor responsible for providing any weekend services ?

No - Unless they choose to do floor care during the weekend. See sections 2.5 and 2.6

20. Will the University provide floor finish and stripper for VCT flooring?

Yes

21. Would the University be willing to buy any supplemental equipment (outside of what's already furnished) that may be needed? The reason for this question is so that bids are as apples to apples. (Addendum #2, items A5-A10)

Not at this time. We do have 1 additional piece of equipment that was not listed. A Tennant 7100 28" Cylindrical ride on floor scrubber is in CCCS and should be able to access all hallways in CCCS and the 1st floor hallways of Lewis Science.

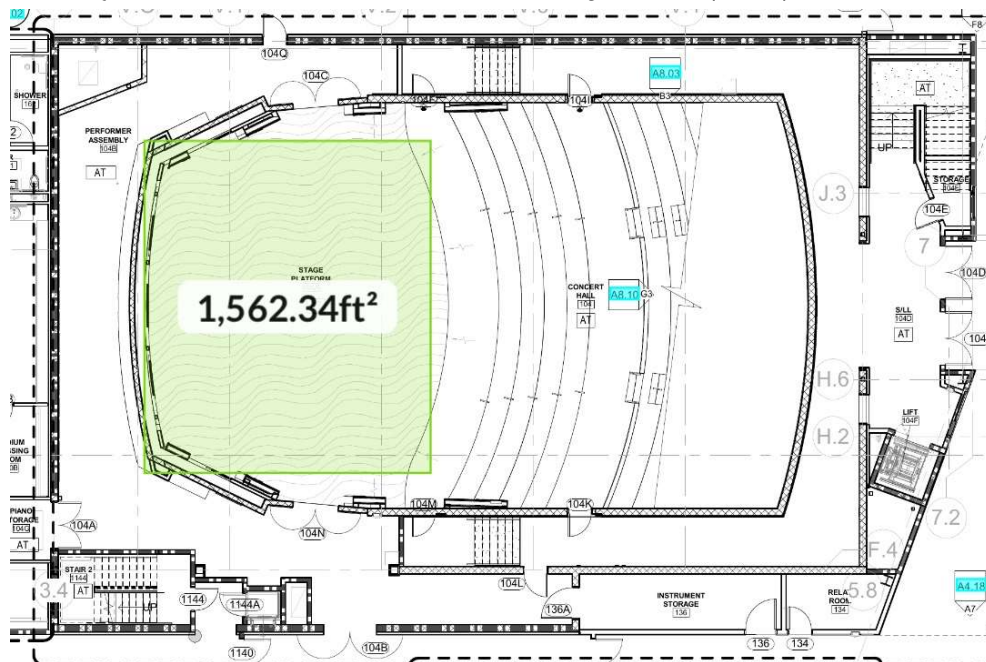
22. Will laundry (mop heads, dust mop head, cleaning cloths, etc.) be provided by the University? If not, are there laundry facilities available for contractors to use? (Addendum #2 item A4)

We will launder these items.

23. Can you provide floorplans w/SF on each building? (General)
See Attached

24. Can you provide the SF of VCT that will require buffing, stripping, and waxing? (2.12.2)
That section is actually referring to restroom hard surfaces and buffing them out with a cloth. We are issuing an addendum for VCT. The only building with VCT flooring is Lewis Science Center. VCT stripping and waxing will be on an as requested basis.

25. Do you have the SF of the recital hall stage floor? (2.5.1)



Also the floor may not need to be refinished/waxed for several years. So this would need to be priced on an as needed basis.

26. Besides daily spotting of windows, what will the full clean frequency be of interior and exterior glass? (General)

Daily spotting of windows and doors. Refer to the picture below. Entrances “green” areas should be cleaned in full once per month. Doors should be cleaned in full weekly. Areas above the “green” area would be a special request. Adding an addendum to clarify window/glass cleaning.



27. And 28. How many school days are there per year? Does this bid need to be 260 days per year? (General)

School days based on the current year. Days campus is open in (). These could vary slightly from year to year.

January: 13 (20)

February: 20 (20)

March: 18 (23)

April: 19 (20)

May: 17 (22)

June: 22 (22)

July: 20 (20)

August: 15 (23)

September: 20 (20)

October: 20 (22)

November: 19 (20)

December: 11 (14)

Total Days: 214 School days this year

Days Campus is open: (246)

29. Do teachers start before or work at the facilities outside of those “school days”? (General)

Yes. It is common to have teachers/professors on campus throughout the year.

30. What is the current in house staff plan, including quantity of people, hours worked, and hourly pay range? (General)

No. Current staffing levels provide no bearing on this proposal.

\$11.14 per hour or \$23,168 per year. Here is a current job posting:
<https://jobs.uca.edu/postings/12477>

31. Do you have an event schedule for the recital hall and planetarium? (2.13)

The recital hall is not open and does not have anything scheduled currently. Every summer, usually the last half of June and early July the campus hosts the Arkansas Shakespeare Theatre and they will be using the recital hall for performances. Typically the recital halls on campus are used almost daily for classes, recitals, performances, etc during weekdays. Most recitals/performances will be smaller but we do not have a gauge on this space since it is brand new and will likely be used for larger performances more often.

The planetarium typically has shows every Friday and Saturday night from 7:30pm - 9:00pm for the public. They also schedule shows for private groups and schools during the week M-F during the day time. On Friday before and after the show it should be cleaned, other days of the week the planetarium will need to be cleaned in the evening if any showings have happened during that day.

2023 UCA HOLIDAY SCHEDULE

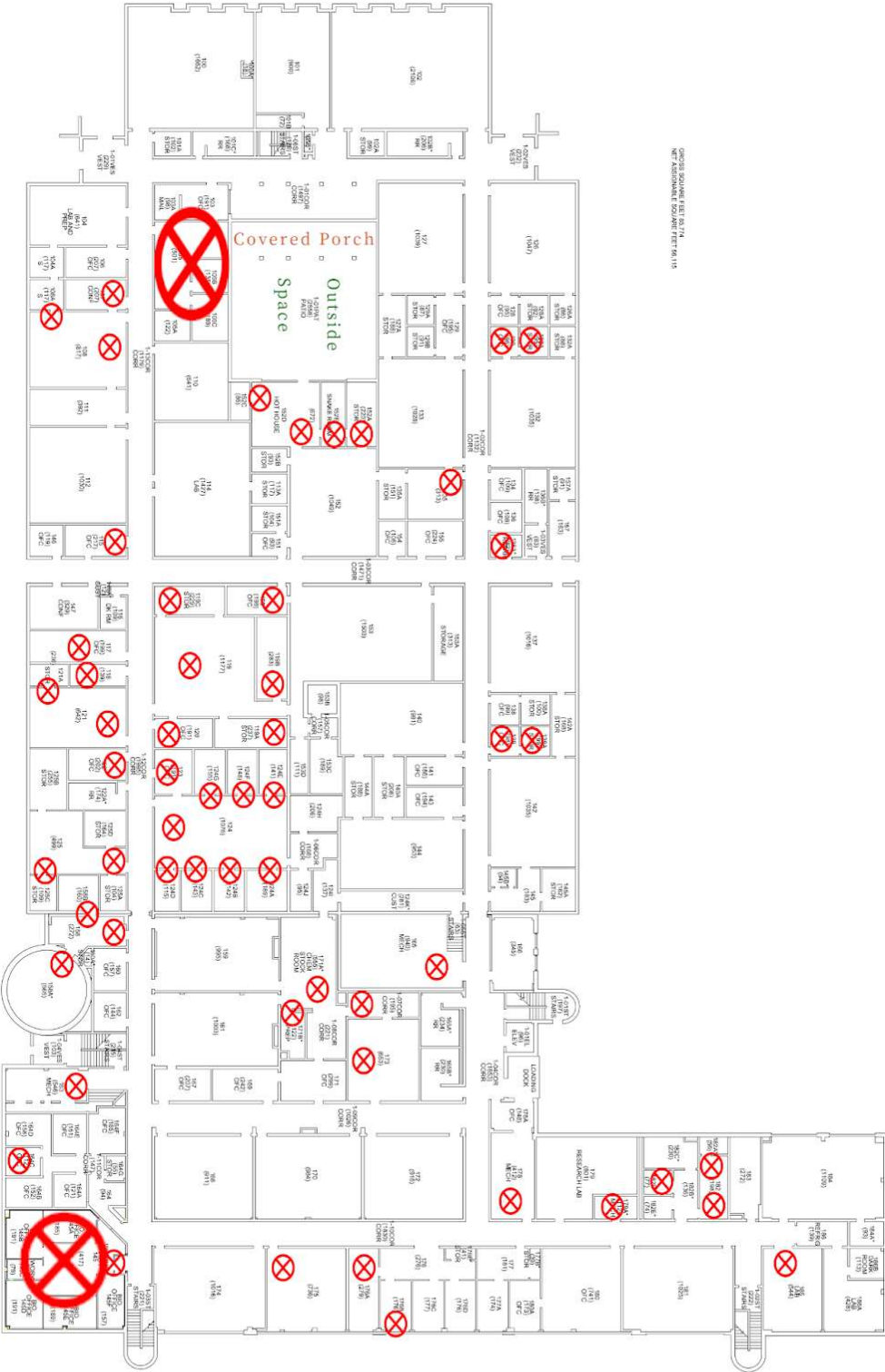
Monday, 01/16	Martin Luther King Jr. Day
Monday, 05/29	Memorial Day
Tuesday, 07/04	Independence Day
Monday, 09/04	Labor Day
Thursday, 11/23	Thanksgiving Holiday
Friday, 11/24	Based on Governor's Proclamation of Holiday

*The day after Thanksgiving is not an official state holiday. This day has historically been announced as a holiday through the Governor's Proclamation. Once the Governor's Office makes an announcement regarding this day being a holiday, it will be communicated to the campus.

Holiday Break

Wednesday, 12/20	LAST DAY CAMPUS OPEN
Thursday, 12/21	George Washington/Daisy Bates Day Observed
Friday, 12/22	Christmas Eve Observed
Monday 12/25	Christmas Day
Tuesday, 12/26	Veterans Day Observed
Wednesday, 12/27	Employee's Birthday Observed
Thursday, 12/28	Vacation/Comp Time Day
Friday, 12/29	Vacation/Comp Time Day
Monday, 01/01/2024	New Year's Day
Tuesday, 01/02/2024	FIRST DAY CAMPUS OPEN

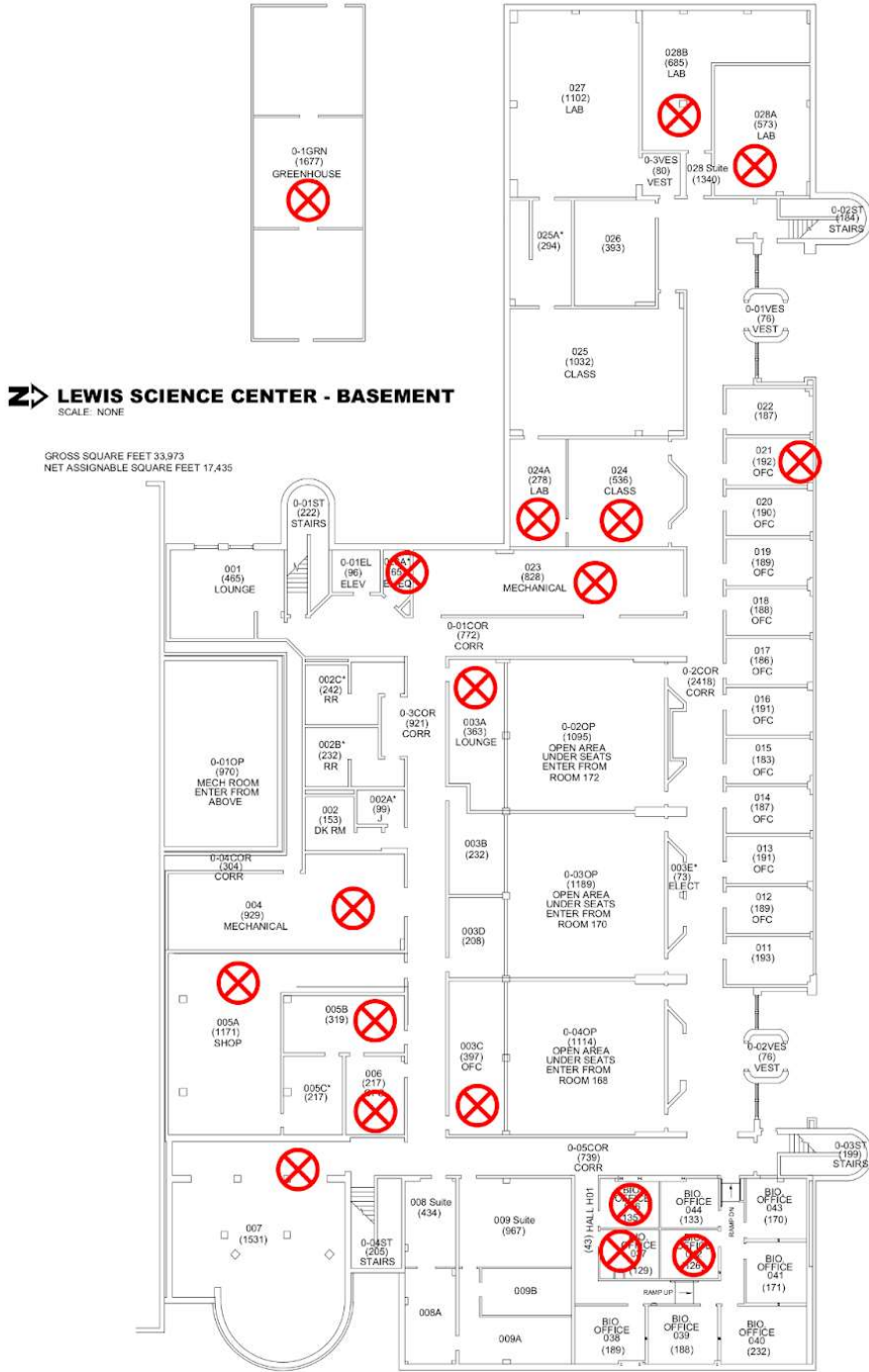
Lewis Science First Floor with restricted areas shown:(Mechanical areas are crossed out as well.)



GRID SQUARES ARE 10' x 14'
NET ASSIGNMENT SQUARE FEET 14,115

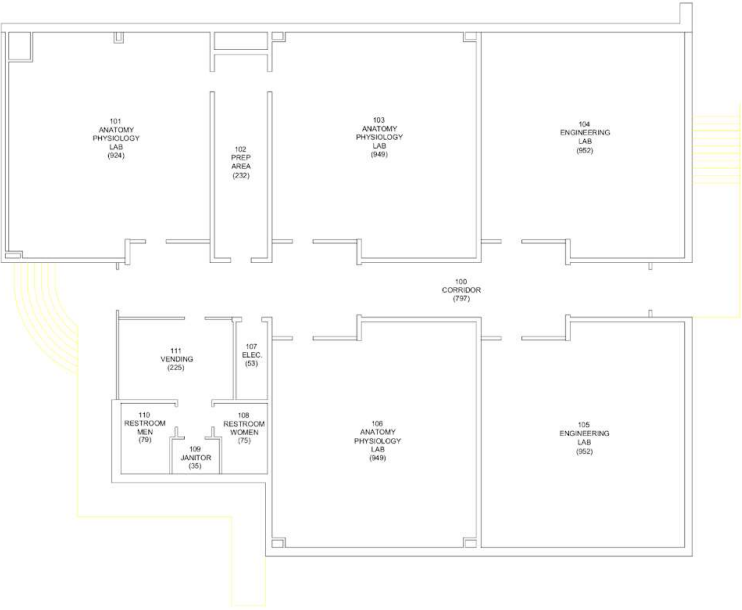
LEWIS SCIENCE CENTER - FIRST FLOOR
SCALE: NONE

Lewis Science Basement with restricted areas shown: (Mechanical areas are crossed out as well.)

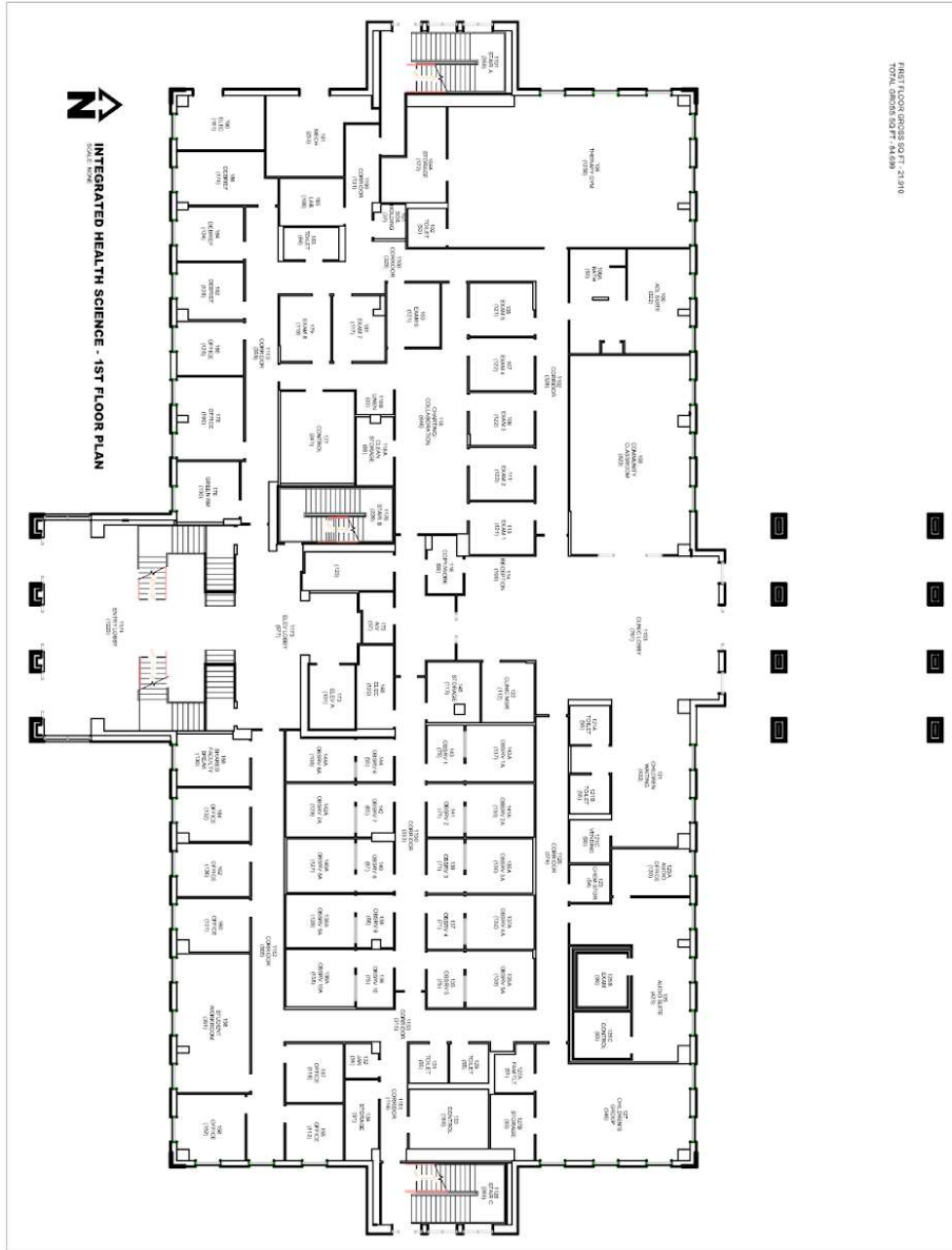


Lewis Annex

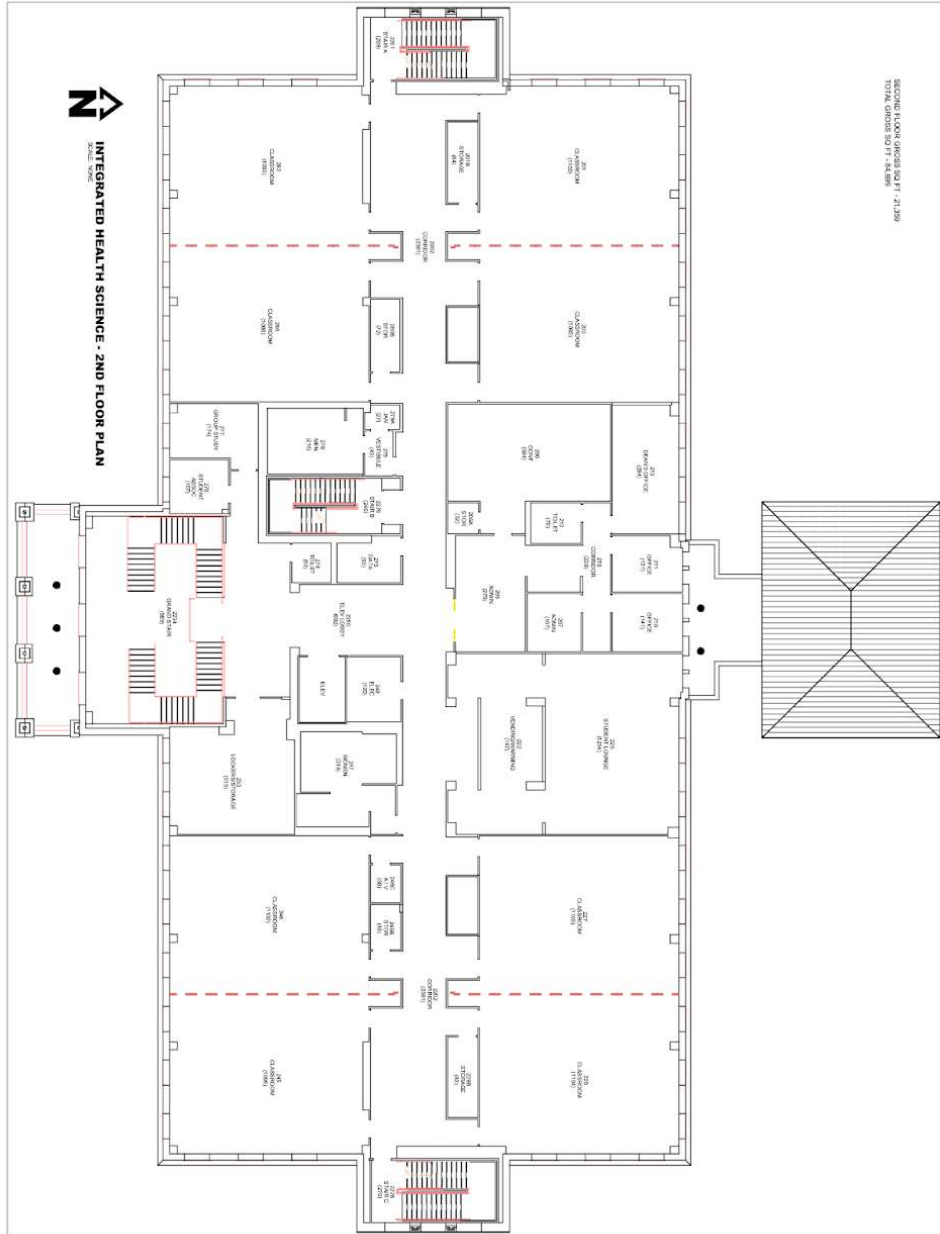
GROSS SQUARE FEET 6,906
NET ASSIGNABLE SQUARE FEET 6,222



IHSB 1st Floor:



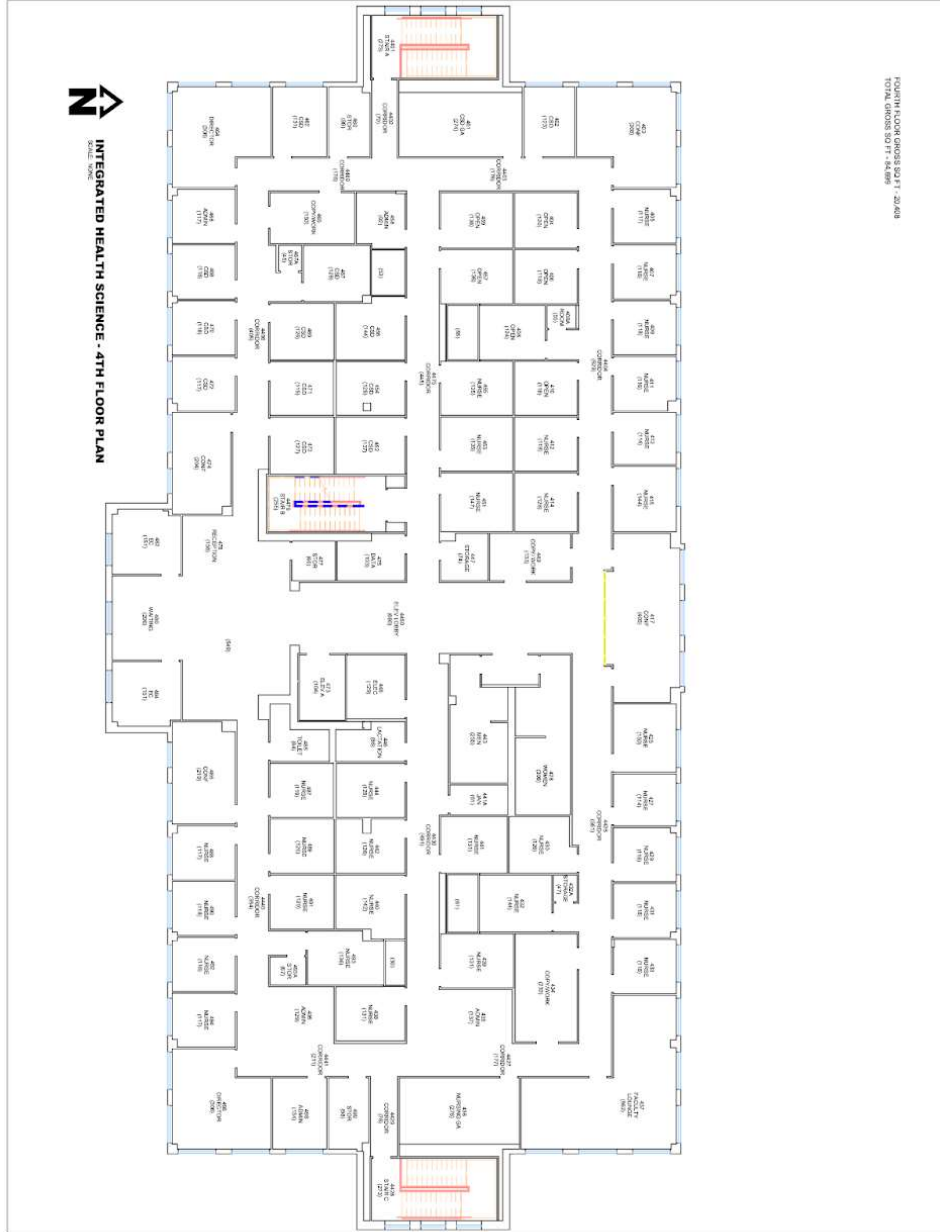
IHSB 2nd Floor:



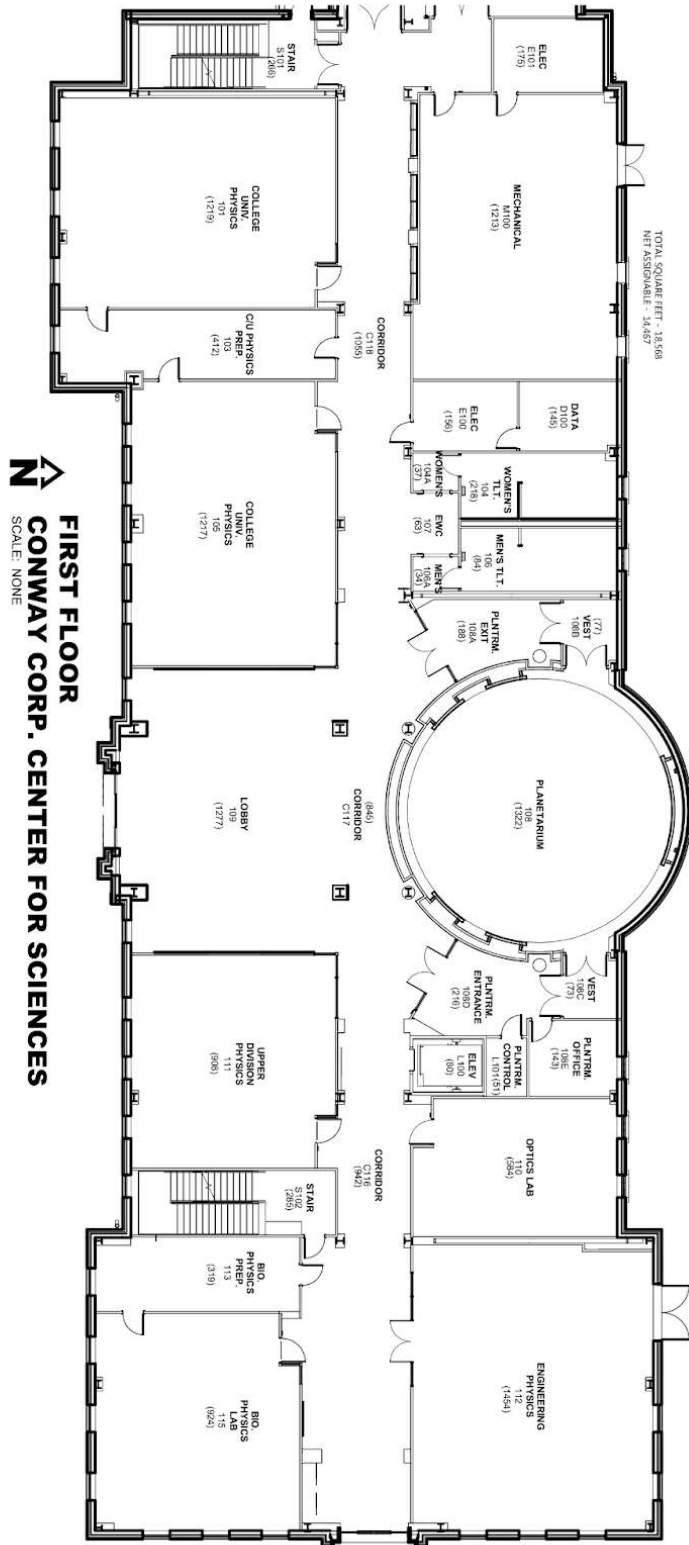
IHSB 3rd Floor:



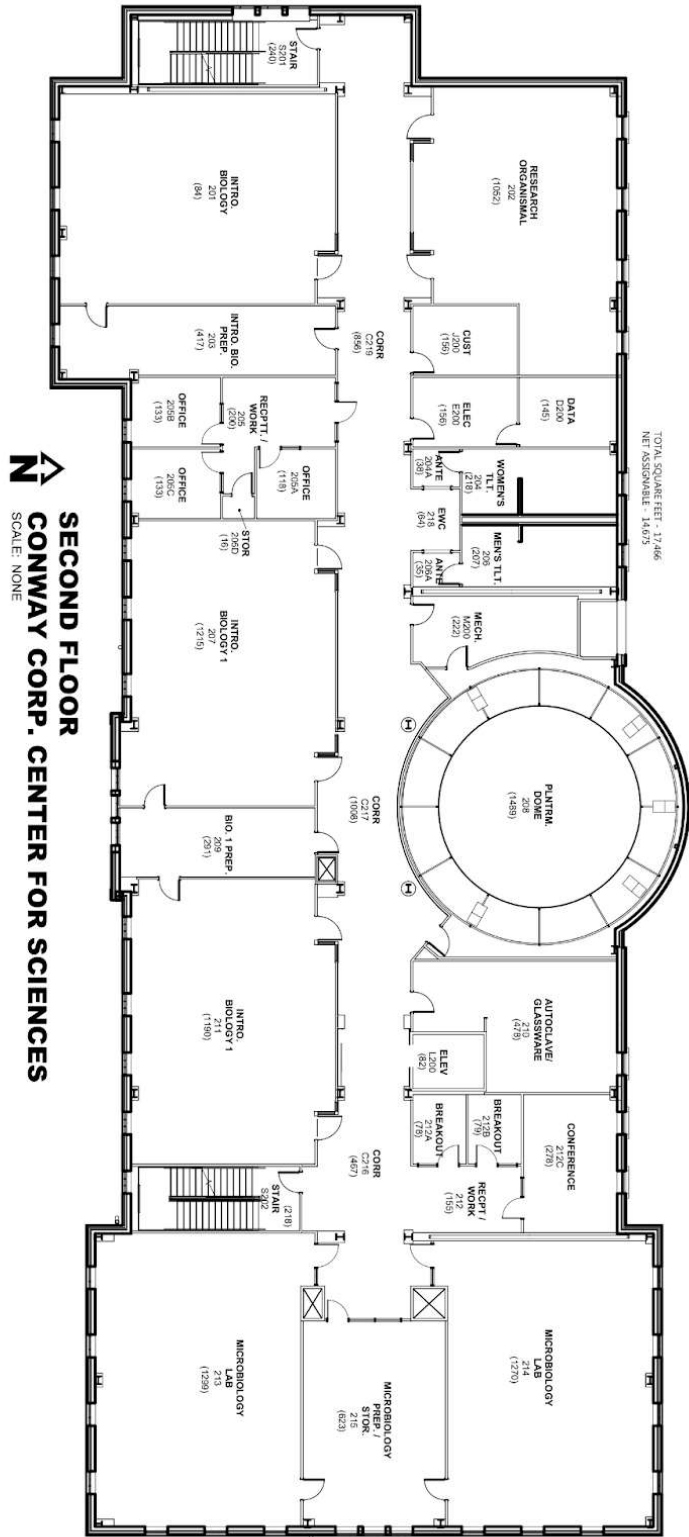
IHSB 4th Floor:



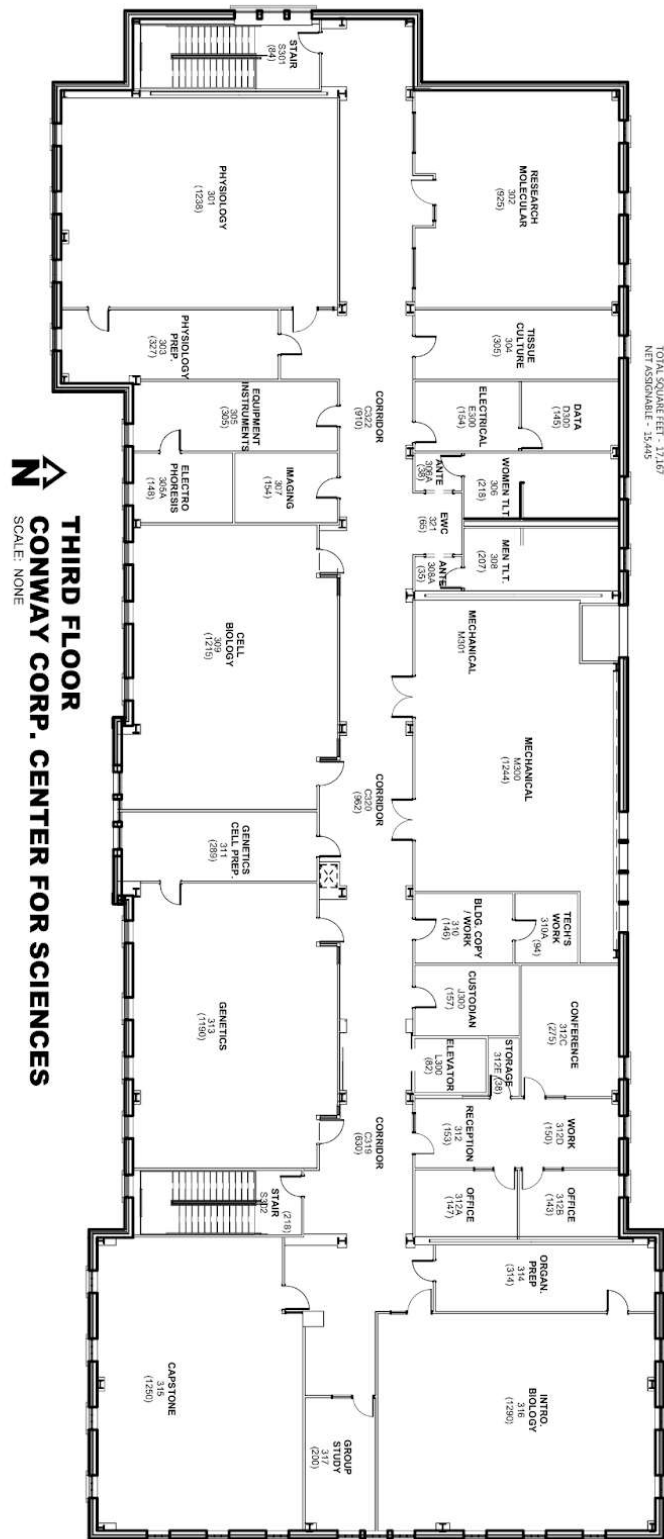
CCCS 1st Floor



CCCS 2nd Floor:



CCCS 3rd Floor:



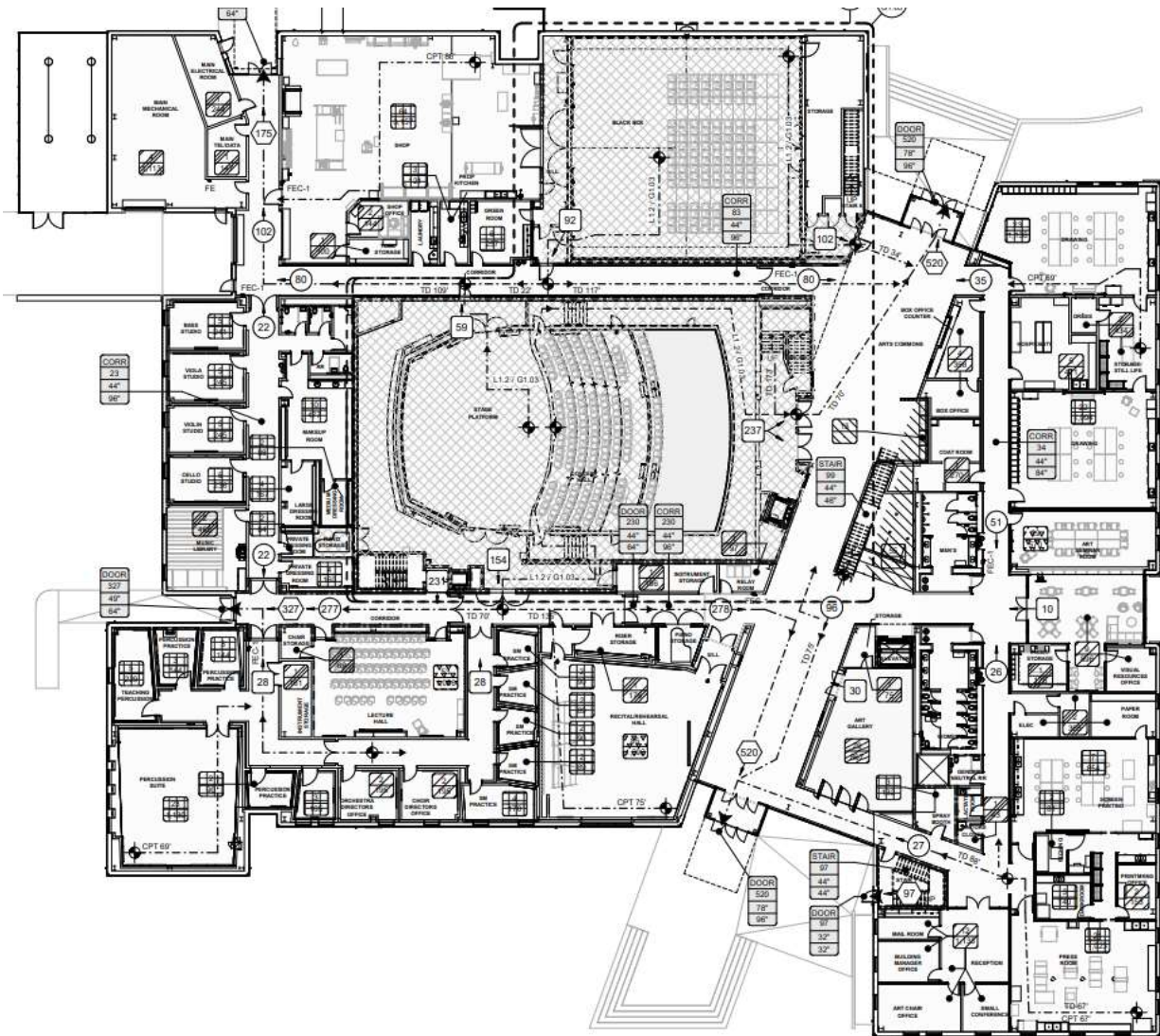
Windgate Square Footage

1. Building Areas:

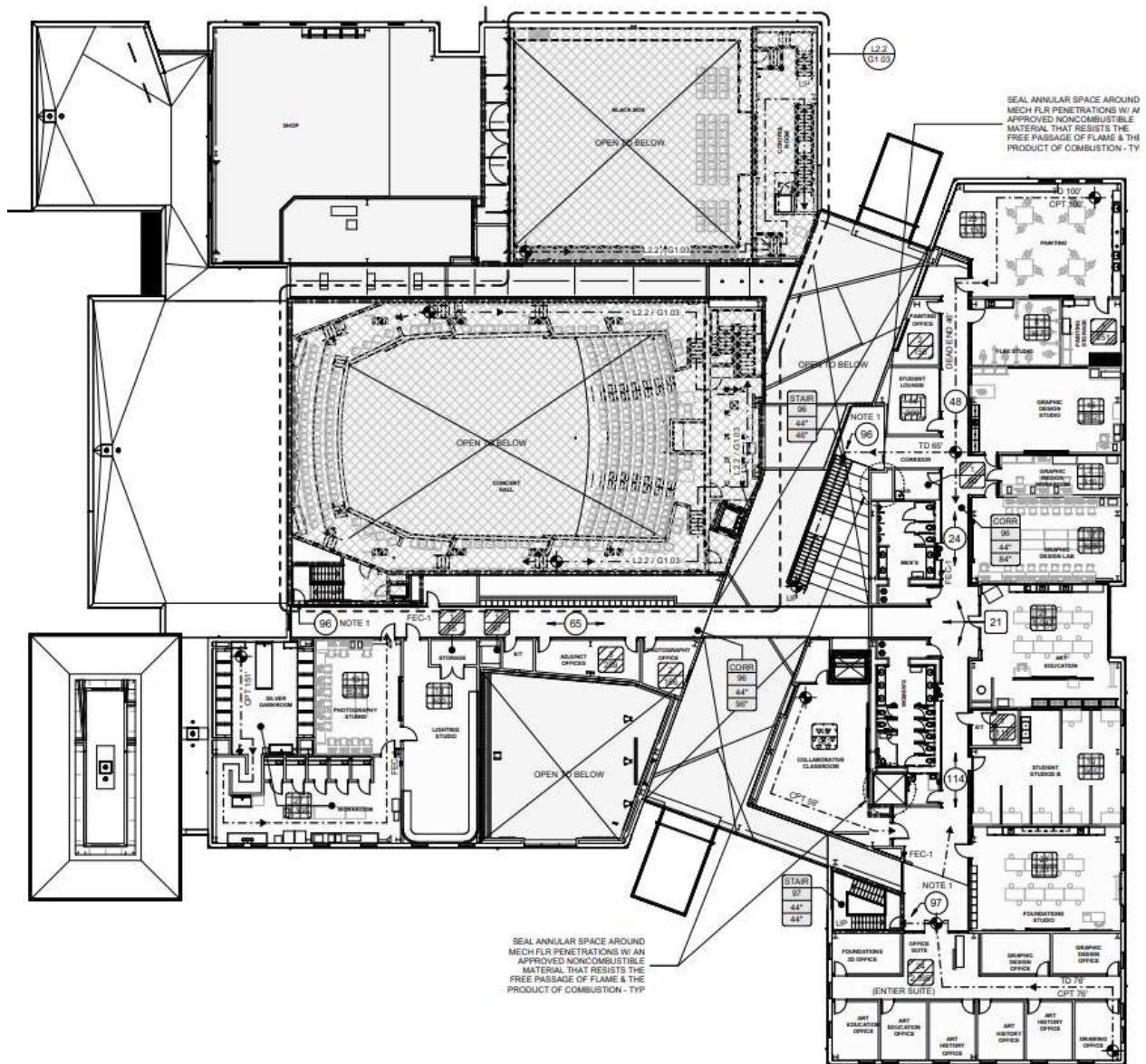
Building 1	Ground Flr - GSF			Second Flr - GSF		Grand Total:
	Business	Assem A-1	Assem-A-3	Business	Assem	
	35,626	17,415	938	21,333	5,491	
Total:	53,041			27,981		82,022 GSF

Building 2	Ground Flr - GSF	N/A		Grand Total:
	Business			
Total	21,821			21,821 GSF

Windgate 1st Floor (Building 1):



Windgate 2nd Floor (Building 1):



Windgate 3D Building (Building 2):

