



# THE CITADEL

Solicitation Number	BVB 23022-JM
Addendum #	3
Date Issued	7/5/2023
Procurement Officer	Jeff Molloy
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## SOLICITATION TITLE: BVB 23022-JM Janitorial Bid

### TYPE OF ADDENDUM:

- Change or clarification to the Solicitation’s specifications, requirements, or scope of work.
- Questions posed regarding the Solicitation and their respective answers by The Citadel.

1. What is the total number of beds in the barracks? **2324**
2. Does the Citadel plan to pay invoices via credit card? **No**
3. What is the current annual contract spend with the Budd Group? **Annual contract is for \$1,502,704.41**
4. Will vendors be permitted to use propane machines? **Yes, afterhours only.**
5. Exterior Window Services Required? What are the height restrictions and frequency of interior and exterior window cleaning? **Restrictions are applied by the vendor depending on personnel qualifications and equipment required to accomplish the job. Frequencies are specified in attachment “D. custodial schedule of minimum services, a. Exterior terraces, porches, patios and entrances”.**
6. Will the vendor be required to perform a summer turn for the Citadel Apartment House? **No**
7. Will the Citadel release the pre-bid vendor sign in sheets? **There are no pre-bid sign in sheets. There are sign in sheets for the non-mandatory site visit. These can be made available upon request.**
8. Does the Citadel require fingerprinting as part of the background check process? **Fingerprinting is not a “requirement” The vendor is required to perform an adequate background check that will encompass the following minimum Citadel requirements;**
  - Social security verification
  - State Criminal history search
  - County criminal History search
  - Federal criminal search
  - Sexual offender registry
  - Patriot act terrorism
  - DMV Record search
  - If hiring a third party these elements are also applicable.
9. Will vendor employees have access to free parking? If not, what is the annual cost of a parking permit? **NO. everyone working at The Citadel pays for parking of \$20 a month or \$151 per year for custodial starting FY24 (July 2023) and the vendor will receive two (2) labeled parking spots. Parking is very limited and strict adherence will be observed.**
10. What is the current student and faculty enrollment? **Approximate 4760 FY23**
11. Will vendors be permitted to use the laundry on campus for cleaning of cloths, mops, etc.? **Vendor is permitted to use use the laundry room in your facilities, there is one washer and one dryer. Vendor may not use The Citadel laundry facilities.**
12. The RFP requests pricing for High dusting from a man lift. What is the maximum height cleaned? Which buildings would this cleaning occur? **This will occur mainly in Laundry and dry cleaning where there is an approximate 20’ height at the ventilation ducting.**
13. Who is responsible for providing ice melt? **The Citadel will provide the ice melt and the bidder will be responsible for the laydown of the product.**
14. Capers Hall Office space is listed as 5 days per week (T-T Days of the week) on page 38. Which is correct? **5 days per week, with 120 offices, (2) two personnel will not be able to service all offices. The bidder should schedule services to the offices to twice a week for dusting and vacuuming.**
15. What is the square footage of the Army Supply & Contracts Management building? **All serviceable areas in army supply is approximately 1500 sq. ft.**
16. What is the square footage of the following:

Public Safety **1950**

Men's track and field **2590**

College Park Seasonal	300
Inouye Marksmanship Center	2200
Tailor Shop	8414

17. In Section V Qualifications, subsection **Documented Experience** the RFP states “Provide a complete description and location of nearest office/warehouse facility available to provide support to the Contractor’s on-site staff engaged in providing the specified services to The Citadel”.

Q - Is this for additional staff needed should scope demand it?

A- This is to support Bidders management, staff and equipment should something happen on campus that would require immediate attention.

Q - Will The Citadel provide storage for our equipment and supplies onsite?

A- Custodial Office has the following on site. Office, reception, locked material storage areas, laundry room, lounge/meeting/training room and equipment room.

18. In Section III Scope of Work/Specifications, subsection 1.3 **Daily Cleaning Personnel** it states offers must include a bid for daytime cleaning personnel. Is this an alternate line item to the proposed 45 FTE staff?

A - No. Something happened to this line item it should read as follow;  
 “In addition to general daily cleaning, offerors must include in the bid for daytime cleaning personnel. Whose primary purpose of this person(s) will be to handle complaints and special cleaning. It will be acceptable for this person(s) to handle some portion of the general daily cleaning.  
 The Bidder should have a rapid response team in the case of a special request or situation.

19. Would it be possible to have mutual termination rights for the awarded contractor? Please review Term of Contract – Termination by Contractor and Termination for Convenience clauses on page 23.
20. Can you please share your current annual budget for janitorial/custodial services? \$1,502,704.41
21. Will alternate/additional pricing options be considered? No, please fill out the bid schedule as required.
22. Will you please share the anticipated student count and staff count for the campus? FY23 4760
23. Can you please share floor plans for the campus buildings within the scope of work? No, site visit is available to any contractors requiring inspection of any of the buildings with the exception of Capers Hall which is still under construction.
24. What is the current contracted value of these services? Annual contract is for \$1,502,704.41
25. Please provide the cleanable square footage of the following:

Tailor Shop	8,414
Men’s Track and Field	2,590
JH Stadium Concourse	10,040
College Park	300
Inouye Marksmanship Center	2,200
Pearson Club Level	5,784 attachment “B” Athletics
Johnson Hagood Stadium (JHS)	37,094
4th floor kitchen	Included in club level attach “B” athletics
JHS 5th floor kitchen	Included in club level attach “B” athletics
JHS 6th floor kitchen	Included in club level attach “B” athletics
Altman Kitchen	Included in club level attach “B” athletics
Buyer kitchen	Included in Sq. Footage
Buyer Auditorium/Stage	Included in Sq. Footage
Swain Boating Center	10,440 Attach “B’ Auxiliaries
Swain Boating Center Kitchen	Included in Sq. footage for Boating center
Holiday Alumni Center	Special event area approx. 5000 sq. ft.
Holiday Alumni Center kitchen	Special event area approx. 200 sq. ft.
Johnson Hagood Stadium Football Game	37,094

26. When referencing the custodial contractor’s staffing plan for Holidays, the BVB document states “Bidder will maintain full staff while the Corps of Cadets is on campus regardless of either observing or not observing a national holiday. Contractor will maintain staffing to support all events that will be occurring during this

situation”. What would be Citadel’s expectation for Scope of Work for when the university is observing a Holiday, but Cadets are on campus? Is that work to be determined by the contractor or the University?

“The Citadel”

All observed holidays for campus are listed in attachment “F”. the only holiday that raises concerns is Martin Luther King Day, when the corps of cadets is onsite and we observe the holiday. It is the bidder’s responsibility to supply personnel to those areas that will be used or where functions might be happening.

Please provide the addresses for the facilities mentioned in Attachment “B” Cleaning Schedule Frequency. Please see attachment campus facilities data for USPS delivery addresses.

THE CITADEL			
Bldg Ident	Bldg Name	Address	Const Year
000001	BOND HALL	3 Lee Avenue	1920
000002	CAPERS HALL	1 Lee Avenue	1949
000003	LETELLIER HALL	4 Jenkins Avenue	1936
000004	THOMPSON HALL	2 Jenkins Avenue	2001
000005	JENKINS HALL	1 Jenkins Avenue	1962
000006	DANIEL LIBRARY	1 Avenue of Remembrance	1958
000007	MARK CLARK HALL	4 Avenue of Remembrance	1955
000008	SUMMERALL CHAPEL	2 Avenue of Remembrance	1935
000009	HOWIE BELL TOWER / COLUMBARIUM	3 Avenue of Remembrance	1952
000010	MURRAY BARRACKS	6 Jones Avenue	1999
000011	PADGETT THOMAS BARRACKS	5 Jones Avenue	2004
000012	LAW BARRACKS	4 Jones Avenue	2007
000013	STEVENS BARRACKS	3 Jones Avenue	1942
000014	COWARD HALL	10 Hammond Avenue	1990
000015	LAUNDRY	3 Courvorsie Avenue	1954
000017	MURRAY INFIRMARY	9 Hammond Avenue	1922
000018	CADET STORE	2 Courvorsie Avenue	1983
000019	MCALISTER FIELD HOUSE	7 Jones Avenue	1937
00019A	MCALISTER LOCKER ROOM ADDITION	7 Jones Avenue	2002
000020	GRIMSLEY HALL	3 Jenkins Avenue	1991
000021	JOHNSON-HAGOOD STADIUM - EAST	68 Hagood Avenue	2006
00021A	JOHNSON-HAGOOD STADIUM - WEST	68 Hagood Avenue	2006
00021B	JH STADIUM SCNG READINESS CTR - WEST	68A Hagood Avenue	2008
000023	EARLE TENNIS CENTER	8 Hammond Avenue	1988
000029	HUMAN RESOURCES	97 Hagood Avenue	1969
000031	FACILITIES & ENGINEERING	520 Wilson Avenue	1958
000032	CENTRAL WAREHOUSE & MAINT SHOPS	523 Wilson Avenue	1980
000033	BOILER PLANT	5 Jenkins Avenue	1922
000036	ENGINEERING PROJECT BLDG	9 Jones Avenue	1958
000037	PUMP HOUSE	11 Hammond Avenue	1965
000042	PRESIDENTS RESIDENCE QTRS 1	1 Hammond Avenue	1952
000043	2-3 HAMMOND	2-3 Hammond Avenue	1922
000044	4-5-6-7 HAMMOND	4-7 Hammond Avenue	1922
000045	201-202-203-204 RICHARDSON	201 - 204 Richardson Avenue	1936
000046	205-206-207-208 RICHARDSON	205 - 208 Richardson Avenue	1936
000047	301-302-303-304 MIMS	301 - 304 Mims Avenue	1936
000048	305-306-307-308 MIMS	305 - 308 Mims Avenue	1936
000049	209-210-211-212 RICHARDSON	209 - 212 Richardson Avenue	1939
000050	213-214-215-216 RICHARDSON	213 - 216 Richardson Avenue	1939
000051	113-114-115-116 REGISTER	113 - 116 Register Road	1939
000052	109-110-111-112 REGISTER	109 - 112 Register Road	1939
000053	105-106-107-108 REGISTER	105 - 108 Register Road	1939
000054	101-102-103-104 REGISTER	101 - 104 Register Road	1939
000055	502-503 WILSON (DD-1)	502 - 503 Wilson Avenue	1956

THE CITADEL			
Bldg Ident	Bldg Name	Address	Const Year
000056	504-505 WILSON (DD-2)	504 - 505 Wilson Avenue	1956
000057	506-507 WILSON (DD-3)	506 - 507 Wilson Avenue	1956
000058	508-509 WILSON (DD-4)	508 - 509 Wilson Avenue	1956
000059	510-511 WILSON (DD-5)	510 - 511 Wilson Avenue	1956
000060	512-513-514-515 WILSON (M1-M4)	512 - 515 Wilson Avenue	1961
000061	516-517-518-519 WILSON (M5-M8)	516 - 519 Wilson Avenue	1961
000062	DUNNEMANN APTS	501 Wilson Avenue	1951
000072	175 DUNNEMANN	175 Dunneman Avenue	1957
000080	BYRD HALL	1 Jones Avenue	1966
000083	DUCKETT HALL	2 Jones Avenue	1969
000084	DEAS HALL	1 Grier Avenue	1974
000085	ATHLETIC STORAGE SHED	Jenkins Avenue	1982
000091	573 HUGER (CAREER SERVICE CTR)	573 Huger Street	1918
000096	SEIGNIOUS HALL	3 Grier Avenue	1982
000100	VANDIVER HALL	2 Grier Avenue	1991
000101	HIMELRIGHT HALL	8 Jones Avenue	1940
000102	HOLLIDAY ALUMNI CENTER	69 Hagood Avenue	1962
000103	MCCORMICK BEACH HOUSE	4700 Palm Boulevard Isle of Palms	1994
00103A	BEACH HOUSE ANNEX	4700 Palm Boulevard Isle of Palms	1988
000104	WATTS BARRACKS	4 Lee Avenue	1996
000105	183-A 183-B DUNNEMANN AVE	183-A 183-B Dunnemann Avenue	1947
000106	59 DUNNEMANN AVE	59 Dunnemann Avenue	1950
000110	HOLLINGS HALL (CORPS OF ENGRS)	69A Hagood Avenue	2000
000112	ALTMAN CENTER	68 Hagood Avenue	2001
000113	COLLEGE PARK GRANDSTANDS	701 Rutledge Avenue	2000
000114	MIMS HALL (GIFT SHOP STORAGE)	(Near Wilson Field)	2001
000115	RIFLE RANGE	1 Bulls Eye Drive	2006
000107	VTR TRAILER	10 Jones	2020
000116	MECHANICAL ENGR. FRABRICATION SHOP	11 Jones	2016
000117	BOAT CENTER PAVILION	11 Hammond Avenue	2019
000118	BOAT MANAGER'S OFFICE	11 Hammond Avenue	2019
000119	BOAT HOUSE	11 Hammond Avenue	2020
000120	BASTIN HALL	89 Hagood Avenue	2021
000121	TEMPORARY CLASSROOMS	5 Lee Avenue	2021
000122			

27. How many hours per day is expected for each barrack?  
As directed by the Commandants office and described in Attachment "B" Barracks, under special requirements Monday through Saturday 0700-1400 (7 hours per day 42 hours per week)
28. Murray Infirmary is listed twice in cleaning attachment B. Which square footage is correct?  
I only see one on the bid in attachment "C" with a square footage of 12,324 sq. ft.
29. What is the cleaning frequency (# of days) for the Riverview Room? As scheduled by the vendor to coincide with Band Area (Coward Hall) Attachment "B" E&G.
30. How many apartments are located in Building 501? 16, Apartments are "NOT" in the schedule for normal cleaning. Unless requested by Work Order.
31. What is the cleaning frequency # of days for Army Supply and Public Safety? What is the square footage?  
Public safety is located in BLDG 208 Richardson and is approximate 2415 sq. ft. and will be serviced daily at night. Army Supply will be serviced at the same time as Contracts services.
32. Is Biweekly defined as twice per week or once every 2 weeks? Once every two weeks.
33. What is the square footage for the Holiday Alumni Center? Areas of concern approximately 5000 and 200 for kitchen these areas will be service by request only.

34. What is the square footage for the Buyer Auditorium? **As noted during the site visit in Mark Clark Hall and is included in the building the square footage.**
35. Are vendors required to submit background checks along with a list of employees last four-digit social security numbers? **The vendor is required to perform an adequate background check that will encompass the following minimum Citadel requirements;**
- Social security verification
  - State Criminal history search
  - County criminal History search
  - Federal criminal search
  - Sexual offender registry
  - Patriot act terrorism
  - DMV Record search
  - If hiring a third party these elements are also applicable.
- The List of employees will be submitted to the Contracts manager for personnel ID at the mentioned time of 5 days (IV,3, K)**
36. How do you want to receive a redacted copy? **Not a requirement, if you would like to submit a redacted copy submit a redacted copy in paper form and electronically.**
37. Are the 45-employee headcount FTE or PTE? **It is the vendors responsibility to acquire as many employees to suffice the work schedule requested, in all three shifts and maintain superior Performance, reliability and contract adherence with 45 FTE or whatever the offeror determines is required.**
38. How do you award the 60 pts for the costs?

#### **Cost Formula**

Cost scores are determined by giving the bid with the lowest cost total the maximum number of cost points available. The remaining bids are rated by applying the following formula:

$$[1-(B-A)/A] \times C = \text{Final Cost Score}$$

- A- Lowest Bid Price
- B- Offeror's cost being scored
- C- Maximum number of cost points available

Note: If the formula results in a negative number (which will occur when the offeror's cost is more than twice the lowest cost), zero points will be assigned.

39. Are the pricing and technical proposals to be submitted separately? **Yes, using the bid schedule beginning on page 25 for the bid schedule.**
40. Are electronic signatures ok? **Yes**
41. Do you want us to provide a list of chemicals in the proposal and equipment in the proposal or after award? **Yes, please provide the list in your proposal.**
42. Pg 16 Do you want a detailed list of recycled products used? **Not necessarily, at the beginning of each FY The Citadel provides the Governor of SC a list of materials and weights of products utilized, produced and recycled. If the vendors uses, produces or recycles materials (Highly encouraged to comply with state mandate 1991) need to report those numbers to the contract manager in August of each year.**
43. Pg 67 Training is mentioned several times throughout the RFP requirements. Should we include these items multiple times or is it ok to state "please see page xx" in our proposal. **Once is enough. Is mentioned throughout this solicitation because is very important to The Citadel that all employees participate and behave in the same manner, "I did not know" will only demonstrate the lack of training on the vendors part.**
44. Pg 68 Nonresident taxpayer affidavit. Is this required since we are in NC and we were not required in the last bid. **Yes**
45. Please clarify the following:

Page 37 Laundry

“Remove trash, replace liners from the industries area daily”

“Remove trash, replace liners from the break room daily”

The Citadel laundry industries and break room are in the same building but require trash removal daily

Table on Page 36 states 3 times weekly \*please clarify which is correct\*

Page 37 Coin Laundry

-Remove trash, replace liners daily

-Scheduled for Monday, Wednesday, Friday Service

Scheduled service (Sweeping, mopping, dusting) are scheduled for three times a week, trash to be checked and removed daily.

Table on Page 36 states 3 times weekly  
\*please clarify which is correct\*

Page 39 201 Richardson

“Due to the type of work in this building it needs to be cleaned

five (5) days per week.....”

Special requirements and departure from other buildings (203 Richardson)

Table on Page 38 states 2 times weekly  
\*please clarify which is correct\*

208 Richardson

Offices will be cleaned during the day once a week while officers are present, daily office trash will be placed in hallways for service at night.

Special requirements and departure from other buildings (208 Richardson)

Table on page 38 states 2x weekly \*please clarify which is correct\*

Page 53 e) Offices

Table specifies “Remove materials labeled “trash” and dispose appropriately”

Table specifies “Remove materials labeled “recycle” and dispose of them in the appropriately recycle bins in the corridors”

How do these requirements get applied to spaces that are identified as requiring service less than 5 days per week?

Special requirements and departure as directed in each specified building / office / location.

46. What was the amount of deductions or penalties assessed to the current contractor Jan, 2021- May, 2023?  
There were no penalties assessed in this period.

47. What APPA level is The Citadel currently receiving from the current custodial services contractor?  
As specified in Statement of work paragraph I

48. What is your current contracted annual price?  
\$1,502,704.41

49. What would you improve about your current program?  
As described in current solicitation

50. V. QUALIFICATIONS QUALIFICATION OF OFFEROR (MAR 2015): Will The Citadel accept the five requested references provided as proof of our qualifications? Yes. As requested

51. Page 10 – Daily Cleaning Personnel – Are Daily Cleaning Personnel defined the same as Day Porters?



Yes, along with anyone working throughout the day, not only porters.

52. Attachment K – Who’s name is to be added to the “Submitted to:” Line  
The Citadel
53. Please specify the height requirement for cleaning interior and exterior windows.  
There is no height requirement, all annual window cleaning must be performed during the summer break. It is imperative that any personnel cleaning any windows above a 6’ during weekly maintenance or as specified in attachment “D” in a ladder that opens or extends more than 6’ be properly trained and /or be qualified to work in that environment (Ladders, lifts etc.). There is plenty of equipment available that accommodate the window cleaning without the departure from ground level.
54. Please clarify the procurement of a subcontractor to provide interior and exterior windows above 12 feet.  
Contractor is to calculate the cost associated with the window cleaning cost annually of any windows that are higher than 12’
55. Since there isn’t time to get 3 quotes for high-level interior and exterior windows, would The Citadel entertain the option for us to solicit 3 quotes for these services if we are selected  
No, please include the cost of all window cleaning requirements with your bid.
56. Can you provide an approximate number of walk-off mats that need to be replaced annually? Please refer to Attachment “E”
57. Are the walk-off mats to be replaced interior and exterior? Replacement will only occur when mats are past their life cycle. Or by direction of the Contracts manager.
58. Are there any agreements in place with your current contractor preventing any of their employees working at The Citadel from transitioning to another company? NO.
59. Will the current list of equipment purchased by your present vendor be fully depreciated and owned by The Citadel or the vendor at the end of their contract?  
The equipment belongs to the vendor, The Citadel does not own any equipment utilized by the vendor.
60. Is there a copy of your current vendor's custodial contract, redacted or otherwise, available anywhere for public review? Current agreement may be requested by following the instructions in the link:  
<https://www.citadel.edu/generalcounsel/freedom-of-information-act-foia/>
61. How many vehicles (cars, trucks, vans, golf cart) are currently being depreciated and to become The Citadel's ownership at the end of the current contractor's contract term? None
62. Is there a list of special events (conferences, camps, plays, etc.) that The Citadel has scheduled/planned that we should be aware of for planning cleanup and changeover purposes that are not part of the RFP?  
No, Worker orders will be created for all events not covered by this solicitation.
63. How many custodial work orders are completed on an average basis annually, and what CMMS is being used?  
120, CMMS is controlled and selected by the vendor, the bidder is to disclose their preference in the Bid and the ability for the company to deliver inspection access to The Citadel.
64. How many custodial work orders (service requests) are "open" for the past three months of March, April, and May? None
65. Is there an updated Deferred Maintenance Report available for review by the successful/selected contractor to review? No

66. How many students/cadets are currently engaged in an internship program with the current custodial contractor? **None**
67. What has been the annual Consumer Price Index (CPI) applied to adjust for inflation with your current custodial contractor - average percentage over the past three years? **Prices have been modified as the market has changed, these records can be reviewed utilizing a Freedom of Information Act request.**
68. For submission, do we need to submit a redacted copy as well as a copy that labels any confidential information? Or just copies that have any information marked confidential that is needed? **Redacted copies are not required, if you require a redacted copy you must submit a redacted copy.**
69. What floors and location needed to be stripped and waxed?  
**It is the responsibility of the bidder to verify all information provided herein, if in question it should have been brought up during the site visit, buildings and areas that contain VCT flooring. No sq. footage is available;**  
**McAlister Field house, 1<sup>st</sup> and 2<sup>nd</sup> floors**  
**Jenkins Hall 3<sup>rd</sup> floor classrooms**  
**Thomson 2<sup>nd</sup> and 3<sup>rd</sup> floors**  
**Letellier Hall 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors flooring.**  
**Coward hall band and Hallway**  
**Grimsley Hall Labs**
- Wood Flooring polyurethane surface and screening requirement.**  
**Bond Hall 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> floors**  
**Mark Clark Hall Buyer auditorium**
70. What is the total consumption of consumables per year? **The Citadel has no record of this, available information is held and maintained by current contractor.**
71. What's the total amount of mats needed and sizes? **See Attachment "E"**
72. How many vehicles are required? Non-specific nor required is up to the **Bidder consideration of personnel and equipment needs to fulfill solicitation**
73. What is the current annual spend for janitorial services at The Citadel? **\$1,502,704.41**
74. What are the current # of employees on site for the provider? If current # is not fully staffed, please provide # of employees while at full staff. **39, current level full staff is 43**
75. Current # of vehicles for the contract? (Cars/Trucks/Vans, Golf Carts, Etc) **Non-specific nor required is up to the Bidder consideration of personnel and equipment needs to fulfill solicitation.**

## **76. Benefits**

1. Will the Citadel consider having it mandatory all responders to share their **Assumed Participation Rate** (those who will enroll in benefits), **Employer Contributions %** (What percent is the company responsible for benefits cost?), **Employee Contributions %** (What percent are employees responsible for benefits cost?) & **hours per-week is considered full-time employment?**  
**No, but this information may be included in your bid.**



Understanding the Assumed Participation Rate is very important. First, with cost being 60% of the evaluation it is essential for the Citadel to understand this detail and how cost is effected which in-turn effects total cost to the Citadel as everything is accounted for somewhere.

- ***For Example one company may assume that 70% of employee's will enroll in benefits. If 30% enroll, the Citadel incurs this cost regardless of the percent enrolled.***

Understanding the Employer Contributions %, the Employee Contributions % and how many hours per-week is considered full-time employment is also very important. From the requested information (Stable Workforce, Recruiting, Local Resources, \$15 minimum wage, etc...) in the RFP, along with the many conversations had prior to RFP distribution, it has been made very clear of how labor challenges have effected service delivery to the Citadel currently and how important improvement is with a future partner. Everyone offers Health Insurance but they are not all created equal. Benefits that a potential partner offers along with associated costs have direct impact on the cost to the Citadel and the sourcing the valuable employees who keep the environment clean for everyone.

- ***For example, one company may offer a number of plans to employees with an Employer Contribution of 69% and Employee Contribution of 31%. Another may send employees to the ACA marketplace.***
- ***For example, one company may consider full-time employment measured at 30 hours per-week or 1560 hours per calendar year. Another may measure full-time employment at 32 hours per-week.***

We know this process is a lot of work on your end and not trying to be difficult but these items directly effect who is “most advantageous to the State” through service delivery to your institution.

2. On page 11, Minimum Wage, a. the RFP states, “ The contractor may choose at its own discretion and no additional charges to The Citadel to pay any of its employees more than the starting required wage minimums” of \$15.
  - a. Can the Citadel clarify the “no additional charges to the Citadel” statement, especially as it pertains to supervisors and other more advanced positions.
    - ***For example, a general custodian will be paid \$15 per hour. It is common practice that floor technicians, lead custodians, shift supervisors, etc....are compensated at a higher wage and is still a cost associated with providing services.***  
***Describe in your Bid the breakdown of cost per employee occupation (Custodial, floor tech, supervisor, etc.) if the bidder elects to pay more than the minimum wage to stay competitive with other institutions in the area, the offeror may do so and may elect to disclose this information in the bid.***
3. On page 12, Contractor Employees, e) Custodial Program the 2<sup>nd</sup> sentence states “ It is understood that the Contractor will provide custodial services seven (7) days per week, including holidays.” Can the Citadel please clarify as this can be contradictory to many stated frequencies found throughout the RFP. ***As described in the Solicitation if the location requires service 7 days a week (i.e. Infirmary) and other situations that will require emergency services such as flooding water removal, hurricane preparation and recovery the bidder will need to be prepared to provide or continue services during a Sunday or Holiday during these events. Additional cost to these events will be compensated via Work Order or special request. Bidder should have available a listing of essential personnel for these events.***
4. On page 17, 2<sup>nd</sup> bullet point from the top, it states “ Vendor must currently have available the minimum required staff of 45 on-hand to meet the requirements of this agreement.” Where did the Citadel get the number of 45? ***This is the approximate current number of staff available.***
5. Can the Citadel please share the number of dorm turns expected annually? ***Barracks cadet count fluctuates year to year but the current bed count in the barracks or Corps of cadets is approximately 2324***
6. On page 48, the total of gross area states 1,536,460. To the right of this totaled column are 12 additional columns that have been totaled based on facility category that total 1,158,725. Can the Citadel please explain the difference in these totals? ***The Correct gross area is 1,536,460 this document is currently being assessed in the category section due campus usage changes. The gross area is regularly updated as the new Capers Hall becomes available and changes are made to staffing locations and Citadel requirements.***
7. Can the Citadel please share a calendar of events from the 2022-2023 academic year? ***Please see attachment “F”***

77. The RFP mentions that contractor is responsible the full operation of Flags around the campus. What is the full scope for that particular assignment?  
**In the event the Governor of SC or The President of the United States changes the status of the flags is the responsibility of the contractor to either lower or raise the flags on campus or by the direction of the Contracts Manager.**
78. Will the custodial staff be responsible for furniture moves, event set ups/break downs or anything outside of typical custodial cleaning duties? **No**

**DESCRIPTION OF CHANGES:**

Other Change: Describe

**IMPORTANT NOTICE:**

Contractor is required to acknowledge receipt of this Addendum by signing below and returning a copy with its Offer.

Except as provided herein, all terms and conditions of the Solicitation referenced above remain unchanged and in full force and effect.

**SIGNATURE OF PERSON AUTHORIZED TO EXECUTE ON BEHALF OF OFFEROR**

**Signature:** \_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_