**Addendum #1 to RFP SUDL20-07**

**For Facilities Management Contract Services**

**November 18, 2019**

1. Please refer to Section 3.4 SCOPE OF SERVICES and add the following language:

D. COST INFORMATION

a. Provide pricing for your entire, all-in facilities management services. If this is for all three areas, then trades, custodial and grounds shall be included. If only one area is being bid, then that area shall be identified, but the entire, all-in cost shall be included.

b. All-in costs includes, but is not limited to, salaries, benefits, employee perquisites, equipment, vehicles, training costs (if required), electronic devices provided to employees (if required), uniforms, tools and any other items that could contribute to contractor’s costs incurred by Shepherd University.

The anticipated method of material purchase is cost plus. Since there is no method by which materials pricing can be forecast, the bidder shall state markup for materials used (cost plus). To determine the final all-in costs, the bidder shall include overhead and profit, as well as any contingencies included.

c. Indicate if there are discounts available to Shepherd should there be an option to engage with a vendor currently used by the bidder (e.g. volume discounts, purchasing consortiums)

1. Please refer to Section 2.RFP RESPONSE OUTLINE. Section 2.2 G shall be amended as follows:

G. Sample Contract (Attachment G):

(a) Provide sample copy of any contract, service level agreement, or other agreement.

1. Cost.

Responses to Section 3.4, *Scope of Services Requested, Item D. Cost* should be included here. All cost information should be included as a separate document in Attachment I COST, and clearly marked “Cost Information”. The cost information will contain a separate line for Personnel Costs as described in 3.4 Scope of Services Cost Information (above). Remaining will include operational, equipment, materials, and supplies. The sum of the two lines will be the total cost. Since 40% of the evaluation will be based on the Cost Proposal, it is imperative that the bidder clearly delineate the total, all-in costs for *all* services provided (sum total of all costs). Any omissions or clear intent to provide any added service as a change order in the future could be cause to reject a proposal. It is the intent of the Evaluation Committee to evaluate cost separately from the scope of services information.

While all evaluation criteria will be considered, the Technical Proposal (20 Points) and the Cost Proposal and Containment (40 Points), will determined by the committee if any proposer will be considered for phase two of the process.

When submitting pricing for personnel costs for the different areas, the total personnel costs will include salary, a comparable benefits package including, insurance coverage, this includes base salary and increment, as well as healthcare, pension, and personal leave benefits. If that is not possible, then the successful bidder will delineate the total compensation packages which will be offered and the degree to which, for each employee, Contractor would commit to substantial equivalency to their current University compensation packages.

Proposer must also identify the number of staff and at what levels by classification on a full-time basis in their proposal response.

**QUESTIONS/CLARIFICATIONS**

Q1. Concerning the request to staff the trades positions – is the bidder allowed to submit rates for all trades, or is a partial submittal accepted?

A1. The bidder shall submit rates for all positions listed in the RFP.

Q2. Can Shepherd provide a list of those contracts currently in place/ (e.g. Elevator, sprinkler, alarm systems, pest control.)

A2. The following vendors Shepherd University has current contracts. Some of the contracts are in place in order for vendors to provide services on an as needed basis or when warranted by excessive workload.

Vendors that provide service on a regular or scheduled basis-

Pest Control (Home Team Pest)

Sprinkler Testing (Regional Fire)

Fire Systems-(ASD)

Extinguisher Testing/P-Tac Cleaning (Cintas)

Elevator Testing & Service (2 contracts) (Eastern Elevator & Otis)

Generators (Alban Cat)

Uniforms (Unifirst)

Roofing Issues (Heidler Roofing)

Roofing Issues (Heritage Roofing)

Roofing Issues (Tri-State Roofing & Sheet Metal Co.)

Electrical Issues (MEC Inc.)

Electrical Issues (S & S Electric Inc.)

Painting (Ring Painting)

Eastern Panhandle Transit Authority (2 buses)

Carpentry Services (Callas Contractors Inc.)

Blackboard (S3)

HVAC Services (R H Lapp & Sons Inc.)

Propane Gas (Thompson Gas LLC)

Plumbing Services (R H Lapp & Sons Inc.)

Cable (Comcast)

Phone (Frontier)

Other Vendors that provide goods or services on an as needed basis or when warranted by excessive workload:

Tree Services (S & K)

Carpet Cleaning (Cintas, ChemDry)

Building Automation System Controls

Flooring (Winchester Flooring)

Signs across Campus (Sign Here)

Chem Aqua (water treatment program)

WV Lights Recycling

Water Damage/Smoke Damage (Service Master)

Athletic Equipment Repair (JH Pence)

Chemical Fume Hood Testing (Boggs)

Fire Suppression (Fire-X)

Kitchen Hood Cleaning (J & P Exhaust)

Back Flow Preventer Testing (New Direction)

Duct Cleaning (Johnson & Johnson)

Q3. Can Shepherd provide a list of equipment currently in use as well as preventive maintenance schedules?

A3. The following equipment has been inventoried in both custodial and grounds areas. However, as a matter of efficiency and to better control costs associated with either outdated or failing equipment, or aging equipment requiring extensive maintenance, the successful bidder should include the equipment necessary to perform the various tasks in trades, custodial and grounds at an acceptable level. Regarding preventive maintenance, the manufacturer’s recommendations are followed, plus any additional depending on age, condition and usage.

CUSTODIAL EQUIPMENT

* Erma Ora Byrd Building-Nursing Building
  + 1 Vacuum
  + 1 Backpack
  + 1 Chariot
  + 1 Compass
* Gardiner Hall
  + 2 Vacuums
    - 1 1st fl.
    - 1 LL
* Frank Arts Center
  + 1 Vacuum
  + 1 Backpack
  + 1 Hip style backpack
  + 1 Large area vacuum (Currently needs Serviced)
* Honor’s
  + 1 Vacuum
* Service Center
  + 1 Vacuum
* Shepherd University Police Department
  + 1 Vacuum
* Civil War Center
  + 1 Vacuum
* Human Resources
  + 1 Vacuum
* Miller Hall
  + 2 vacuums
    - 1 Res. Life
    - 1 For upper levels
* Facilities Management
  + 1 Vacuum
* Health Center in Gardiner Hall
  + 1 Vacuum
* CCA 1&2
  + 1 Vacuum
  + 2 Shop Vacuums
  + 1 Compass
  + 1 Walk behind floor machine (Currently out of service due to price for parts.)
* Reynolds/McMurran
  + 1 Vacuum
* Potomac Place
  + 2 Vacuums
  + 1 Ride-On vacuum
  + 1 Ride-On scrubber
* Stutzman-Slonaker Hall
  + 1 Vacuum
  + 1 Backpack
* Butcher Center
  + 2 Vacuums
    - 1 1st fl.
    - 1 2nd fl.
  + 1 Backpack
  + 1 Ride-On
  + 1 Compass
  + 1 Kaio-Vac (Currently needs repaired)
* Applied Business (Lower Level Dining Hall)
  + 1 Vacuum (Currently use my traveling backpack)
* Byrd/Snyder Science Hall
  + 2 Vacuums
    - 1 1st fl.
    - 1 2nd or 3rd fl.
  + 1 Chariot
  + 1 Backpack
* Knutti Hall
  + 3 vacuums
    - 1 1st fl.
    - 1 2nd fl.
    - 1 North Side LL
* White Hall
  + 2 Vacuums
    - 1 1st fl.
    - 1 2nd or 3rd fl.
  + 1 Backpack
  + 1 Chariot
* Center for Legislative Studies
  + 1 Vacuum
* Library
  + 3 Vacuums
    - 2 1st fl.
    - 1 Lower Level
* Ikenberry
  + 1 Vacuum
* Grounds Trailer
  + 1 Backpack (Currently my travel vacuum)
* Boone Fieldhouse
  + 1 Vacuum
  + 1 Backpack
  + 1 Kaiovac (Needs serviced)
  + 1 Walk behind (Currently out of service due to price for parts.)
* Pressbox
  + 1 Vacuum
* Free School-do we maintain custodial services here?
  + 1 vacuum
* Shaw Hall
  + 1-3 Vacuums (3 is the standard because there is no elevator and number depends on what’s available.)
* Thatcher Hall
  + 1-3 Vacuums (3 is the standard because there is no elevator and number depends on what’s available.)
* Printz Hall
  + 1-3 Vacuums (3 is the standard because there is no elevator and number depends on what’s available.)
  + 1 Backpack
* Dunlop Hall
  + 1-3 Vacuums (3 is the standard because there is no elevator and number depends on what’s available.)
  + 1 Backpack
* Other Miscellaneous Equipment
  + 6 2-speed scrubbers 20”
  + 3 Hi-speed burnishers 20”
  + 3 Mini carpet extractors
  + 2 Lg. carpet extractors
  + 2 mini scrubbers 7.5”
  + 2 medium scrubbers (outdated but still in use)
  + 4-6 Wet/Dry Vacuums (Number could be higher if out of service ones are fixed)
  + 6-12 Floor fans (don’t know how many blue fans we have)
  + 6-10 spare vacuums (these are used to replace broken ones out for repair and summer turnovers. Number also depends on “If” they can be repaired for use)
* Does not include Student Center or Wellness Center equipment information
* Does not include what Facilities Management has loaned to other departments.

GROUNDS EQUIPMENT

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4 John Deere Zero Turns

1 5429 John Deere Tractors – snow blade, bucket, forks, snow blower

5 John Deere Gators

1 Golf Cart

1 John Deere 1435 – snow blade, mower deck, snow blower

1 3039 John Deere – mower deck, snow blade

1 Kubota – snow blade, mower deck

1 Bobcat – skid steer, 2 buckets, snow blower, broom, post hole digger

1 leaf vacuum – truck mounted

1 leaf vacuum – 3-point hitch

8’ disc

3 aerators

2 water reels

2 truck mounted salt spreaders

1 Gator mounted salt spreaders

7 snow blades truck mounted

755 John Deere – mower deck

755 John Deere – snow blade

855 mower deck, snow blade, snow blower

4 walk behind snow blowers

Slit seeder

Spinner

Wood Chipper

300-gallon sprayer

55-gallon sprayer

6 ft brush hog

4 push mowers

Rear tire tiller

Concrete grinder

4 walk behind mowers

DR Brush hog

2 flower bed edger

2 power washers

3 stick edger

14 weed eaters

6 back pack blowers

4 hand held blowers

2 chain saws

2 pole saws

5 hedge trimmers

2 Kimbis – 2 brooms, 1 line, 1 paddle

3 generators

1 portable arc welder/generator

6’ Rcor blade

York rake

16’ trailer

4 dump trucks

2 pickups with lift gates

Q4. What type of heating systems are used throughout campus? What is the maintenance performed currently and what preventive maintenance is performed?

A4. There are a number of heating systems used throughout campus. The majority of the academic buildings have electric heat, with the exception of Byrd Science, which has hydronic heat. Snyder and Frank Arts have RTUs. Administrative buildings have split systems/electric heat. Residence Life is a mix of PTAC units, electric heat and hydronic heat. There is a mix of fuels used as well: electric, fuel oil and propane.

Q5. What type of backflow preventers in place throughout campus? What is the maintenance performed currently, and what preventive maintenance is performed?

A5. There are several brands of backflow preventers on campus, and may include Zern or Febco. Some have been in place for some time, and others were installed over time in-house. They are tested annually, and repairs are performed as needed.

Q6. What type of fire alarm system is used throughout campus? What is the maintenance performed currently and what preventive maintenance is performed?

A6. The fire alarm systems found on campus are EST and Simplex. These alarms require daily responses and/or attention. The typical maintenance is to troubleshoot and repair any issues. They are tested annually.

Q7. Per APPA standards (5 Levels of Clean), what is the level currently in place?

A7. While Shepherd strives to maintain the highest level of cleanliness throughout campus, due to a lack of adequate staffing, the current level is between Level 2 and Level 3.

Q8. Which buildings are cleaned on a five (5) day schedule and what buildings are cleaned on a seven (7) day schedule?

A8. Currently, most academic and administrative buildings are cleaned on a five-day schedule. Residential buildings are cleaned on a five-day schedule as well; however, a seven-day schedule is desired. The successful bidder should make provisions for adequate staffing for extended evening coverage, and some weekend coverage as well as a seven-day schedule in at least residential buildings.

Q9. Regarding snow removal equipment, who currently performs the snow removal? Does Shepherd use its own equipment? Would the successful bidder be expected to use the existing Shepherd equipment or provide their own?

A9. Snow removal is currently performed by Shepherd facilities staff, using equipment owned by the University. For matters of increased efficiency and cost containment, the successful bidder shall provide their own equipment for the removal of snow and ice throughout campus.

Q10. What services are currently being performed in-house?

A10. Services currently performed in-house are by all trades (HVAC, painting, carpentry, electrical, plumbing, vehicle maintenance), custodial (major and minor cleaning, room turn-overs, assisting conference services) and grounds (weeding, mowing, trimming, moving, setups, landscaping, planting, roadwork, maintenance of athletic fields) throughout campus. Additionally, from early May until mid-August, all staff is expected to provide the same level of services for the Contemporary American Theater Festival (CATF) in addition to typical maintenance required, room turn-overs and cleaning. During this same time period, all staff will be expected to provide all services for camps and conferences as well as prepare the campus for the return of students immediately after the departure of CATF. The successful bidder shall provide no less than the same services currently offered, and provide necessary staff to adequately maintain the campus. All costs for staff, services and materials (additional if necessary) shall be included in the bid as identified in Items #1 and #2 above in this addendum.

Q11. Will there be space available on campus to locate offices, parts and materials, or would the contractor be required to bring those items each time?

A11. There will be limited space on campus for offices, parts and materials. The successful bidder shall make necessary accommodations for any required space desired, and also for storage of parts and materials.

Q12. Would the contractor be required to offer employment to current staff, or will there be an opportunity to interview current staff and decide who would remain based on the contractor’s process?

A12. The contractor shall be required to transition and employ all staff at current levels. It is desired that a similar benefits package be offered.

Contractor may be required to manage a limited number of facility management personnel who would remain on the University payroll as continuing employees due to extended seniority.

Management of University employees will be consistent with University’s Staff Handbook and staff personnel policies, including evaluative processes. Whenever such personnel either transfer to other University positions or terminate University employment, the facilities management position would transition to Contractor’s payroll.

Additionally:

(1) The Contractor is expected to give total compensation to existing Shepherd University staff (salaried and hourly) who transition to Contractor’s payroll at their existing aggregate levels. This includes base salary and increment, as well as healthcare, pension, and personal leave benefits. If that is not possible, then the successful bidder will delineate the total compensation packages which will be offered and the degree to which, for each employee, Contractor would commit to substantial equivalency to their current University compensation packages. If wages or benefits are not equal to current University plans, show whether deficiencies will be made up for in other forms of compensation. Employees who are currently enrolled in classes at Shepherd shall be afforded the same opportunity, including offset or deferred tuition as well as other existing educational opportunities currently in place.

(2) The Contractor shall provide needed training to all current staff in a manner that will prepare them for success with the Contractor’s organization.

(3) Contractor shall agree to maintain transitioned hourly employees in their employment for a minimum of 365 days, with a 180-day probationary period, subject to major cause for dismissal, and to utilize reasonable progressive discipline/improvement system thereafter.

(4) Contractor shall give notice to University Human Resources Director or designee of any termination of any transitioned employee.

(5) Discipline or adverse action, due to conduct or quality of performance, as to managed University employees will be coordinated with the University Human Resource Office, consistent with common University practices.

The Contractor shall be physically and financially responsible for complying with all applicable federal, state and local laws and regulations regarding the employment, compensation and payment of Contractor personnel. This includes unemployment insurance, worker’s compensation, and other taxes, health examination, permits and licenses. The Contractor’s staff will comply with all Shepherd University staff personal conduct expectations found in Shepherd University Staff Manual.

Q13. What is the method of reimbursement for materials and equipment?

A13. There is no reimbursement for materials and equipment in the custodial and grounds section of the bid. The contractor is responsible for providing an all-in-costs pricing using a cost plus method in the proposal response and shall provide both, and any other items necessary to perform the duties identified and operate on Shepherd University’s campus at their own costs. These costs shall be included and submitted with the bid.

Q14. Is there any quality control currently in place? How well are the facilities currently being maintained?

A14. There is no official quality control in place per se; however, the CMMA currently used, TMA, as well as the attempt to follow APPA Levels of Maintenance Standards, Level 3 are considered as minimums. There are also in-house measures such as the Building Manager program, which allows feedback and benchmarking from those individuals throughout campus responsible for the maintenance and upkeep of their particular buildings.

Q15. Regarding snow removal – Is that included in the bid price or is that billed separately?

A15. Snow removal shall be included in the bid price. It is the responsibility of the bidder to estimate the number of times snow removal will be necessary over a given season, as there are no methods by which the number of times this service will be required can be calculated.

Q16. What type of work would be expected to be outside the scope of services for the bidder? Is there a project size or type that would warrant bidding to another contractor?

A16. Shepherd desires to perform as many projects in-house as possible. The exception to this would be large construction projects, time consuming projects where it would not be advantageous to burden staff for an extended amount of time, or other tasks and/or projects where efficiencies can be gained by engaging with an outside source. However, the successful bidder should account for necessary staff with proper training and licensure who can perform and complete the following:

**Moving of Furniture**

-Office changes

-Classroom changes

-Removal of old furniture

**Material Handler**

-Delivery of skids of paper

-Delivery of large items (chairs, desks, printers, doors, kitchen equipment, sporting equipment)

-Mail/packages

**Electrical**

-Generators (repairs, diagnose, etc.)

-Fire Alarms (repairs, diagnose, etc.)

-Emergency lighting checks

-Gates (repairs, diagnose)

-Gate controls/access

-Door controls/access (exterior/Blackboard, Onity, etc.)

-Door controls/access (interior)

-Wind and service clock at McMurran

-Primex Clocks and receiver

-Scoreboards & controls for all athletic venues

-Bleachers, curtains, and controls for athletic venues

-Basketball goals & controls

-Information Technology (pulling all computer lines etc.)

-Cubicle moves

-Cameras

-All lift work inside and out

-Repairing wiring on grounds equipment

-Repairing lifts

-After hour support

-Fiber/phones/cable

-Assist/educate all outside contractors

-Low voltage thru high voltage 0V – 480V

-Fire Code (assist & apply)

-Board of Risk and Insurance Management Report (assist & repair)

-Any and all projects

-Meet any/all student/staff needs

-Operate equipment (excavator, skid loader, etc.)

-Special Events

-Assist police/fire department

-Elevator rescues

-Ansul systems

-Advise any/all departments with electrical needs

-Recycling (lamps, ballasts, batteries for all departments)

-Oversee & advise contracted projects

-Trenching wires across campus

**HVAC**

-Monitoring weekend events

-power loss/failure

-knowledge, experience and ability to operate Building Automation System

-technical expertise to service and maintain equipment (AHUs, VAVs, heat exchangers)

-high voltage experience

-knowledge and experience with specialty equipment (pools, lab hoods, etc.)

**Painter**

-Assess areas in buildings for future projects

-Assist grounds crews in trash pickup, glass cleanup, etc.

-Designated emergency personnel

-Assist other trades specialist if needed and as time allows

**Plumbing**

-Assess areas in buildings for future projects

-Ability, skills and knowledge to plumb domestic water

-Ability, skills, and knowledge to plumb sanitary piping

-Can operate equipment required for installation of waste and/or supply piping

-Able to service and maintain hot water tanks

-Able to service and maintain steam and hot water boiler systems

-Burner maintenance on hot water tanks and boilers

Q17. Can Shepherd provide a number of restrooms in each building, including stalls, toilets and sinks? Is there a set schedule now for restroom cleaning?

A17. The most accurate count obtained to date is as follows:

Approximately 2500 toilets

Approximately 2700 sinks

Approximately 590 showers

There are also approximately 440 restrooms throughout campus.

Q18. How much of Gardiner Hall is occupied?

A18. Of the four floors available, including the lower lever, two are occupied – the lower and first floors.

Q19. How much of Turner Hall is occupied?

A19. Turner Hall is currently unoccupied.

Q20. How much of Kenamond Hall is occupied?

A20. Kenamond Hall is currently unoccupied.

Q21. What maintenance is required at the Dining Hall? Is the kitchen maintenance included?

A21. All maintenance required elsewhere on campus is required at the Dining Hall. This would include, but not be limited to, electrical, plumbing, roofing, HVAC, locks, painting and carpentry. There is a minimal amount of kitchen equipment that is the responsibility of the food service vendor, but not enough to warrant exclusion by the bidder of this RFP.

Q22. Are there fire alarms in all buildings? Who is responsible and how are they serviced?

A22. Not all buildings are equipped with fire alarms. Shepherd Facilities Management staff is responsible for service and maintenance with contractor support when necessary.

Q23. What is the Erma Ora Byrd building?

A23. The Erma Ora Byrd (EOB) building currently houses nursing.

Q24. What maintenance is required for Ram Stadium and Boone Field House?

A24. All maintenance required elsewhere on campus is required at the Ram Stadium and Boone Field House. This would include, but not be limited to, electrical, plumbing, roofing, HVAC, locks, painting and carpentry. There is also the responsibility for turf maintenance and upkeep, landscaping, weeding, at least annual cleaning (power washing) of bleachers and coordination with IT for setups for games.

Q25. Does Shepherd perform any switch gear maintenance? Is it done in-house or contracted?

A25. Shepherd performs switch gear maintenance in-house.

Q26. Does Shepherd have any emergency generators? If so, how many and with what buildings? Are any transfer switches included?

A26. Shepherd has four (4) emergency generators. They are located at Ikenberry Hall, Potomac Place, CCA I and the Wellness Center. They include transfer switches.

Q27. What is the Stutzman-Slonaker building?

A27. Stutzman-Slonaker Hall is an academic building.

Q28. What is the Knutti Hall building?

A28. Knutti Hall is an academic building.

Q29. Regarding custodial – are windows cleaned? If so, are they cleaned on the interior, exterior or both?

A29. Windows are cleaned on the interior by the Shepherd CSW staff, and on the exterior by the Shepherd grounds staff.

Q30. What is the George Tyler Moore building?

A30. The George Tyler Moore Building houses the Center for Civil War Studies at Shepherd University, and is an academic building.

Q31. What is the use of Free School/Shepherdstown Visitor’s Center building?

A31. The Free School is owned by Shepherd University and rented to the Corporation of Shepherdstown for use as a visitor’s center.

Q32. Will Shepherd have the need for locksmith services?

A32. Yes. The locksmith will have knowledge and expertise to maintain and repair keyed locks, cut keys, rebuild locks, maintain and repair the Onity (dip card) locks and troubleshoot, maintain and repair all other types of locks and door hardware throughout campus. It is expected that the successful bidder shall have at least one individual capable of performing no less than the same level of tasks currently provided in this area. It is further expected that in addition to a locksmith, the carpenters and maintenance technicians have the ability to maintain, troubleshoot and repair locks.

Q33. What is the use of the Human Resources building?

A33. The Human Resources Building currently houses only those individuals comprising the human resources staff.

Q34. What is the use of the White Hall building?

A34. White Hall is an academic building.

Q35. Regarding mulching- How many cubic yards have been used in the past? Is there a schedule for mulching that is currently in place?

A35. On average, approximately 1000 cubic yards of mulch have been used in the past. Mulching is typically performed in February and March, and also to prepare for special events throughout campus. This is especially performed for commencement in May and before the beginning of the fall semester in August.

Q36. What is the use of the Byrd Science Center and the Snyder Science building?

A36. The Byrd Science Building and the Snyder Science Building are academic buildings, and house a combination of classrooms, offices and labs.

Q37. Is there any requirement for maintenance at the “Little Yellow House” (Entler-Weltzheimer House)?

A37. It is necessary to periodically service and/or perform maintenance on the Entler-Weltzheimer house.

Q38. Do the buildings have hot water heat? Baseboard heat?

A38. The buildings have both hot water and baseboard heat.

Q39. Considering that there is some type of water heating used for room/building conditioning, are any chemical additives being used or required?

A39. Chemical additives are used and required for the heating systems using water.

Q40. Is there currently a mechanic on staff to maintain the vehicles on campus? Are the vehicles owned by Shepherd? How many?

A40. There is currently a mechanic on Shepherd University staff to service and maintain approximately 40 vehicles owned by Shepherd. Please refer to the language included in the RFP for a position description to be included in the bid.

Q41. What is the use of Popodicon?

A41. Popodicon was obtained by Shepherd University for use as the President’s residence, but is not currently used for that purpose. However, at some point it could return to be used for that purpose. However, it is currently used as a facility available for rentals such as community events, weddings and recurring events that can serve hundreds of guests on the lawn. For this reason, special attention should be given to Popodicon for custodial services, and the surrounding grounds and trades for maintenance and service. Any additional costs for this should be considered by the successful bidder and included in the proposal. Shepherd University will not accept any additional charges or fees for any oversight at this location that is not included in the original proposal submission. It is currently serviced and maintained entirely by Shepherd University staff, including trades and grounds.

Q42. Is the JLG lift owned by Shepherd and if so can it be used by the contractor?

A42. The JLG lift is owned by Shepherd. However, for matters of efficiency and cost, it is to the advantage of both parties that the successful bidder provides this equipment and include this in their bid if deemed necessary.

Q43. What is the use Potomac Place?

A43. Potomac Place is a residence hall.

Q44. What is the use of CCAI and II?

A44. CCA I and CCA II are academic buildings. However, it is important to note that these two buildings host the annual Contemporary American Theater Festival (CATF), and receive a great deal of traffic from patrons attending shows in June, July and part of August. For this reason, special attention should be given to them for custodial service, grounds and trades. Any additional costs for this should be considered by the successful bidder and included in the proposal. Shepherd University will not accept any additional charges or fees for any oversight at this location that is not included in the original proposal submission.

Q45. What is the use of Shaw Hall?

A45. Shaw Hall is a residence building.

Q46. What is the use of Thacher Hall?

A46. Thacher Hall is a residential building.

Q47. What is the use of Miller Hall?

A47. Miller Hall is a residential building, and also houses the Residence Life Director, Assistant Director and some staff.

Q48. What is the use of the Butcher Center?

A48. The Butcher center is used for academics as well as athletic events including volleyball and basketball, and is also the annual location for commencement.

Q49. What is the use of Frank Arts Center?

A49. The Frank Arts Center is an academic building, and is also used as a performing arts venue. It is also used during commencement and the CATF, and should receive the attention during those times given CCA I and CCA II (See Question 44, above).

Q50. Does Shepherd have any irrigation systems on campus? If so, how is the maintenance performed?

A50. Yes. They are maintained by the Shepherd University Facilities Management staff, tested annually and prior to an event, and drained prior to the onset of cold weather. Special events will require an adjustment to the schedule.

Q51. What is the use of the Westwood Buildings?

A51. The Westwood buildings are six (6) suite style residence buildings. Currently, one is off-line (Burkhart Hall), and the lower level of another houses the Shepherd University Police Department (Moler Hall).

Q52. Are chemicals permitted for weed control?

A52. Toxic, caustic and/or potentially cancer-causing chemicals may not be used for weed control anywhere on Shepherd’s campus. There are no exceptions.

Q53. Are all of the athletic fields included in the grounds portion of the maintenance and upkeep?

A53. Yes, all athletic field and surrounding areas are included in this proposal, including the intramural field east of the grounds area.

Q54. Are the back parking lots (e.g. ‘’G’, H’ and ‘I’ lots) included in maintenance and snow removal?

A54. Yes, the back parking lots of ’G’, H’ and ‘I’ are included in the maintenance and snow removal.

Q55. What is the use of Printz Hall?

A55. Printz Hall is an apartment style residence hall.

Q56. What is the use of Dunlop Hall?

A56. Dunlop Hall is an apartment style residence hall.

Q57. Is the soccer field included in the maintenance and upkeep?

A57. Yes, the soccer field and surrounding area is included in the maintenance and upkeep.

Q58. Are the tennis courts included in maintenance and upkeep?

A58. Yes, the tennis courts and surrounding area is included in the maintenance and upkeep.

Q59. For the roads maintained by Shepherd, does the maintenance include gravel shoulder upkeep?

A59. Yes, the road maintenance includes gravel shoulder upkeep and maintenance.

Q60. What is the use of the Wellness Center?

A60. The Wellness Center is a Shepherd owned and operated fitness facility housing a pool, courts and fitness equipment. It is used by both Shepherd students, faculty and staff as well as the community.

Q61. Are there any restrictions on what can be used to melt ice? Rock salt, specific product, pet-friendly?

A61. Yes. No brine should be used. For any materials purchased for removal of snow and ice consideration should be given to accommodate pets on campus and in the community, in addition to being cognizant of those chemicals included in runoff that could potentially contaminate the Corporation of Shepherdstown’s sanitary sewer system and Town Run (a small stream). Any violation of Shepherdstown’s NPDES permit would be the responsibility the contractor to rectify.

Q62. How does Shepherd use Tabler Farm and is grounds or other maintenance required there?

A62. Tabler Farm is currently being developed as an academic and research center, and small working farm. It is comprised of three buildings, a high tunnel (large greenhouse), orchards on approximately 150 acres. At least grounds and trades will be expected to perform maintenance and upkeep there.

Q63. Can Tabler Farm be used to dispose of grounds waste (e.g. leaves, branches, etc.)?

A63. Currently, the use of Tabler to dispose of grounds waste is permitted temporarily and on a limited basis. It is desired that the successful bidder consider removal and disposal of grounds waste at another location, and any costs to process same should be included in the bid.

Q64. Is there heavy mowing/bush hogging required at Tabler Farm?

A64. Yes. Heavy mowing, bush hogging, weed maintenance is performed there as directed by Tabler Farm personnel.

Q65. Is it required to mow/trim/maintain the area surrounding the high-tunnel at Tabler Farm? What other areas there require grounds or other maintenance and/or upkeep?

A65. Yes, it is required to mow/trim/maintain the area surrounding the high tunnel at Tabler farm. For other areas, see A.64, above.

Q66. Is the red brick house included in the maintenance and upkeep at Tabler Farm?

A66. No. The red brick house is a private residence.

Q67. Are there any grease traps on campus? How are these maintained/serviced? How often?

A67. Yes, there are grease traps on campus. They are treated, maintained and serviced as needed.

Q68. Regarding trash responsibilities – Does grounds perform trash removal? How many receptacles and how often?

A68. Yes, grounds perform trash removal. There are approximately 150 - 55 gallon receptacles, 100 - 96 gallon receptacles primarily used during football season, and 22 - 8 yard dumpsters for waste, recycling, cardboard and metals.

Q69. Does Shepherd currently maintain the security system/card access on campus?

A69. Yes, Shepherd currently maintains the security/card access on campus.

**RESIDENCE LIFE and OTHER QUESTIONS**

Q70. Do any of the contractors have any affiliation (personal or professional) with Shepherd University staff, faculty, administration, or board members?

A70. It is not known if any contractors have any personal and/or professional affiliation with Shepherd University staff, faculty, administration or board members. However, the proposers should make known to Shepherd any known affiliation, per Section 1.9 – Ethics in Public Purchasing found in the *West Virginia Higher Education Policy Commission and West Virginia Community & Technical College System Purchasing Procedures Manual.*

Q71. If so, does this constitute a conflict of interest per Section 1.28 of the RFP or other applicable federal and state laws?

A71. It is the responsibility of the bidder to comply with the language found in the RFP, Section 1.28, Conflict of Interest, as well as Section 1.9 – Ethics in Public Purchasing found in the *West Virginia Higher Education Policy Commission and West Virginia Community & Technical College System Purchasing Procedures Manual.*

Q72. Will the University extrapolate the pertinent facilities operational budget information to be used for an accurate operational comparison to bids? For instance, certain services are not listed specifically in the RFP.

A72. These services will be examined and have been identified as follows:

The following vendors Shepherd University has current contracts. Some of the contracts are in place in order for vendors to provide services on an as needed basis or when warranted by excessive workload.

Vendors that provide service on a regular or scheduled basis-

Pest Control (Home Team Pest)

Sprinkler Testing (Regional Fire)

Fire Systems-(ASD)

Extinguisher Testing/P-Tac Cleaning (Cintas)

Elevator Testing & Service (2 contracts) (Eastern Elevator & Otis)

Generators (Alban Cat)

Uniforms (Unifirst)

Roofing Issues (Heidler Roofing)

Roofing Issues (Heritage Roofing)

Roofing Issues (Tri-State Roofing & Sheet Metal Co.)

Electrical Issues (MEC Inc.)

Electrical Issues (S & S Electric Inc.)

Painting (Ring Painting)

Eastern Panhandle Transit Authority (2 buses)

Carpentry Services (Callas Contractors Inc.)

Blackboard (S3)

HVAC Services (R H Lapp & Sons Inc.)

Propane Gas (Thompson Gas LLC)

Plumbing Services (R H Lapp & Sons Inc.)

Cable (Comcast)

Phone (Frontier)

Other Vendors that provide goods or services on an as needed basis or when warranted by excessive workload:

Tree Services (S & K)

Carpet Cleaning (Cintas, ChemDry)

Building Automation System Controls

Flooring (Winchester Flooring)

Signs across Campus (Sign Here)

Chem Aqua (water treatment program)

WV Lights Recycling

Water Damage/Smoke Damage (Service Master)

Athletic Equipment Repair (JH Pence)

Chemical Fume Hood Testing (Boggs)

Fire Suppression (Fire-X)

Kitchen Hood Cleaning (J & P Exhaust)

Back Flow Preventer Testing (New Direction)

Duct Cleaning (Johnson & Johnson)

Q73. Can you give some examples of how your company has staffed special events and additional services for other university functions across campus, including but not limited to:

Event Support

\*\*Football, Basketball, Baseball, Softball, Volleyball

\*\*Graduation (Shepherd University & Local High School Ceremonies)

\*\*Homecoming For Local High Schools

\*\*Freedom Run, Relay for Life, Blood Drives, Speaking/Lecture Events, Special University Events (beginning of semester, celebrations)

\*\*Dignitaries on Campus

\*\*Delivery/Pick up of chairs/tables/podiums/grills/trash cans/saw horses/trash bags

\*\*Setting up of tents (Pavilion at Ram Stadium, Gridiron Club requests, Bavarian Inn or other off-campus sites)

A73. The bidder will identify how their company has staffed other events and how additional services have been provided for other university functions across campus. This information shall be included in Attachment ‘D’ – SHEPHERD FACILITIES MANAGEMENT STAFFING PLAN.

Q74. For the activities listed below, how will the successful bidder address the examples given? Will these be included in the contract or will Shepherd be expected to contract these services as well?

* Assist in the community with moves and setups, such as tents for some holidays and moving furniture and equipment when available
* Installation of transformers
* Electrical improvement due to new equipment purchased by faculty
* Building of new small scale structures given short notice
* Water main breaks
* Masonry work such as block and brickwork, repointing and stabilization
* Electrical improvement (temporary power supply/LED retrofit, rewiring of entire office suite moving furniture to accommodate project
* Installation of new Ethernet cable lines throughout offices
* Re-pipe fuel oil lines for boilers
* Winterization of irrigation systems, other components (water fountains, PM trailer, etc.) throughout campus
* Build/install Fence
* Room conversions (1 room into 2 rooms)
* Dig foundations, prepare footers for solar panel system, cleaned out buildings for move in
* Weight room remodel, moving of all equipment, new ceiling tile and flooring installed, trash removal
* Lock replacements, removal, transportation and redistribution of all furniture
* Restroom installations
* Kitchen renovations
* Maintenance and upkeep of historic structures
* Installation of phone/data lines
* Assist outside contractors (in all disciplines) working on campus, including but not limited to identifying the problem, supplying materials, assistance with troubleshooting and repair

A74. It is expected that the successful bidder will include at a minimum, these and other tasks and projects as a function of their typical service provided to Shepherd University. A clear delineation of any expected additional costs should be included (if any) on Attachment I- COST (included as an Attachment to this Addendum. All sheets that contain a cost of them should be provided in the Attachment I section).

Q75. What minimum certifications are expected by Shepherd for tradesman, grounds crew and CSWs?

A75. The successful bidder shall provide staffing for the following positions and certifications. These are minimums and shall be included in the all-in costs.

Licenses

WV Master Plumber – Three Positions

Journeyman Mechanical – Two Positions

Master Mechanical – Two Positions

Journeyman Electrician – Two Positions

Master Electrician – One Position

Certifications

CFC Refrigeration - One Position

Lift Certification – Two Positions

Grounds Certifications

Certified Professional Horticulturist – One Position

Master Gardner – One Position

4A License (Turf & Ornamentals) through WVDA – Two Positions

Registered technicians trained through WVDA – Eight Positions

Certified fork lift operators – 10 Positions

Certified skid steer operators – 10 Positions

Certified tractor operators – 10 Positions

Trained for artificial turf care – 10 Positions

**General:**

Q76. Page 11, section 1.27 operation hours are listed as 6:00am – 12:00pm.  12:00pm is noon – should this be 12:00am (midnight)?

A76. The correct times should be 6:00 AM until 12:00 AM (midnight).

Q77. As I am understanding it, this RFP is for staffing only – it does not provide the material for inventory (bolts, fixtures, etc.)  Will that remain a Shepherd function to procure inventory/parts?  I did not see any expectations about the types or qualities of materials or parts expected to be used.  For example, are any product lines ok or are there specified product lines that we use?

A77. It is the responsibility of the successful bidder to provide any and all parts and supplies necessary, as well keep a reasonable inventory of materials, for the upkeep and maintenance of the campus. At a minimum, the contractor will provide products and materials equal to or better than that currently used by Shepherd. Any use of sub-standard and/or inferior parts and materials that could cause, or potentially cause failure or require repair in equipment and buildings, and that can be identified as sub-standard or inferior upon discovery will be entirely the responsibility of the contractor, including but not limited to parts and labor, to rectify. Under no circumstance will Shepherd University be responsible for any direct or indirect or associated costs required for any repairs or maintenance required under these conditions.

Q78. There seem to be very general statements regarding scope of work. For example, a few places say “clean walls” and a few others say “wipe down walls.”  Does this also include baseboards and any sign frames stuck to the wall?

A78. Shepherd strives to maintain a clean and orderly campus. Using APPA’s Five Levels of Clean, Level 1 is desired, however Level 2 is typically the norm. This would include *“All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.”*

Q79. In a different example, do we need to specify that abandoned items found during the residence hall turnover process must be returned to the Residence Life Office?

A79. Yes. All abandoned items found during the residence hall turnover process must be returned to the Residence Life Office.

Q80. There was not a statement addressing the need to have a person on-call between midnight and 6:00am in case of emergencies.  Would these be “off-hours” costs, or should there be a statement that they need to have staff available to respond within a certain amount of time?

A80. The contractor should consider the health, safety and welfare as well as student satisfaction and resident retention, particularly in residence halls, but throughout campus. Regarding this concern, the successful bidder should have a minimum of three individuals capable of tasks or repairs required after hours, including but not limited to HVAC, electrical, plumbing, locks, carpentry and/or any other situations needing immediate attention. At least one individual, but ideally two, should be on-call weekly in the rotation schedule.

Q81. On page 32, Painter – first bullet point.  States “apples a variety of coating” should be “applies a variety…”

A81. The correct statement should be “applies a variety of coatings.”

**Custodial (Custodial Service Worker):**

Q82. There are no responsibilities listed for cleaning windows or window treatments.  In the residence halls, the CSWs wipe the interior of windows, window sills, wipe down blinds, etc. and we would like that to continue.

A82. It is expected by Shepherd’s standards, and by APPA’s Five Levels of Clean, that the interior of windows be wiped and cleaned, window sills be wiped and cleaned, and blinds be wiped and cleaned.

Q83. The only time that stairwells and custodial closets are mentioned is during the turnover process in the residence halls (page 22).  Would all of the facilities need to have this area addressed on a daily basis.

A83. It is expected that the successful proposer clean and maintain stairwells throughout campus, including residence halls, and custodial closets should be kept clean and orderly throughout campus.

Q84. Showers and shower areas are not listed as part of the cleaning list – in the residence halls, Butcher Center, or Wellness Center.  Should these be included?

A84. The successful bidder will clean and maintain all showers and shower areas in the residence halls, Butcher Center, and Wellness Center.

Q85. Kitchen areas are not listed in the residence halls section. Do they also need to be cleaned?

A85. Yes, In some cases, the kitchen is in the general areas of the buildings, but it can also be part of turnovers (Dunlop and Printz)

A86. Kitchen areas in the residence halls shall be included in the cleaning schedule.  There may be areas where the kitchens are in the general areas of the buildings, but the kitchens can also be part of turnovers in the apartment style residence halls (Dunlop and Printz).

Q87. Laundry rooms are not listed in the residence halls, Wellness, or Butcher, and they should be noted separately because they are not study lounges or lobbies. Do these areas also need to be cleaned?

A87. Yes-Laundry rooms in the residence halls, Wellness Center, and the Butcher Center shall be included in the cleaning schedule.

Q88. On page 21, the turnover process “clean mirrors” should that be added to the room section as Shaw and Thacher have mirrors in their rooms?

A88. Yes-Shaw and Thacher have mirrors in their rooms and shall be included in the cleaning schedule.

Q89. On page 21, the turnover process has “clean and wipe down cabinets.” Should we add “closets and fixtures” because there are built-in closets (rods and shelving) and towel racks that would be expected to be cleaned as well.

A89. Closets and fixtures, including built-in closets, rods and shelving, and towel racks shall be expected to be included in the cleaning schedule.

Q90. The only place where bodily fluids was mentioned was regarding the maintenance worker on page 33, last bullet point.  Are custodial folks expected to clean up bodily fluids outside the bathroom during the daily cleaning?  For example, if a student gets sick in the lobby of a residence hall or academic building would custodial staff be expected to help?  Or if there were an accident resulting in blood being on the basketball courts?

A90. The successful bidder shall provide trained staff able to handle bodily fluids and bloodborne pathogens. Custodial staff will be the first line of individuals required to clean any areas containing bodily fluids and/or blood. However, additional staff, including trades and grounds staff should have this training as well.

Q91. If a student experienced mold growth in their room, would the contractor be expected to address it almost immediately as they do now?

A91. During the months beginning around April and continuing until November, weather contingent, many buildings will experience mold growth due to high humidity, temperatures and improper air movement. It shall be required by the successful bidder that any mitigation be given the same attention and priority, and be dealt with immediately. All costs, including labor and materials for the same shall be borne by the successful bidder, except in extreme situations.

Q92. On page 22, the “restrooms” section would be better titled as “Restrooms/Vanity Areas” because some of the vanities are not in a room restroom – Potomac Place has them in the foyer and the apartments have them in the main corridors of the rooms.

A92. For purposes of this proposal, Restrooms should include “Restrooms/Vanity Areas.”

Q93. On page 22, the turnover process in study lounges and lobby should this include cleaning appliances, equipment, furniture (such as stain treatments on upholstery)?

A93. The turnover process in study lounges and lobby should include cleaning appliances, equipment, and furniture (such as stain treatments on upholstery), and should be included in the cleaning schedule and services provided by the successful vendor.

Q94. In the residence hall section, would dusting/wiping (high/low) mean cleaning ceilings?  Is that expectation clear in this RFP?

A94. The successful proposer shall include dusting/wiping (high/low), which includes but is not limited to ceilings.

**Trades:**

Q95. I do not see locksmith services, whether mechanical key, Onity or Blackboard, listed anywhere.  Is this intentional?

A95. No, it is not intentional. The successful bidder shall include costs to provide a staff member trained as locksmith, with the additional capabilities that include the ability to service and maintain Onity (dip card system), and Blackboard (exterior door security; exterior traffic gate security) devices. This shall be included in the proposal.

Q96. There does not seem to be an expectation for unlocking buildings in the morning, which is a service currently performed by facilities. Is this intentional?

A96. No, it was not intentional. The successful bidder shall include costs for at least one individual to arrive on campus before 6:00 AM to unlock all academic buildings on campus.

Q97. There are responsibilities listed for removing and handling recycling.  Is this intentional?

A97. No, is was not intentional. Currently Shepherd University is in the process of revising the recycling policy. It is expected that the successful bidder shall provide adequate staff to collect, sort and transport recycled goods to the proper locations off campus if necessary.

Q98. On page 29, Electrician – the wording in the third bullet point is also listed almost verbatim in the third bulletin point of page 31 for HVAC technician.  Electricians have the added responsibility with fire alarm testing/emergency lighting.  Is this intentional?

A98. No, it is not intentional. The electricians have the added responsibility of repairing and maintaining emergency lighting on campus, and contribute to the successful fire alarm testing when necessary. It is expected that the successful proposer will provide at least one, ideally two, individuals capable of performing these tasks. The costs for these staff positions shall be included in the pricing in the appropriate sections (HVAC Technicians and Electricians).

Q99. What electrical, plumbing, HVAC gear will the University require for new installations/remodels?

A99. The University will accept no less than what is currently used, and will have full authority to approve or reject those items that do not meet either current or future criteria.

Q100. What standard of brands of lighting packages will the University require?

A100. The University will accept no less than what is currently used, and will have full authority to approve or reject those items that do not meet either current or future criteria.

Q101. What response time is required for the on call/emergency service?

A101. The successful proposer should have a minimum of three individuals capable of tasks or repairs required after hours, including but not limited to HVAC, electrical, plumbing, locks, carpentry and/or any other situations needing immediate attention. At least one individual, but ideally two, should be on-call weekly in the rotation schedule. This individual should be located on or close to campus during their rotation, so any response time should be minimal if not immediate.

Q102. Does the University expect a substantial increase or decrease in the student population in the next academic year?

A102. There are no numbers that can support an increase or decrease in student population. The bidder should account for both increases and decreases in student population, and calculate any numbers and/or personnel required accordingly.

Q103. What is the 5-year enrollment trend anticipated to be?

A103. There are no numbers that can support what the 5-year enrollment trend will be. The proposer should account for both increases and decreases in student population, and calculate any numbers and/or personnel required accordingly.

Q104. Who will be responsible for building improvements, which may include capital projects, to meet regulatory requirements applicable to contractors that are not applicable to public employees (e.g. OSHA)?

A105. If selected, the contractor operating facilities will not be an entity from the public sector. Therefore, as a private enterprise, it will be the contractor’s responsibility to adhere to any and all regulatory requirements such as OSHA. Contracting at Shepherd University cannot and will not preclude the contracting entity from abiding by all rules, regulations and ordinances imposed on those operating in the private sector.

Q105. Will the contractor honor the same holidays for their employees that Shepherd University honors?

A105. The Contractor is expected to give total compensation to existing Shepherd University staff (salaried and hourly) who transition to Contractor’s payroll at their existing aggregate levels. This includes base salary and increment, as well as healthcare, pension, and personal leave benefits. If that is not possible, then the successful bidder will delineate the total compensation packages which will be offered and the degree to which, for each employee, Contractor would commit to substantial equivalency to their current University compensation packages. If wages or benefits are not equal to current University plans, show whether deficiencies will be made up for in other forms of compensation. The contractor should make every attempt to follow, at a minimum, the same holiday schedule presently recognized at Shepherd University. If the contractor’s holiday schedule is not minimally equal to Shepherd’s, then a schedule and statement describing how any holiday schedule less than what is offered by Shepherd will be made up for by way of additional leave and/or compensatory time.

Q106. Shepherd University is a campus free of isopropyl amine salt of glyphosate (Roundup and equivalent). Will the successful bidder be required to adhere to the same principals for weed control?

A106. Yes. The successful bidder will not be permitted to use isopropyl amine salt of glyphosate (Roundup and equivalent), or any other caustic or potentially cancer causing chemical treatment.

Q107. What product will be used to pretreat and treat campus roads, sidewalks, entryways etc. during a cold weather event?

A107. No brine should be used. For any materials purchased for removal of snow and ice consideration should be given to accommodate pets on campus and in the community, in addition to being cognizant of those chemicals included in runoff that could potentially contaminate the Corporation of Shepherdstown’s sanitary sewer system and Town Run (a small stream and secondary water source). Any violation of Shepherdstown’s NPDES permit would be the responsibility the contractor to rectify.

Q108. Will the contractor responsible for grounds upkeep be expected to maintain and manage the Dr. Carl bell Arboretum?

A108. Yes, the contractor will be responsible for grounds upkeep be expected to maintain and manage the Dr. Carl Bell Arboretum, which is comprised mostly of west campus. This maintenance shall be coordinated with the Shepherd University Tree Committee.

Q109. What methods does the University anticipate to be used for inventory control?

A109. It is at the discretion of the contractor as to what methods are used for inventory control. However, adequate materials that are used frequently should be stocked appropriately, and other materials available on short notice. Shepherd will not be responsible nor will the University incur any charges or fees for improper inventory management, oversight or neglect, or delays as a result of improper inventory management. All materials used for maintenance and upkeep of Shepherd will be purchased and/or stocked specifically for Shepherd. Under no circumstance will Shepherd be responsible for costs, fees or charges related to any or all materials purchased for any other entity. The contractor shall submit all invoices for material purchases, clearly delineating the material cost and any upcharges applied by either the supplier or the contractor.

ATTACHMENT I

COSTS

Weekly Total for Custodial Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operational Cost for Custodial Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Total for Grounds Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operational Cost for Grounds Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Total for Trades Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark-up for Any Materials, Equipment and Supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total All in Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_