Addendum No. 1

FOR
Janitorial Services RFP
Saint Paul, MN 55106

This Addendum shall be attached to and become part of the original RFP. Failure to acknowledge this Addendum may disqualify your bid.

1. **QUESTION:** You mentioned during the bid meeting that there are 11,000 full time students typically at the University. Can you confirm the estimated full-time enrollment for the fall and spring semesters?

   **ANSWER:** During the bid meeting, it was mentioned that Metropolitan State University has an annual unduplicated headcount of about 11,000 students. This number includes students from three other Metropolitan State locations. Please see below for number of FTE, classes and enrollments on the St. Paul Campus during a normal semester compared to the pandemic semesters.

<table>
<thead>
<tr>
<th>St. Paul Location</th>
<th>Spring 2020 (Normal Semester)</th>
<th>Spring 2021 (Pandemic Semester)</th>
<th>Fall 2021 (Pandemic Semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of FTE</td>
<td>1,386.80</td>
<td>323.60</td>
<td>652.93</td>
</tr>
<tr>
<td>Number of Classes</td>
<td>362</td>
<td>46</td>
<td>138</td>
</tr>
<tr>
<td>Number of Class Enrollments</td>
<td>6,095</td>
<td>1,254</td>
<td>2,506</td>
</tr>
</tbody>
</table>

2. **QUESTION:** Will the custodians be able to park free of charge in the garage? Will there be a charge for the vendor employees to park daily?

   **ANSWER:** There is no free parking on campus. The charge for parking is at the daily rate in the Parking Ramp which is currently $5.00 / day.

3. **QUESTION:** Can we have an updated roster of employees from the University?

   **ANSWER:** There are 366 full-time employees on the St. Paul Campus. However, there are many employees that have telework agreements in place and not all employees are on campus each day.

4. **QUESTION:** Please confirm that the length of our proposal can be more than 10 pages without the risk of disqualification?

   **ANSWER:** Correct. Please limit proposals to 15 pages.
5. **QUESTION:** The RFP states that there are over 400 special events during the year. It was mentioned at the bid meeting that they are billable to the University. How many of these events will be billable from the vendor?

**ANSWER:** All event custodial charges are billable by the vendor on an hourly rate, assuming that the custodial service staff are assigned specifically to the event request and not also assigned to a building run at the same time.

6. **QUESTION:** What specific APPA Level of cleaning are you looking for from these services? 1, 1.5, 2?

**ANSWER:** Please refer to the cleaning specifications listed on pages 17-20 in the RFP.

7. **QUESTION:** Please confirm that you still would like all terrazzo and tile floors refinished quarterly?

**ANSWER:** Correct.

8. **QUESTION:** Can you confirm the cleaning square footage is 707,769 and that all employees that work on site are not part of the union, I received the Union list and it only shows 11 employees? I would like to confirm that there are additional employees outside the Union list provided?

**ANSWER:** The university consists of 707,769 square feet. This is our total building infrastructure at the St. Paul campus. As mentioned in the pre-bid meeting, the vendors will be responsible for determining the actual amount of square footage to be cleaned. For example: There are spaces that are not currently occupied and the total square footage number also includes the Parking Ramp.

There are currently 11 union employees onsite. Management is not union.

**Any questions received outside of the deadline, or did not follow process, are not being responded to.**

**END OF ADDENDUM**

September 23, 2021