ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #FM110711

Commodity: Custodial Services

Dated: November 7, 2011

Proposals Due: December 7, 2011

Please reference the following for clarifications and changes to RFP # FM110711 issued on November 7, 2011 for Custodial Services:

Section A. General Information

On page 2, Proposal Due Date, delete the existing text and change to read:
Proposal Due Date: All proposals must be received at the Issuing Office by 3:00 p.m. EST, Wednesday, December 7, 2011. Six copies of each proposal must be provided in individual, bound volumes. Additionally, firms will also include one complete electronic version of their proposal, formatted in Microsoft Word, or Excel where applicable, on a CD-ROM or USB Flash Drive. The University reserves the right to reject proposals received after the stated due date and time.

Section B. Scope of Goods and Services

C. Performance Expectation

Note: APPA announced their Custodial Staffing Guidelines for Educational Facilities, second edition is now out of print. Although copies of the publication are available for purchase from other online resources, APPA has also announced they are poised to release a revised and upgraded edition of the guidelines entitled, “Operational Guidelines for Educational Facilities: Custodial.” APPA is offering discounts for the new publication and is currently accepting pre-orders. Further information may be obtained by visiting:

https://www.appa.org/Bookstore/index.cfm

In light of the recent APPA announcements,
On page 5, Item 1, delete the existing text and change to read:
1. The Selected Firm(s) will utilize APPA's Custodial Staffing Guidelines for Educational Facilities, second edition, or Operational Guidelines for Educational Facilities: Custodial, as a reference for custodial levels of care and incorporate these performance standards while providing any/all requested Services. A copy of the Guidelines may be purchased by visiting:
https://www.appa.org/Bookstore/index.cfm

The University of Virginia (University) accepts both publications as references for the custodial levels of care desired by this solicitation.
D. Locations

On page 5, Item 1, Attachment 3, Custodial Services:
Information has been added to the columns of the Attachment entitled “AM or PM (See Note 5)” under the “Full Service Buildings” and “Additional Services” spreadsheet tabs.

On page 5, add the following:
2. Firms may view drawings of buildings at the following link, http://fmweb.virginia.edu/FPCResourceCenter/SCHEVSelectedBuildings

Note: drawings are unavailable for the following buildings;
• #0448, Hunter Smith Band Building
• #3493, Kluge-Ruhe at Pantops
• #6001, The Lawn
• #0599, 2476 Old Ivy Road

Section D. Contents of Proposal

C. Financial Proposal

On page 7, Item 2, Attachment 3, Custodial Services:
Information has been added to the columns of the Attachment entitled “AM or PM (See Note 5)” under the “Full Service Buildings” and “Additional Services” spreadsheet tabs. Firms should provide pricing as requested on the revised Attachment 3, Custodial Services (click here).

Additional information

The existing Agreement for similar Services may be viewed by clicking here.

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 982-5879. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Frank J. Messina
Buyer Specialist

FJM/rgs

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

_________________________________  ___________________________________
Signature               Name of Firm

_________________________________  ________________________________
Please Print Name of Person Signing Above  Date