



5761 Keyo Building  
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**REQUEST FOR BIDS #11-17**  
**Janitorial Services for University of Maine Hutchinson Center**  
**University of Maine System**  
**RESPONSE ADDENDUM #1**

This addendum responds to initial questions submitted by vendors.

- The University of Maine
- University of Maine at Augusta
- University of Maine at Farmington
- University of Maine at Fort Kent
- University of Maine at Machias
- University of Maine at Presque Isle
- University of Southern Maine
- Q1. Do you have the square footage of the different types of flooring throughout (VCT, Ceramic, Carpet, etc.) rather than just the whole building?
- A1. *The University does not have the square footage of the different types of flooring throughout the building. The purpose of the optional pre-bid conference was to allow Bidders the opportunity to view the building and all areas / surfaces required to be serviced under the contract.*
- Q2. Are windows part of the current contract or part of the new scope of work? I do not see that in the RFB?
- A2. *Windows are not listed in the RFB Section 2.0 Scope of Work **however** shall be included under, “all tasks incidental to cleaning functions not specifically listed but normally included in general custodial/janitorial practices will be provided” as stated in Section 2.0 of the RFB. The current contractor is required to clean all interior windows and glass within 70” of the floor on a monthly schedule. This schedule shall be required to the awarded contractor.*
- Q3. Is the University providing all disposable products (i.e. toilet paper, paper towels, liners, soap, etc.)?
- A3. *As stated in Section 2.0 Scope of Work covered in this RFB includes, but not limited to, furnishing of all labor, equipment, trash liners, some supplies (including but not limited to, paper towels, sanitary paper), and supervision necessary for complete janitorial service.*

*Contract will be required to provide toilet paper, paper towels, liners, soap, etc. and shall invoice Hutchinson Center for products on a Cost Plus, bidders are to enter markup on invoice cost for supplies / equipment used in conjunction with this proposal. Award Bid(s) are required to submit any / all invoices upon request to verify Cost Plus. Bidders are to include Vendor Markup Percentage of Bidder's Cost % to Cost Response Sheet provided in the RFB. See updated Appendix B – Cost Response Form.*

Q4. What is the current contract price?

A4. *Current contract pricing is \$30,276 annually (\$2,523 per month) not including services that may be required on an on-call basis for special events that are to be invoiced based on an hourly rate.*

Ryan Ward  
Sourcing Manager  
Strategic Procurement  
University of Maine Services  
5761 Keyo Building  
Orono, ME 04469-5761

Appendix B - Cost Response Form

**University of Maine System**  
**COST RESPONSE FORM**  
**RFB #011-17**  
**Janitorial Services for University of Maine Hutchinson Center**

Bidder's Organization Name:

\_\_\_\_\_

**BID SHEET**

Total Price per Month for Scheduled Tasks

ALL DAILY/WEEKLY/MONTHLY TASKS                      \$ \_\_\_\_\_

ON-CALL / NON-SCHEDULED SERVICES                      \$ \_\_\_\_\_ /PER HOUR

Total Price Annually Tasks

ALL ANNUAL / SEMI-ANNUAL TASKS                      \$ \_\_\_\_\_

**LIST ANY SERVICES THAT WOULD INVOLVE EXTRA CHARGES**

<b>SERVICE</b>	<b>EXTRA CHARGE</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Cost Plus: Respondent are to enter markup on invoice costs for supplies/equipment used in conjunction with this proposal. Awarded Respondent(s) are required to submit any/all invoices upon request.

Vendor Markup Percentage of Respondent's Cost: \_\_\_\_\_%