



5761 Keyo Building
Orono, ME 04469-5761

Main:207-581-2712
IDD/TDY:207-973-3262
www.maine.edu

REQUEST FOR PROPOSALS #016-18
Janitorial Services for the University of Maine Hutchinson Center
RESPONSE ADDENDUM #1
September 1, 2017

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. Can the University provide weekend hours when the Hutchinson Center will be closed and available for cleaning?

A1. The University will work with the awarded Contractor to provide a semester schedule so that the awarded Contractor will know if / when the Hutchinson Center closes each day so that the awarded Contractor can make long term scheduling that may allow for earlier cleaning times. It is the utmost importance that the awarded Contractor communicate with the Hutchinson Center to determine when the Center is closed.

Q2. Can the Hutchinson Center provide additional hours for cleaning if available?

A2. See A1.

Q3. Can the Hutchinson Center provide holiday schedule and is the Center closed so that the awarded Contractor can have access to the Center during the day for cleaning and possible semi-annual cleaning needs?

A3. The Hutchinson Center observes the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Patriots' Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving & day after Thanksgiving, and Christmas.

Q4. Some of the windows are higher than the 70" requirement, are they to be included?

A4. Yes, windows up to eight (8) feet are to be cleaned and windows over eight (8) feet are to be cleaned quarterly.

Q5. Does the University know the total square footage of the Hutchinson Center?

A5. The total usage area is 32,062 square feet.

Q6. The hallway of the Edward Walsh Wing is beyond normal strip and wax and requires a full deep stripping. Does the Hutchinson Center want Respondents' to provide pricing for a one-time deep stripping and re-waxing to bring the floor back to acceptable conditions?

A6. The Hutchinson Center will require the awarded Contractor to provide separate pricing for the one-time striping and re-waxing of the Edward Walsh Wing once the Contract has been awarded. For the response to this RFP that pricing is not to be included.

Q7. The University has added the following question to Appendix H which is work 60 points. Communication between the awarded Contractor and the Hutchinson Center is important and will be a major factor if the Contract is successful or not. It is important that Respondents' provide a response to this question as well as the questions in Appendix H.

8. Provide a resume of the local / site supervisor. Include the number of years employed by your firm, total experience, and coverage area.

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

