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**REQUEST FOR PROPOSALS #050-2018**  
**The Lodge Annual Cleaning Services & President's House Weekly**  
**Cleaning Services - UMFK**  
**RESPONSE ADDENDUM #1**  
**March 27, 2018**

This addendum responds to initial questions submitted by vendors.

The University of Maine

Q1. Can the University provide who currently has this contract and what the dollar amount is?

University of Maine  
at Augusta

*A1. Currently the University does not have a Contractor under contract to provide the services requested in the RFP. The most recent Contractor that provided cleaning services for the President's House and The Lodge was Ouellette Cleaning Services which was terminated December of 2017. For the President's House the University paid Ouellette Cleaning Services \$25 per hour for two (2) days per week / four (4) hours per day to clean all of the floors of the President's House. For The Lodge the University paid Ouellette Cleaning Services \$7,950 for cleaning services for the summer of 2017.*

University of Maine  
at Farmington

University of Maine  
at Fort Kent

University of Maine  
at Machias

*The Cleaning Services requested in the Scope of Work of the RFP is not the same as the services provided in the past.*

University of Maine  
at Presque Isle

Q2. Is the University able to provide the past Award winners name and award numbers? It looks like it would have been a five year contract and this information is not on the University of Maine systems website, as they only provide two years of past award information.

University of  
Southern Maine

*A2. The Scope of Work for this RFP is different to past work performed. The University has not in the past performed a formal initiative for the services in this RFP for this University. See A1 for additional information.*

Q3. Can the University confirm that in The Lodge there are a total of 44 suites that the awarded Contractor will be responsible for cleaning?

*A3. There are a total of 45 suites the awarded Contractor will be required to clean, 15 per floor, 3 floors.*

Q4. Can the University provide pictures of the 1<sup>st</sup> floor of the President's House?

*A4. Yes, the pictures are in a Google Drive, to request access email*

[roger.ward@maine.edu](mailto:roger.ward@maine.edu)

Q5. Are the Main Floor interior and exterior windows of the President's House to be cleaned?

*A5. Interior only.*

Q6. What is the time frame the University is looking for The Lodge to be cleaned?

*A6. This varies from year to year however the 1<sup>st</sup> floor is to be cleaned immediately starting the week after commencement followed by the 2<sup>nd</sup> and 3<sup>rd</sup> floors with additional spot cleaning throughout the summer.*

Q7. When cleaning the bathroom tiled floor does the University want a standard wash or a deep cleaning of the floor?

*A7. The University requires a deep cleaning of the bathroom floor.*

Q8. Is stripping and waxing to be done by the Contractor?

*A8. No, the University will strip and wax.*

Q9. What time during the day can the Contractor clean The Lodge?

*A9. Cleaning is to be done between the hours of 6:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise requested by the University at which time the Contractor can include an overtime fee.*

Q10. Is the Contractor required to provide the University a damage report for each room?

*A10. Yes, a damage / deficiency report is to be filled out and left in each room or provided to the University staff of what is broken and needs to be fixed by the University.*

Q11. Does the University want the window shades dusted or washed?

*A.11 All window shades are to be dusted. If stained the Contractor will be required to wash the shades as well.*

Q12. Does the University want the Contractor to vacuum the AC grates / vents on the first floor in each suite?

*A12. Yes*

Q13. Does the Contractor clean all of the walls or just spot clean?

*A13. Spot Clean walls*

Q14. Is there a janitorial closet on each floor?

*A13. Yes*

Q14. The RFP states cleaning of hallway lights, does that include all the hallways or just the small hallway in each suite?

*A14. Just the hallway in each suite. All public areas will be cleaned by the University.*

Q15. The RFP requires the Contractor to tighten bed frames, chairs, etc. Will the tools and extra screws be provided by the University?

*A15. Yes*

Q16. Can the University verify the date submissions are due? The cover page has submissions due March 28<sup>th</sup> and Section 1.3.1 Timeline of Key Events March 30<sup>th</sup>.

*A16. Response Submissions are due **end of business March 30, 2018.***

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