

Vendor Questions:

1: Q: Page 5, i.A.3. Scope of Services, item a. refers to level of proficiency by APPA and IFMA. What is the level of service expectation? An example is APPA Level 2.

A: This is based on credentials. There are no levels. The Contractor and or its key team members are expected to have credentials from the following professional organizations in Facility Management:

APPA (Association for Physical Plant Administrators)

CEFP (Certified Educational Facilities Professional)

IFMA (International Facility Management Association)

CFM (Certified Facility Manager)

Note: Either or both certifications will be sufficient in replying to the RFP. Include certificates with your proposal.

2: Q: Page 5, i.A.3. Scope of Services, item b. Contractor is responsible for managing all services contracts including uniforms, pest control, elevator maintenance, fire alarm, disposal of material assets, and any other contracts deemed necessary by the University. Are these existing contracts or is it the responsibility of the contractor to provide them?

A: There may be some existing contracts in place, but as they expire the new contractor will be responsible to provide the services either themselves or acquire new contracts for these services.

3: Q: Page 32, number 3. Auto Mechanics, is this section for all University vehicles?

A: Yes.

4: Q: What is the acceptable percentage markup or limit for out of scope work?

A: Negotiable

5: Q: Is the contractor responsible for all signage at the campuses and parking lots to include stripping, repairs, etc.?

A: Yes

6: Q: Is the University Police responsible for all key and access control?

A: The University intends to maintain key control.

7: Q: Is the contractor responsible for the card access gates?

A: The University intends to maintain the card controls, but the contractor will be responsible for the maintenance of all gates.

8: Q: Please provide a list of current contracts that fall within the scope of work for the University with contract information?

A: See attached.

9: Q: Is the contractor responsible for managing the rebid process for these contracts in the future?

A: Yes the contractor will be responsible for the rebid along with University's Purchasing Office to ensure all state guidelines are followed.

10: Q: What is the MWBE requirement?

A: This is an acronym for "Minority and Women Business Enterprises". Designation will be considered when evaluating proposals. Include certificate with your proposal.

11: Q: Is contractor responsible for resident maintenance? If so, what is the custodial requirement for resident buildings?

A: Yes, the contractor is responsible for resident maintenance. The contractor will be responsible for the overall building maintenance and custodial services throughout the year. The individual rooms will be maintained by the occupants.

12: Q: Regarding fuel expenses: considering that Lamar University has access to state rates for fuel, could this cost be excluded from the contract, and that Lamar could continue to provide fuel for the facilities department?

A: The University will provide the fuel.

13: Q: Page 11 of the RFP, Paragraph C under Contractor Licenses and Permits states that, "Contractor performing the preventative maintenance services shall have a Class "A" Contractor's license and include a copy of such license in their proposal, and maintain this licensure throughout the duration of the contract." As we cannot find this requirement elsewhere in the RFP, is a Class A Contractor's license, if fact, required for the firm performing preventative maintenance services under this contract? If the partner of choice staff's properly licensed technicians for normal maintenance work performed on a daily, weekly, monthly, annual basis and utilizes third party contractors when Class A license is required for major repairs or new installation, is the partner of choice "Facilities Management Partner" required to maintain a Class A contractor's license throughout the term of this agreement?

A: Yes, Class “A” Contractor’s License is required. Refers to the Texas Department of Licensing & Regulations for HVAC Contractors. This certificate endorses Environmental A/C, Commercial Refrigeration, and Process Cooling/Heating – any size HVAC equipment. Include certificate with your proposal.

14: Q: Could you please define the term “construction?”

A: There are two major categories of construction: capital construction and minor construction. Capital Construction will require a major bid process with outside vendors while minor construction should be handled in house.

15: Q: What is expected to be handled in-house as part of our contract budget, and what is to be managed by our departmental leadership on behalf of the university and paid for by the University relating to the term “construction?”

A: The contractor will be responsible for managing construction projects once they are approved by the University’s Campus Planning Committee under the Texas State University System guidelines.

16: Q: Will the university allow the partner of choice to utilize third-party ground/landscape services while providing plant operations & maintenance and custodial services internally?

A: Yes, the university will allow sub contractors. These types of contracts will require coordination with the Finance Purchasing Office to ensure all state guidelines are followed.

17: Q: Can the contractor utilize third-party strategic vendors to provide construction?

A: There are two major categories of construction: capital construction and minor construction. Capital Construction will require a major bid process with outside vendors while minor construction should be handled in house. These types of contracts will require coordination with the Finance Purchasing Office to ensure all state guidelines are followed.

18: Q: In reference to page 6 Item I.A.3., if the contractor utilizes labor and/or supplies to work on a job that complies with the capital expenditure definition, can the contractor bill separately for these labor and supply costs?

A: Each capital project is unique. These will be handled on a case by case basis.

19: Q: Could you please define Waste Management expectations for special events, athletic events, and fields?

A: All waste, trash and debris collected by the Contractor must be removed at the time of collection to areas designated by the University. The contractor will be responsible for the management of hazardous waste and completion of state required reports.

20: Q: Could you please identify the current utilized CMMS & EMS programs?

A: See attached.

21: Q: Is the facilities management contractor responsible for vehicle distribution/assignment and tracking?

A: Yes.

22: Q: Can you please provide a copy of the current plan for Disaster Recovery for Lamar University?

A: See attached.

23: Q: Can you please explain grounds expectations pertaining to areas maintained, frequencies, etc.?

A: Maintenance and upkeep of campus grounds, parking lots, sidewalks and athletic fields. Grass cutting, Shrub Maintenance, Tree Trimming, Irrigation, Maintenance of Athletics fields, Debris Removal and other details defined by the University.

24: Q: How much new construction do you anticipate to be a part of this contract? Do you know approximate square footage and ballpark budget?

A: There are two major categories of construction: capital construction and minor construction. Capital Construction will require a major bid process with outside vendors while minor construction should be handled in house. These types of contracts will require coordination with the Finance Purchasing Office to ensure all state guidelines are followed.

25: Q: How much replacement do you anticipate to be a part of this contract? Do you know approximate square footage and ballpark budget?

A: There are two major categories of construction: capital construction and minor construction. Capital Construction will require a major bid process with outside vendors while minor construction should be handled in house. These types of contracts will require coordination with the Finance Purchasing Office to ensure all state guidelines are followed.

26: Q: How much renovation/modification do you anticipate to be a part of this contract? Do you know approximate square footage and ballpark budget?

A: There are two major categories of construction: capital construction and minor construction. Capital Construction will require a major bid process with outside vendors while minor construction should be handled in house. These types of contracts will require coordination with the Finance Purchasing Office to ensure all state guidelines are followed.

27: Q: On page 31, regarding tab 3, items b. and e.: Both sections ask for an implementation plan, staffing plan, and expected number of personnel and their schedule. In order to avoid having information duplicated, would you please advise what you would like to see in each section?

A: We do not mind duplication.

28: Q: Will you confirm that the dorms HVAC equipment (1,100 units) is under contract with a subcontractor?

A: All but four are under warranty.

29: Q: Who is responsible for maintenance and repair of the laundry equipment in the dorms?

A: The equipment under warranty is the responsibility of the manufacturer. For those items not under warranty, the maintenance will be provided by either the contractor or University maintenance personnel.

30: Q: Will there be a bid bond required? How much? Will there be a performance bond required? If so, how much should it cover? Will the vendors be required to submit proof of bond in the form of a letter from the bond company as part of the proposal in order to prove they are bondable at the outset of the project?

A: All bidders are required to submit a \$10,000 bid bond (Dishonesty bond) page 17 of 48 in RFP. This is due at the time the proposal is submitted to the University. The successful contractor shall furnish a 'performance bond' to cover 100% of the amount for the annual contract each year for five years. If the contract is renewed for additional years, a new performance bond or rider supplementing the original bond will be required for each extended year. The bond must be renewed before the contractor's receipt of contract or renewal document. Failure to submit will result in cancellation of the contract. The performance bond must be signed by a surety company authorized to do business in Texas. Where the successful bidder does not comply with the contract, the proceeds of the performance bond shall be forfeited to Lamar University as liquidated damages for failure to comply, or at Lamar's option, sure the contractor or their surety for damages suffered for any breach of contract, in which case security held by Lamar shall be applied as a credit in such suit for damages.

31: Q: Would you please add more bond clarification on the requirements to the addendum you issue? A letter of surety is alluded to in this section of the RFP as well, and you could clarify that as a requirement of the initial proposal, that way all of the vendors plan for the same premiums and guarantee their bid up-front.

A: Upon notification to the successful Contractor, a Pay and Performance Bond representing 100% will need to be provided within ten days after contract issuance and purchase order to Jackie D. Tenner (Director of Purchasing).

- 32: Q: What is the current budget by line item? (including those staff, contracts, materials, and supplies currently under auxiliary services)**
- A: The Outsourcing Committee would prefer to receive proposals that include the educated opinion of each responder on the need of a university this size concerning staffing and materials.
- 33: Q: Is it the intent for Lamar not to have an annual increase base on CPI?**
- A: That is correct.
- 34: Q: Would the University be interested in a lower base fee with incentive provisions?**
- A: The University will consider all options provided.
- 35: Q: Is the intent for all employees to have benefits? If yes, what is the expectation of benefits offered?**
- A: The University is hopeful that the winner will provide benefits.
- 36: Q: Page 12, I.B.18 Personnel, item b. Contractor's Employees, is it the expectation that employees that exercise their first right of refusal and decide to stay on are to be compensated at their current wage or greater, or can the contractor set the wage?**
- A: This will be handled on a case-by-case basis.
- 37: Q: Will the contractor be responsible for management and payment of all listed contacts in the RFP as a part of the fixed price, or is it a pass-thru?**
- A: The contractor will be responsible for the management of all contracts. The University would prefer to review both scenarios and the final decision will be negotiated during the contract.
- 38: Q: Could you please provide the contact information for the current Grounds contractor?**
- A: See Contracts.
- 39: Q: Could you please provide current staffing chart by trade and buildings?**
- A: See attached.
- 40: Q: Could you please provide a list of employees (E&G and Aux) by job title and salary, including details on their current benefits, value of their annual benefits (per actual % fringe rate), and the amount of leave and vacation each person receives?**
- A: ERS states that the average state agency employee's benefits add 32.4% to their salary.

- 41: Q: Could you please provide department job descriptions?**
- A: See attachments.
- 42: Q: Could you please provide a copy of the employee handbook?**
- A: See link on our HR website.
- 43: Q: What are the current standard hours of operation, and what will be the expected hours of operation for each of the areas of responsibility?**
- A: Custodial
5am-1:30pm
9am-5:30pm
Grounds
6am-2:30pm
7:30am-3:30pm Fall
Maintenance
12noon-9:30pm
- 44: Q: What is the current response time of callout expectation?**
- A: Most responses are based on the nature of call.
- 45: Q: Will the contractor have office, shop, and warehouse space?**
- A: Yes, the contractor will be provided space.
- 46: Q: Could you please provide gross and cleanable square footage by building?**
- A: See attached.
- 47: Q: Could you please list all licenses held by existing facilities staff?**
- A: 3 Plumbers – Texas Commission on Environmental Quality Licenses/ 3 State Plumbing Licenses.
1 Pest control – Non-commercial Certified Applicator License
7 HVAC – CFC Licenses
- 48: Q: Could you please identify the average number of routine, preventative maintenance, emergency/urgent, project work orders, etc. created and completed per month on average per service department?**
- A: 1472 per month
- 49: Q: Could you please identify any recycling programs currently in place and managed or operated by the Facilities Management department?**

A: Currently there is no program.

50: Q: Is the Facilities Management Department the point of contact for scheduling meetings or conference rooms? Please explain the process.

A: No.

51: Q: Would you please provide a list of any hazardous materials managed by the Facilities Management department?

A: See attached.

52: Q: Could you please provide information regarding pesticide programs?

A: Pesticide control shall be provided for the extermination of rodents, termites (both Subterranean and Formosan) and other pests. Treatment should be preventative .

53: Q: Is college Work Study actively used on campus, and if yes, does Facilities use student labor throughout the year and during summer? What about engineering students specifically?

A: College Work Study is used on campus for all departments. Work Study cost must remain a university expense.

54: Q: Is there an inventory of all roofs and types? If so, can you provide a copy?

A: See Attached.

55: Q: What kind of synthetic turf (brand, type, etc.) was used in the stadium football field renovation?

A: Rubber Infilled Synthetic Turf System "Real Grass Matrix"

56: Q: Is the expectation for the contractor to buy the current equipment as provided in the pre-bid (computers, trucks, golf cart, etc.)? If no, is it the expectation for the contractor to buy new equipment?

A: Lamar would prefer to retain ownership of the current equipment. A usage allowance can be negotiated. Any new equipment needed will be agreed upon by both parties and purchased by the university.

57: Q: Could you please provide equipment lists for the HVAC, Grounds, and Custodial equipment with current condition, size, manufacturer, and age thereof?

A: See attached.

58: Q: How will the existing material or stock be handled? If contractor is to purchase, please provide a list of existing material.

A: At the time of the contract negotiation a list will be provided for purchase. This will not be needed for the RFP response.

59: Q: How will the existing tools be handled? If contractor is to purchase, please provide a list of existing tools.

A: At the time of the contract negotiation a list will be provided for purchase. This will not be needed for the RFP response.

60: Q: Could you please provide a detailed list of all current heavy equipment (boilers, etc.) from your asset management system, including age, value, brand, and specifications?

A: See attached.

61: Q: Regarding equipment, the RFP states that the vendor is responsible for providing all necessary equipment to complete the scope of work, either by lease or purchase. Would you prefer vendors zero-base the equipment for our RFP pricing (meaning price our proposal to provide all-new equipment amortized over the life of the contract per accounting rules)?

A: Lamar would prefer to retain ownership of the current equipment. A usage allowance can be negotiated. Any new equipment needed will be agreed upon by both parties and purchased by the university.

62: Q: Will subcontractors be allowed to inspect all equipment prior to contract award and submit a deficiency report?

A: Lamar would prefer to retain ownership of the current equipment. A usage allowance can be negotiated. Any new equipment needed will be agreed upon by both parties and purchased by the university.

63: Q: Can we assume based on the RFP language that all repairs to equipment less than \$5,000.00 per occurrence will be the responsibility of the contractor?

A: Lamar would prefer to retain ownership of the current equipment. A usage allowance can be negotiated. Any new equipment needed will be agreed upon by both parties and purchased by the university. Minor maintenance of equipment will be the responsibility of the contractor.

- 64: Q: Will replacement of additional equipment, tools, or transportation be the responsibility of the contractor throughout the term of the contract period?**
- A: Lamar would prefer to retain ownership of the current equipment. A usage allowance can be negotiated. Any new equipment needed will be agreed upon by both parties and purchased by the university
- 65: Q: Is the contractor responsible at any time for driving automobiles other than the normal campus area travel? (Example: bus breaks down out of town)?**
- A: Occasionally, an off-campus driver is request by the University.
- 66: Q: Could you please provide a list of all automobiles to be maintained by auto mechanics?**
- A: See attached.
- 67: Q: Does the University outsource food services, and if so to whom?**
- A: Yes, Lamar University has food services outsourced to Chartwells and there is about 2-1/2 years remaining on the contract.
- 68: Q: Will there be any flexibility in the selection of venders? Will you be willing to bid for us on what we are professionals at doing, or do we have to bid on all or nothing?**
- A: Lamar University is interested in only one contractor to meet Facility requirements. You will need to bid all or nothing.
- 69: Q: Could you please list campus events that vendors should include in annual pricing?**
- A: Events vary.
- 70: Q: Will the University be supplying a list of bidders?**
- A: A list of bidders was supplied to all bidders.
- 71: Q: Would the University be interested in negotiating a contract which would include real estate services for consulting on your master development plan and consulting for highest and best use of undeveloped land?**
- A: All proposals will be reviewed.
- 72: Q: Would the University be interested in a partnership involving Capital investment by Colliers as part of a long term contract?**
- A: All proposals will be reviewed.

73: Q: Would the University be interested in partnering in development of a trades program for Lamar Technical Institute?

A: Lamar University cannot speak for Lamar Institute of Technology for it as it is a separate entity.

74: Q: Could you please identify the target start date of the contract?

A: After the bids are received and analyzed, the university will conduct interviews and may ask for further presentations. Lamar will also request visits to the campuses of the candidate's current clients. We do anticipate this to be a lengthy process. Once the Facilities Service RFP Committee performs due diligence in their selection, the award will be made at the earliest TSUS board meeting.

75: Q: Are off-site campuses to be included within each of the specified service lines?

A: Lamar University does not have off-site campuses, but does have off-site property that must be maintained.

76: Q: Could you share the University's long range capital plan/strategic plan – specifically related to facilities group?

A: See attached.

77: Q: Can you please clarify if we are to send 3 books; 1 original and 2 copies, or 3 books that are all originals?

A: The RFP states 3 originals.

78: Q: Would the evaluation team prefer actual resumes, or would they prefer bios in the written response?

A: Resumes and qualifications are required of the potential key team members.

79: Q: On the Proposal Submittal Form, under "Program Manager": Are you looking for the site management we are proposing for this project? Or are you looking for the lead contact from our company during the RFP process?

A: The Program Manager listed on the "Firm's Contact Information for the Project" form is the firm's contact for this bid/proposal.

80: Q: On the Proposal Submittal Form, under “Contract Administrator”: Are you looking for the site management we are proposing for this project? Or are you looking for the lead contact from our company during the RFP process? Or, are you looking for legal counsel? The person who will negotiate the contract? A secondary contact for negotiations?

A: The Program Manager listed on the “Firm’s Contact Information for the Project” form is the firm’s contact for this bid/proposal concerning contracts.

81: Q: Is there a specified route for an Admissions Tour? If so, what is it?

A: Yes, there is a specified route:

- Wimberly Building
- Student Setzer Center
- Recreation Center
- Dining Hall
- Cardinal Village
- John Gray Library
- Wimberly Building

82: Q: What is the deal between athletics/facilities and the assistant coaches for maintenance of all athletic fields? Are those funds included in facilities or athletic budgets currently?

A: The maintenance of the current athletics fields is done by one member of the facilities staff. That money is not in the athletics budget.

83: Q: What is the feeling of campus as far as “your father’s landscaping?” What I mean is do we have the leeway to improve cost, lighting, safety, and aesthetics by, for example, changing plant material?

A: The contractor must maintain the landscaping, but major changes must be approved by the university.

84: Q: Is signage maintained by grounds?

A: Maintaining signage is within the scope of the RFP.

85: Q: Your inventory sheets show 13 chillers and we were only shown 7. Where are the other 6 chillers located, and who is the manufacturer and what size are they?

A: Brooks-Shivers 140 Traine
Dishman 30 Carrier
John Gray Center 1. 60 Carrier
John Gray Center 2. 60 Carrier
Montagne1. 350 tons Carrier

Montagne 2. 350 tons Carrier
Montagne 3. 100 tons Carrier
Higgins 100 Trane
South Plant 1. 750 York
South Plant 2. 750 York
North Plant 1. 750 York
North Plant 2. 750 York
North Plant 3. 850 Carrier

86: Q: What is your current preventative maintenance schedule/frequency for a ll cooling towers on campus?

A: Annually, through the contractor.

87: Q: Can we please request a copy of the current preventative maintenance done on all equipment?

A: Annually, through University maintenance.

88: Q: Does Lamar University want pricing per hour for the Arena, Baseball Park, Football Stadium, and Soccer Field for event and post event cleaning operations?

A: Athletic Fields and operations are part of the main contract and should be reflected.

89: Q: What is the average attendance at events held at the Football Stadium, Arena, and Baseball Park each year?

A: Varies.

90: Q: Is the expectation that waste management is to include the contracted hauling service of solid waste from campus to a local collection center or is it to include collection of solid waste and hauling handled by the University?

A: HVAC

91: Q: Is a certified arborist required for tree pruning?

A: Yes.

92: Q: Are there restrictions for spraying during hours of operation?

A: The Contractor should research and determine the compliance requirements.

93: Q: Can lawn ornamental areas be closed for short periods for maintenance?

A: Yes.

- 94: Q: Will disposal of green waste be landscape department responsibility?**
A: Yes.
- 95: Q: What are the hours of operation for maintenance at dorms?**
A: 9 am – 5 pm
- 96: Q: Do we need hazmat training and certification?**
A: Yes.
- 97: Q: Is painting and sidewalk maintenance included in contract?**
A: This is managed with construction funds. This is not part of maintenance.
- 98: Q: Is there capital irrigation or landscape improvements planned for campus?**
A: Yes.
- 99: Q: Can the university provide a history of minor repairs for a minimum of 2 years?**
A: This information is available in our work order system.
- 100: Q: Are materials/parts/consumables included in firm-fixed unit price or will these be handled as a pass-through expense? If included as part of a firm-fixed price, is there a monetary threshold defining minor vs. major repairs?**
A: Yes.
- 101: Q: In order to develop a credible costing for asset maintenance, it would be helpful for the University to clarify capital expenditures and define the contractors repair liability. Typically, the thresholds are \$1,500, \$3,000, or \$5,000. In the case of Lamar, \$5,000 makes the most sense as it ties to the definition of capital expenditures.**
A: \$5000
- 102: Q: Will the University entertain a monthly pre-pay with either monthly or quarterly reconciliations in return for fee discounts?**
A: No.
- 103: Q: How many labor hours a year are spent by the grounds department on storm clean-up?**
A: Past experience with storms, clean-up has been provided by contractors.

- 104: Q: Are personnel applying herbicides certified applicators with the State of Texas?**
- A: Yes.
- 105: Q: Who performs irrigation system repairs? How many irrigation systems and/or controllers are on campus and what percentage of the campus grounds is irrigated?**
- A: Plumbing
Approx. 5%
- 106: Q: What are the present to three grounds concerns of Lamar University Administration or areas needing improvement?**
- A: Maintain mowing schedule, flower beds and trees and trash.
- 107: Q: What would the grounds crew say their greatest need is (after personnel) to help them to do their job better?**
- A: A new facility.
- 108: Q: Has a facilities conditions assessment been completed? What are the major findings? What is the FCI?**
- A: No.
- 109: Q: Is there a collective bargaining agreement in place for your custodial personnel, and if so, please provide a copy of that agreement?**
- A: No.
- 110: Q: Could you please provide your current pricing for restroom supplies, your annual usage and your annual spend?**
- A: Schedule varies.
- 111: Q: Could you please provide your annual spend figures for uniforms? Do you use a uniform provider? If so, who?**
- A: Munros.
- 112: Q: Do you use a mat service for walk-off mats? If so, who and for how many mats and at what cost?**
- A: Varies by department.

- 113: Q: How much storage capacity as measured in weeks of supplies do you have for restroom supplies?**
- A: Approx. 12 weeks
- 114: Q: Could you please provide the summer dorm turn schedule?**
- A: May - August
- 115: Q: Could you please clarify the statement in this paragraph as follows: "...unless, only proposing to contract management of Facility Services, grounds services and/or custodial services whereby a buy-in must be proposed." Is the University wishing to have proposals for management only of the Facilities department as an option and further, what does the University mean by a "buy-in?" Also, could you please confirm that the University will hold all service contracts?**
- A: Refer to RFP
- 116: Q: Does the University want a fixed price for the complete 5 year term of the contract with no escalation?**
- A: Fixed Pricing with no escalation.
- 117: Q: Are the areas bounded on the north and south side of MLK within University boundaries part of the scope of work for the grounds?**
- A: Yes.
- 118: Q: Does the University currently contract Exterior Window Cleaning? If so, what is the name of the contract company and what did the University spend in the last fiscal year on one time only exterior cleaning of campus buildings? How many times will the University require exterior window cleaning?**
- A: A contractor is used on an as needed basis.
- 119: Q: Does an up-to-date, detailed asset list exist within the current CMMS? By detailed meaning a list of all mechanical assets including age, detailed description, and location (building, etc.)**
- A: No.