

Addendum #1
East Tennessee State University
Professional Cleaning Services Assistance
RFQ 6894

TO: All Proposers

FROM: Katherine Little Zink

RE: Request for Quotation #6894 – Professional Cleaning Services Assistance

DATE: January 30, 2025

This Addendum #1, dated January 30, 2025, is issued as supplemental information and is hereby made part of the final RFQ documents. Proposers shall acknowledge receipt of this addendum in their proposal response. The attachment provided is and shall remain a part of the Request for Quotation.

Institution's response to RFQ #6894 Professional Cleaning Services Assistance questions:

1. **Is there a minimum wage (prevailing wage) requirement for employees?**

Answer: No, there is no prevailing wage requirement for this contract.

2. **Can you provide the current value of this contract?**

Answer: The current value of the contract will be shared upon request or once a final agreement is reached. It will be subject to negotiation based on the number of positions and scope of services.

3. **Is there a specific number of hours each employee is required to work?**

Answer: The number of hours each employee is required to work will be determined based on assigned shifts and the department's staffing needs.

4. **How many days a week are employees expected to work?**

Answer: Employees will be required to work 5 days a week, with the specific days and hours determined by shift schedules.

5. **What are the required working hours and shifts (day/night, weekends, holidays)?**

Answer: Working hours will vary depending on the department. Shifts may include day, evening, or night hours, and some positions may require weekend or holiday availability.

6. **How many positions need to be filled, and are they full-time, part-time, or temporary?**

Answer: There are 8 positions at the main campus, 3 at the College of Medicine, and 4 in Housing. These positions are typically full-time, unless otherwise specified.

7. **Is there a minimum staffing level that must be maintained at all times?**
Answer: Yes, a minimum staffing level will be required at each location based on operational needs. The vendor will be expected to maintain these staffing levels throughout the duration of the contract.
8. **Are COVID-19 or other vaccinations required for staff?**
Answer: No.
9. **What type of background checks are required (criminal, education, employment verification)?**
Answer: A criminal background check will be required for all employees. They will be conducted by the vendor, at the expense of the vendor, not the university.
10. **Is drug screening required, and if so, what type (pre-employment, random, post-incident)?**
Answer: No.
11. **Are uniforms required, and if so, who provides them?**
Answer: No, uniforms are not required.
12. **Are cleaning supplies and equipment provided?**
Answer: Yes, cleaning supplies and equipment will be provided by the university. However, the vendor must ensure that employees are trained in the proper use and maintenance of these supplies.
13. **Are there specific training or certifications required (OSHA, bloodborne pathogens, green cleaning)?**
Answer: Yes, employees must be trained in OSHA safety standards and bloodborne pathogen protocols.
14. **Will the college provide on-site training, in addition to our standard training procedures?**
Answer: Yes, on-site training will be provided to familiarize staff with university-specific cleaning requirements and safety protocols.
15. **What are the specific cleaning duties and frequency of tasks (classrooms, dorms, restrooms, offices)?**
Answer: Duties include cleaning classrooms, dormitories, restrooms, offices, and common areas. The frequency of tasks will be based on usage and cleanliness standards established by the university.
16. **Are there any high-security areas that require special clearance?**
Answer: Yes, there may be certain high-security areas that require special clearance. These areas will be communicated at the time of hire.
17. **Will staff be required to handle hazardous materials or biohazards?**
Answer: Staff will not routinely handle hazardous materials or biohazards. However, in case of exposure, appropriate training and protective equipment will be provided.

18. What is the average pay rate for the in-house janitorial staff?

Answer: The average pay rate for in-house janitorial staff varies based on position and experience. Specific details will be shared with vendors during contract negotiations.

19. When will we know what shifts will be assigned to each department?

Answer: Shift assignments will be confirmed once the contract is awarded, based on departmental needs and staffing schedules.

20. How long will each shift be for the employees?

Answer: Shifts will typically be 7.5 hours long, though some positions may require longer shifts depending on department needs.

21. We provide our employees with shirts featuring our name and logo. Will they be allowed to wear these at your location?

Answer: No. The university will provide a badge for identification purposes.

22. Is there anything our company will be providing besides labor?

Answer: The company will only be responsible for providing labor as outlined in the proposal. All supplies and equipment will be the responsibility of the university.

23. Is electronic submission of this RFQ an option?

Answer: Yes, electronic submission of the RFQ is permitted. Please submit your thorough response to Dr. Katherine Zink, littlekm@etsu.edu.

24. Will laborers need to obtain ETSU parking permits to park on campus at their own expense?

Answer: Yes, laborers will need to obtain ETSU parking permits.

25. What is the cost of ETSU parking permits?

Answer: The cost will be covered by Facilities Management.

26. Will E-verify be a requirement to ensure that laborers comply with ETSU's prohibition on hiring illegal immigrants?

Answer: Yes, E-verify will be required to ensure compliance with ETSU's hiring policies.

27. How should vendors indicate their Intent to Propose?

Answer: Vendors should submit a formal "Intent to Propose" letter to Dr. Katherine Zink (littlekm@etsu.edu) by February 5, 2025 at 2pm Eastern.

28. Does ETSU have a procurement portal that vendors must register with to participate?

Answer: No, please either mail or email your response to the respective addresses indicated in the RFQ by February 11th at 2pm Eastern.