

ADDENDUM #1

East Tennessee State University

Facilities Management: Professional Cleaning Services Assistance - Request for Quote 6884

TO: All Proposers

FROM: Ryan Roberts, Procurement and Contracts

RE: Request for Quote 6884, Facilities Management: Professional Cleaning Services Assistance – Addendum 1

DATE: November 13, 2023

Addendum one (1) is supplemental information to East Tennessee State University Request for Quote 6884 and is hereby made a part of the RFQ documents. Proposers shall acknowledge receipt of this Addendum within their proposal response(s).

Reminder: The Bid opening date for RFQ 6878 is November 17, 2023 at 2:00 PM EST.

The following information is provided in response to questions and comments from Proposers.

ADDENDUM # 1

The University received the following questions and comments. Reference each answer provided below:

1. **Should the license be under the State of Tennessee or can be the license where our company is incorporated?**

As long as the company is licensed by a state and willing to work under Tennessee State Law, then we can do business with them.

2. **Proposed budget for this bid?**

1950 hours per year, x 15 custodians

3. **How many hours per week would staff be expected to work? Does this amount fluctuate?**

37.7 hours Consistently

4. **Are there circumstances when staff would be required to work overtime?**

Rarely, if the occasions does arise, we will need to establish a means of additional payment above the contract amount.

5. Will staff be required to work different shifts or at different locations?

College of Medicine is night shift. Main campus is mainly 2nd shift and housing is mainly 1st shift

6. How is performance feedback handled/delivered?

Monthly probation evaluations will be conducted on each employee and the corporation in general for the first 6 months.

7. Are uniforms required/provided?

Uniforms are not required or provided. Appropriate dress is expected (jeans, t-shirt, shorts, etc. shoes must be closed toe shoes).

8. Who bears the cost of parking and what is that amount?

The department conducting the hiring (College of Medicine, main campus, housing will absorb the cost of parking).

9. Are there any statistics on average employee turnover experienced under this model?

Turnover is fairly light, depends heavily on the work performance of the individual worker.