July 27, 2006

ADDENDUM No. 1 TO ALL OFFERORS:

Reference: Request for Proposals: RFP#214-06-Facility Management Services
Commodity: Facility Management Services
Dated: July 5, 2006
For Delivery To: Longwood University
201 High Street
Farmville, Virginia 23909
Proposal Due: August 18, 2006 at 2:00 p.m. local time

1. For campus visits, contact Jim Simpson, 434.395.2093 to schedule time.
2. The website for the Department of Human Resource Management is www.dhrm.state.va.us. This website includes Career Groups and pay band ranges for classified state employees.
3. Attached are questions and answers resulting from the Pre-Proposal conference.

NOTE: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,

James E. Simpson, CPPB, VCO
Director Materiel Management

Name of Firm ___________________________
Signature/Title ___________________________
Date ___________________________
Questions and Answers from Pre-Proposal Conference held on July 19, 2006

1. Reference Page 1 - What type of contract does Longwood intend to award?  
   Firm Fixed Price

2. Reference Page 1 – Is this to be a full and open competition, or are there set aside requirements?  
   There are no set aside requirements

3. Reference Page 5, III B – Please confirm that it is the university’s intent that the contractor provide only the management of the Facilities Operations Department and that the staffing of that department is by state employees and is fixed i.e. the contractor will not be required to price them in its proposal. Please provide a breakout by craft of the current 23 employees.

   The Contractor is to provide only the management of the Facilities Operations Department. A breakout of the current employees will be provided separately.

4. Reference Page 5, III B – Please confirm that the 23 employees for the Facilities Operations Department (and any other “inherited” employees) will remain Longwood employees and that the contractor will not be required to price them in its proposal. Please provide a breakout by craft of the current 23 university employees.

   Other than the manager of the Facilities Operations Department, all employees will remain Longwood employees. A breakout of the current employees will be provided separately.

5. Reference Page 5, III B – Electrical – Is there a requirement for the contractor to operate or maintain any high voltage equipment (>600 volts) such as a substation or transformer array?

   There is no requirement for the contractor to operate or maintain equipment with a voltage of >600 volts.

6. Reference Page 5, III B – Elevator – Please clarify who is responsible for the 24/7 elevator response, the prime contractor of the maintenance and testing contractor. Does the FM department currently respond to such outage when the maintenance and testing contractor responds?

   The University personnel respond first to any elevator problem. If required, the current elevator testing and maintenance contractor is called.

7. Reference Page 5, III B – Plumbing – Is there a requirement for backflow testing and/or certification?  
   Yes

8. Reference Page 5, III B – Boiler Plant – What is the current percentage of condensate return, to assist offerors in evaluating the condition of the system? What is the current
steam pressure that the plant is operating at? What chemicals, if any, are being used in the boiler system? How many cooling towers, if any, are there? Are there any emergency diesel gen sets which must be operated and/or maintained? Would the university provide a consolidated list of all equipment to be maintained, including any tools or maintenance equipment?

*The requested information will be provided separately.*

9. **Reference Page 6, III B – Key Shop** – Please clarify responsibility for key control, will it remain with the University or become a contractor responsibility?

   *Key control will remain with the University staff. The responsibility for managing that function will be a contractor responsibility.*

10. **Reference Page 7, III D.2 – Library** – Is the contractor expected to operate the Library boiler should it be needed? What is the frequency of occurrence that the library boiler has been brought on line?

   *The contractor will be responsible for managing all University Facilities Operations and Heating Plant Operations including the Library boiler. The boiler is brought on line infrequently.*

11. **Reference Page 7, III D.4 – Distribution** – How is the distribution system currently being maintained, and by whom? How does the university characterize its efficiency and condition?

   *The distribution system is currently being maintained by the plumbing department within Facilities Operations. Other than replacement of some sections, only demand maintenance has been performed for some time. The condition of the efficiency and condition of the system is fair at best.*

12. **Reference Page 7, III D.5** – “Classified state employees” as used in this clause, and clause F of page 12 imply that the contractor is required to assume management of state boiler plant employees. If so, please give the number and skills of the current employees. If any of the current boiler plant functions are performed by a contractor, please identify those functions and the level of effort.

   The second paragraph of item I stated that the new Department of Utilities and Energy Management would replace the current heating plant, and Section IV, pages 10 to 12 list the qualifications for contractor boiler plant employees. This would imply that the offeror is required to staff this department with its own employees. Please clarify if it is at the University’s intent that the university’s current personnel are to constitute the entire boiler plant workforce or if they are intended to supplement the contractor workforce?

   *The University does not have a sufficient number of employees to staff the heating plant. The University intends on maintaining its current staff, but would like the contractor to supplement that staff to provide adequate trained staffing. A breakout of heating plant staff will be provided separately.*

13. **Reference Page 8, IV, Department Manager** - This clause specifies the requirement for a
Facilities Operations Department Manager. The clause on Utilities and Energy Management Personnel, Pg. 10, specifies a manager of the boiler plant operation. Are these two managers required to be two distinct individuals, or may offerors propose dual hat positions? Also, it would be useful to know to whom these individuals would report; it is not clear whether the boiler plant manager would report to the contract Facilities Operations Manager or directly to a University official (ref. Department Operations, para.A pg 9).

It is the University’s opinion that two separate management positions are required. The offeror may not propose a dual hat position in this situation. The Facilities Operations Department Manager will report directly to the Vice President for Facilities Management and Public Safety. The Utilities and Energy Management Manager will report to the Facilities Operations Department Manager.

Para E. 7th bullet - what number and type of computers and printers are available? Will the university provide administrative support to the Facilities Operations and the Utilities Departments, or must the contractor provide all its own support?

The University will provide administrative support through the Facilities Management Administrative Services department for University business. The University will provide administrative support for corporate communications or activity.

14. Reference Page 10, IV. Fuel Management - How far are the sawmills from the university, and how many sawmills are currently under contract?

This information will be provided separately.

15. Reference Page 10, IV Utilities and Energy Management - 8th bullet, Please identify the current "computer based maintenance program" in place, and is it the University's intent for the contractor to utilize the current program or provide its own.

Maintenance in the heating plant is not being tracked through any automated system. The University currently uses Maximo Advantage for building maintenance. The contractor may use the existing system or may propose an alternate solution.

16. Reference Page 11, IV U & E Personnel B - 8th Bullet. What test does this refer to? Is any special certification required for boiler operators?

Reference Page 11, IV U & E Personnel D - Are there any pipe fitters currently on staff and will they transfer to the new contractor?

There are no pipe fitters currently employed by Longwood University. Steam distribution maintenance is performed by current plumbing plant personnel. It is the expectation of the University that the contractor supplement University staff to provide adequate levels of maintenance to the steam/condensate distribution system.

17. Reference Page 12, IV U & E Personnel E - Are there currently fuel management personnel on staff, if so how many, and will they transfer to the new Contractor, and in what
relationship?

There are two Longwood University fuel management personnel. They will report to the Contractor supplied manager.

18. **Reference Page 12, IV U & E Personnel F** - Please clarify assignment of "University Personnel" to be assigned "to work in the department". Is it the University's intent that these personnel supplement the contractor workforce? Please provide the current skills of these personnel.

*This question has been previously answered*

19. **Reference Page 12 & 13, IV U&E Management Policies A through I** - Please clarify if any of the items listed in sub paragraphs A through I are currently in place. If so, may offerors be provided copies?

*Some of these items exist in various levels of sophistication. These will be provided to the contractor upon commencement of the contract. It is the expectation of the University that the Contractor review, improve, add to and enhance any existing policies, plans, procedures, standards, reports, etc., as necessary.*

20. **Reference Page 13, IV U&E Management Policies E** - Please clarify if the University anticipates the contractor to develop and maintain a "staff Scheduling and timekeeping system" for all staff including contractor and University personnel?

*The University expects the contractor to develop a staff scheduling and timekeeping system for all staff that they manage whether they are contractor personnel or University personnel.*

21. **Reference Page 13, IV, Items F & H** - Is the contractor expected to make purchases with its own funds and request reimbursement from the university, or will the contractor commit university funds directly for purchase?

*A process will be developed for the contractor to commit University funds.*

22. **Reference Page 13, IV, Capital Investment** - For an offeror to submit plans and estimates for any potential facilities upgrades, the offeror will need the opportunity to do a detailed assessment of the current state of facilities and projected needs. Does the university wish to have these capital investment plans included as part of this current proposal, and if so, is it willing to allow offerors sufficient time, and access to perform a detailed assessment required prior to submission of the proposal?

23. **Reference Page 14, IV, Capital Investment** - Top of page. Please define the contract period referred to for amortization of any capital investment. Does contract period refer to the base year only, or the entire five year period, whether or not the option years are actually awarded?

24. **Reference Page 15, V. B.** - Does the university wish offerors to physically include the RFP in its entirety (37 pages) into its proposal, or only Page I and other requested certifications duly signed and included?

25. **Reference Page 32 - XI, Pricing Schedule** - Personnel Costs. Please confirm that the university
only requires this form to be filled out for the contractor's own direct hire employees and not on any university employees which the contractor may have functional control over.

The University requires this form to be filled out for all positions that the contractor would like to offer through this contract. It is not the expectation for the Contractor to provide this form for any University personnel.

26. Are there any known or desired needs that Longwood University is looking for Capital investment funding from the successful bidder?

The University has a Request for Information out for a new CMMS System.

27. Will we be allowed to return to campus to perform a more in depth campus survey? Yes

28. Further requested information –

PROPOSAL DEVELOPMENT INFORMATION REQUEST

1. Campus map
The requested information will be provided separately.

2. Department organization chart
The requested information will be provided separately.

3. List of campus buildings, gross square footage and use (i.e., administrative/office, classroom, residential).

4. Copies of current budget and last year's actual expenditures.
The requested information will be provided separately.

5. Employee list by job category including wage rates.
The requested information will be provided separately.

6. Employee handbook
Longwood does not have an employee handbook. Commonwealth human resource policies can be found at http://www.dpt.state.va.us. Longwood human resource policies can be found at http://www.longwood.edu/vpaf.

7. If there is any additional information which you believe would be of value to this process, please feel free to include it with the items listed above.

29. Could you provide a copy of Dr. Harvey Kaiser's report?
The requested information will be provided separately by email request to simpsonje@longwood.edu.

30. Please provide a current organization chart highlighting areas that are currently contracted out.
The requested information will be provided separately.

31. Reference Page 10-12, subtopics A-E, please provide current staff size supporting each area.
The requested information will be provided separately.
32. Reference Page 12, subtopic F, please provide university staff size assigned to the contractor.

   The requested information will be provided separately.

33. Please provide a copy of the current terms and conditions of the Boiler Management outsourcing including current contractor as well as all outsourced contracts that will be managed by new contractor.

   The requested information will be provided separately.

34. Please provide actual vs. planned operating budget for the last 2 years as well as next fiscal years operating budget.

   The requested information will be provided separately.

35. Please clarify the university's financial responsibility vs. contractor financial responsibility under the new contract award.

   The Contractor is expected to assume financial responsibility for contractor supplied staff under the new contract award.

36. Please provide any applicable equipment list.

   The requested information will be provided separately.

37. Please provide name of current maintenance management system.

   Maximo Advantage

38. Please provide performance metrics i.e. work orders completed vs. deferred, current staff size vs. needed staff size.

   It is expected that the contractor will assist the University in developing those metrics during the course of the contract.

39. Please provide campus square footage by building.

   The requested information will be provided separately.