NOTICE TO ALL RESPONDENTS

This is to serve as the cover letter for Addendum #1 for the 2017 IIT Custodial Services Request for Proposals (RFP). The RFP is modified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting Proposals.

- Exhibit A: Revised Scope of Service serves to replace pages 15-16 of the original RFP;
- Exhibit A: Scope of Service for Student Health & Wellness, serves to be included as part of the original Scope, (behind page 20);
- Exhibit B: Revised Asset List/Building Square Footage serves to replace page 31 of the original RFP;
- Exhibit E: Revised Requirement for Sustainable Cleaning Products and Materials, serves to be included as part of the Campus LEED Green Initiative, (behind page 43);
- Exhibit G: Revised Cost Proposal serves to replace pages 59-60 of the original RFP.

The Proposal submittal deadline remains the same and is not changed by this Addendum.

Thank you,

Darlene M. Coleman
Contract Manager
Facilities Maintenance Management
EXHIBIT A: SCOPE OF SERVICE
The scope of custodial services consists of IIT’s cleaning level standards being applied to specific types of spaces (e.g., public spaces, restrooms, classrooms, offices, dorms and hotel spaces) within all campus buildings. The complete asset list is attached as Exhibit B. IIT cleaning standards are based upon those established by APPA (association of higher education facilities officers) in their publication “Custodial Staffing Guidelines for Education Facilities.”

The most significant modification of APPA cleaning standards is to administrative and academic office spaces. The common areas and bathrooms in administrative and academic office areas should be cleaned daily to the Premium standard.

IIT is asking for once (1) per week deep cleaning of office spaces, with trash services twice (2) per week, to achieve the IIT Normal service level. This is part of a strategy to focus resources on the functionality and aesthetics of classrooms, bathrooms, floors and other areas on campus.

CUSTODIAL SERVICE LEVEL DEFINITIONS
IIT PREMIUM CLEANING:
❖ Afforded to those areas of critical importance to the University.

APPA Level 1 – Orderly Spotlessness:
❖ For special events, historically significant spaces, and building or space dedication ceremonies.
❖ “Show-quality” cleaning for prime facility areas.
❖ Also applied to washrooms, locker rooms, and other public/common areas.

1. Floors and base moldings shine and/or are bright and clean; colors are fresh. There is never a buildup of dirt or wax in corners or along walls.
2. All vertical and horizontal surfaces have a freshly cleaned or polished appearance with no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
3. Washrooms, shower tile and fixtures gleam and are odor-free. Supplies are always available.
4. Trash containers are empty, clean, and odor-free.
5. Stairwells shine and are dust free.
6. All work order requests are completed in the same day.
7. All light fixtures are in working order.

IIT NORMAL CLEANING:
APPA Level 2 – Orderly Tidiness:
❖ Directed toward executive administrative space and high visual impact areas of the building space at the University.
❖ Also applied to Classrooms and Conference Rooms.

1. Floors and base moldings shine and/or are bright and clean. There is no buildup of dirt or wax in corners or along walls, but there may be up to two (2) days' worth of dirt, dust, stains or streaks.
2. All vertical and horizontal surfaces are clean. Upon close observation, marks, dust, smudges, and fingerprints may be noticeable.
3. Washrooms, shower tile and fixtures gleam and are odor-free. Supplies are always available.
4. Paper products, soap, and other supplies are always stocked and available.
5. 75% of work order requests are completed the same day.
6. NO more than 5% of all lights out at any given time.

IIT ECONOMY CLEANING:

APPA Level 3 – Casual Inattention:

- Administrative and academic office spaces.
1. Floors are swept or vacuumed clean once per week. Upon close observation there may be stains on the flooring.
   - Hard Surface Floors:
     - May be a light buildup of dirt or floor finish in corners and along walls.
   - Carpeted Floors:
     - May be dull spots or matted carpet in walking lanes.
   - Surfaces:
     - May be streaks or splashes on base moldings.
     - May be dust, dirt, marks, smudges and fingerprints on horizontal and vertical surfaces.
2. Bulbs in lamps work properly and fixtures are clean.
3. Trash receptacle is clean but not necessarily empty.
4. 50% of work order requests are completed the same day.

IIT MINIMAL CLEANING:

The two lowest levels of cleaning (APPA Levels 4 and 5) are combined under the name IIT Minimal Cleaning. This level of cleaning is applied to storage areas primarily, and to low-use, low-visibility spaces generally:

APPA Level 4 – Moderate Dinginess:

1. Floors are swept or vacuumed clean but may be dull, dingy, and stained.
2. There may be a noticeable buildup of dirt and/or floor finish in corners and along walls. There may be a dull path and/or obviously matted carpet in walking lanes.
3. Base molding may be dull and dingy with streaks or splashes.
4. All vertical and horizontal surfaces may have conspicuous dust, dirt, smudges, fingerprints and marks.
5. Lamp fixtures may be dirty.
6. Trash containers and pencil sharpeners may have old trash and shavings. They are stained and marked.
7. Work order requests are prioritized with most urgent requests completed within one week.

APPA Level 5 – Unkempt Neglect:

1. Floors and carpets are dull, dirty, scuffed and/or matted.
2. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls.
3. Base molding is dirty, stained and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
4. All vertical horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints all of which will be difficult to remove. Lack of attention is obvious.
5. Light fixtures are dirty with dust balls.
6. Trash containers and pencil sharpeners overflow. They are stained and marked.
Student Health & Wellness Office: SERVICES TO BE CLEANED AS PART OF THE AGREEMENT

Daily Services - Six (6) Days a week – Monday through Saturday Service

Lobby Area (Front Desk and Reception Area), Labs, & Exam Rooms

- Hard Surfaces - wipe down all hard surfaces in labs and lobby area
- Floors – clean Lobby area floors and Hallway floor leading to labs
- Phones – wipe down all phones in the Front Desk and Reception Area
- Door handles – wipe down all door handles
- Remove Garbage
- Use Virex to clean area
- All cleaning materials must be disposed of daily (towels, mops, etc.)
The Ed Kaplan Family Institute for Innovation and Tech Entrepreneurship is currently under construction with an expected Fall 2018 completion date.

- The Hard Surface classroom category includes conventional classrooms and labs.
- The Carpeted Classroom category includes auditoriums.

### EXHIBIT B: ASSET LIST/BUILDING SQUARE FOOTAGE

<table>
<thead>
<tr>
<th>Building/Department/Institute/College</th>
<th>Vandercook College of Music</th>
<th>SSV South Building</th>
<th>SSV Middle Building</th>
<th>SSV North Building</th>
<th>Residence Buildings</th>
<th>Campus Centers</th>
<th>Parking Garages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Incubator (Eng Research Bldg)</td>
<td>4,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2. Perlstein Hall</td>
<td>39,542</td>
<td>6,150</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>477</td>
<td>24,485</td>
</tr>
<tr>
<td>3. Entrepreneurship</td>
<td>4,716</td>
<td>2,434</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>242</td>
<td>2,040</td>
</tr>
<tr>
<td>4. Entrepreneur (also includes Tech)</td>
<td>3,827</td>
<td>3,520</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150</td>
<td>-</td>
</tr>
<tr>
<td>5. Galvin Library</td>
<td>41,576</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20</td>
<td>7,000</td>
</tr>
<tr>
<td>6. Gunsaulus</td>
<td>53,163</td>
<td>7,003</td>
<td>1,061</td>
<td>5,942</td>
<td>-</td>
<td>975</td>
<td>10</td>
</tr>
<tr>
<td>7. Alumni Memorial Hall</td>
<td>63,711</td>
<td>17,252</td>
<td>-</td>
<td>17,252</td>
<td>-</td>
<td>747</td>
<td>27</td>
</tr>
<tr>
<td>8. Alumni Hall</td>
<td>68,398</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>9. Alumni Residence</td>
<td>92,978</td>
<td>64,716</td>
<td>-</td>
<td>64,716</td>
<td>-</td>
<td>873</td>
<td>40</td>
</tr>
<tr>
<td>10. Goodman Engineering (Eng)</td>
<td>24,894</td>
<td>3,808</td>
<td>-</td>
<td>3,808</td>
<td>-</td>
<td>394</td>
<td>32</td>
</tr>
<tr>
<td>11. IIT Tower</td>
<td>39,542</td>
<td>6,150</td>
<td>-</td>
<td>6,150</td>
<td>-</td>
<td>477</td>
<td>24,485</td>
</tr>
<tr>
<td>12. IIT Tower, 3rd Floor</td>
<td>53,163</td>
<td>7,003</td>
<td>1,061</td>
<td>5,942</td>
<td>-</td>
<td>975</td>
<td>10</td>
</tr>
<tr>
<td>13. IIT Tower, 4th Floor</td>
<td>63,711</td>
<td>17,252</td>
<td>-</td>
<td>17,252</td>
<td>-</td>
<td>747</td>
<td>27</td>
</tr>
<tr>
<td>14. IIT Tower, 5th Floor</td>
<td>68,398</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>15. IIT Tower, 6th Floor</td>
<td>92,978</td>
<td>64,716</td>
<td>-</td>
<td>64,716</td>
<td>-</td>
<td>873</td>
<td>40</td>
</tr>
</tbody>
</table>

**Footnotes:**
- **GSF:** Public spaces include corridors and stairwells.
- **In IIT Tower & Tech South, there are ACM ideal hallways.**

### Room Numbers
- Includes lab rooms in Keating Hall and IIT Tower (3rd Floor Fitness Center).
- Number of restroom fixtures includes number of lab fixtures where applicable.

#### Notes:
- **Classroom notes:**
  - In RT Tower, classrooms 8,000 sf or above are classrooms in May 2017.
  - The lid Kaplan Family Institute for Innovation and Tech Entrepreneurship is currently under construction with an expected Fall 2018 completion date.
  - All Rice Campus the classroom use is extended. Minimum Normal level of design.

- **In IIT Tower:** also includes conference rooms and student computer labs.
- **The Carpentier Classroom category includes auditoriums.**
- The Hard Surface classroom category includes conventional classrooms and labs.
- For Crown Hall, carpeted classroom area includes the library, hard surface classroom area includes open studio space.

**Office notes:**
- Mixed-use space will be cleaned according to the space type specifications & service level requirements.
- **In IIT Tower, 5,000 sf of hard surface office space includes two medical specialty spaces located on 3rd Floor: 1) Student Health and Wellness Center and 2) Nutrition Research Center.
Requirements for Sustainable Cleaning Products and Materials
(Taken from U.S. Green Building Council IEQ Credit 3.3 in LEED-EBOM v2009)

The cleaning products meet 1 or more of the following standards for the appropriate category:

- Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
- Environmental Choice CCD-110, for cleaning and degreasing compounds.
- Environmental Choice CCD-146, for hard surface cleaners.
- Environmental Choice CCD-148, for carpet and upholstery care.

Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet 1 or more of the following standards for the appropriate category:

- Green Seal GS-40, for industrial and institutional floor care products.
- Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
- Environmental Choice CCD-113, for drain or grease traps additives.
- Environmental Choice CCD-115, for odor control additives.
- Environmental Choice CCD-147, for hard floor care.
- California Code of Regulations maximum allowable VOC levels for the specific product category.

Disposable janitorial paper products and trash bags meet the minimum requirements of 1 or more of the following programs for the applicable product category:

- Green Seal GS-09, for paper towels and napkins.
- Green Seal GS-01, for tissue paper.
- Environmental Choice CCD-082, for toilet tissue.
- Environmental Choice CCD-086, for hand towels.
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

Hand soaps meet 1 or more of the following standards:

- No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements).
- Green Seal GS-41, for industrial and institutional hand cleaners.
- Environmental Choice CCD-104, for hand cleaners and hand soaps.
## EXHIBIT G: PROPOSAL BID FORM

### Building Total GSF

<table>
<thead>
<tr>
<th>Building</th>
<th>Total GSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>99,058</td>
</tr>
<tr>
<td>Tech South</td>
<td>99,058</td>
</tr>
<tr>
<td>Incubator (Eng Research Bldg)</td>
<td>99,058</td>
</tr>
<tr>
<td>Tech North</td>
<td>99,058</td>
</tr>
<tr>
<td>Tech Central</td>
<td>99,058</td>
</tr>
<tr>
<td>IIT Tower</td>
<td>99,058</td>
</tr>
</tbody>
</table>

### Public Spaces

- **Cost per cleanable square foot with contractor provided paper products & cleaning chemicals**
- **Build per Building**
- **Total per Building**

<table>
<thead>
<tr>
<th>Asset Name and Type</th>
<th>Cost per cleanable square foot with contractor provided paper products &amp; cleaning chemicals</th>
<th>Build per Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>99,058</td>
<td>99,058</td>
</tr>
</tbody>
</table>

### Cost Per Square Foot by Type of Space & Level of Service - Applies to Converged Space or Nearly Occupied Space

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Internal Level</th>
<th>Service Level</th>
<th>Economy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorms and Hotel</td>
<td>Premium</td>
<td>Normal</td>
<td>Economy</td>
</tr>
<tr>
<td>Offices</td>
<td>Premium</td>
<td>Normal</td>
<td>Economy</td>
</tr>
<tr>
<td>Conference &amp; Conference Rooms</td>
<td>Premium</td>
<td>Normal</td>
<td>Economy</td>
</tr>
<tr>
<td>Rooms</td>
<td>Premium</td>
<td>Normal</td>
<td>Economy</td>
</tr>
<tr>
<td>Public Spaces</td>
<td>Premium</td>
<td>Normal</td>
<td>Economy</td>
</tr>
</tbody>
</table>

The values shown should apply when space is added to the cleanable square footage, when one space type is converted to another space type, when there is a change to level of service to a lower level, using the values in the thematic maps to the right, or if we convert 1,000 sq ft of conference rooms with a normal cleaning level to an office space with a premium cleaning level. The cost for the affected building(s) should decrease by $6,000 ($3/sq ft * 2,000 sq ft), and increase by $10,000 ($5/sq ft x 2,000 sq ft), for a net increase of $4,000.

**Notes:**

- The tables in this exhibit, Exhibit G, are subject to error or omissions. In May 2015, the total contains a new item, the **Adolescent Learning Center (ALC).**
**Total Hourly Labor Rate:**
Custodians (Basic Rate)*
Call-Ins/Replacement Custodians
Housing Worker Rice Custodians
Rice Custodians
Moffett Custodians

Please note that the rates above are inclusive of those factors included below:
- Hourly FICA:
- Federal Tax:
- State Tax:
- General Liability:
- Workman’s Compensation:
- Chicago Head Tax:
- Health & Welfare:
- Pension:
- Other:
- Total Hourly Labor Rate:

*Contractor’s proposal to be based on prevailing hourly wage rates.

END OF ADDENDUM #1