

Pre-proposal meeting took place as scheduled on March 23, 2020 at 10:00 a.m. via conference call.

Attendees noted via Roll Call: See attached log of attendees.

DISCUSSIONS

Sandra Clifford, Director

Encouraged careful review of the Key Information Summary that is included in the RFP package. Reiterated that **technical proposals only** are due on 4/19/21, close of business, via Procurement's electronic bid box (bids@towson.edu). **Pricing is NOT** to be included with the technical proposals. Pricing will be requested at a later date.

Ref. Section IV.: Noted one-volume submission. Include transmittal letter. Follow format when submitting technical proposals. Sandi briefly went over the Exhibits that are required when submitting proposals, specifically, Exhibits C, G, G and K, but any others as well. Failure to submit these Exhibits could result in disqualifying proposals.

Review parking requirements—suggest to pay daily at \$6.60 per day during site visit.

Sandi discussed the 25% overall MBE goal as well as subgoals as specified in the RFP and Exhibit E. Important to thoroughly complete Attachment 1A of Exhibit E which consists of four parts. Incomplete information could result in disqualification. If there are questions re MBE, submit them in writing to SClifford@towson.edu by the deadline date for questions.

Renee Norman, Director, Business, Finance and Support Services, Facilities Management **(Read) Section V.A. Project Overview and V.B Background Information.**

B.2.a. Program 7 are state funded facilities.

B.2.b. Program 8 facilities are funded by student fees, room and board, etc.

Under C.1: Current Environment, mentioned campus expansion by 13 buildings over ten years, increased focus on sustainability and green cleaning. Renee mentioned the addition of emergency response (pandemic and mold) and enhanced cleaning protocols to support the health and safety of the campus.

Ref. Section V.E.1. Contract Term: The 4 and 1/2-year base period will begin January 1, 2022 and end June, 30, 2026. The University may exercise an additional 5 one year annual renewal options.

(Read) part of Section V.E.2.: Referenced that the Maryland Living Wage applies to this RFP, and that personnel pay rates for this RFP must comply with the State of Maryland Living Wage Schedule Tier 1 for hourly employees.

Ref. Section V.F.3. – Contract Roles: Operation Managers who manage the University Union, West Village, SECU Arena, Athletic Fields and Stadium have enormous responsibilities for all the events and activities that take place on campus.

Paddy Watson, Assistant Director, Sustainability, Facilities Management

Ref. V.F.3.d.: Zero Waste Operations Manager is a newly-established position. See Appendix C: Campus Waste Minimization lays out staffing expectations.

Ref. V.N: Wastewater Sewer Discharge: and Ref. V.N.4.: Annual Stormwater Training Requirement. Review Attachment 12 thoroughly—it's the University's Stormwater discharge policy

Tracie Rusnak, Manager - Facilities Support Services

Ref. Section V.G.1: Routine cleaning services—refer to Appendix F-APPA Custodial Service Levels; (Read) Appendix C thoroughly.

Ref. V.G.2: Less frequent but more intensive services that fall under routine services. (Read) NOTE: The cost of project cleaning services is part of routine services and must be included in the routine services monthly costs.

Ref V.G.4: TU's Event & Conference Services coordinates needed services with the appropriate Operations Manager to determine event dates, locations, time covered and the number of housekeepers required and specific cleaning requirements.

Ref. V.G.5 and 6: Emergency response cleaning - significant changes from the previous contract. Note that although minor water leakages are a form of an emergency, it is not billable. Floods will be reviewed on a case by case basis.

Ref. V.G.1.b. and V.G.1.d.

Ref. V.H.1.a-f University Work Order System: must be used by Contractor. All work to be performed must be documented.

Ref. Attachment 9: which describes FY19's work order requests by building. Quantified the number of Periodic Maintenance items in the Work Order System (approx. 1500).

Ref. V.H.4: Weekend Coverage Report, sample shown on Attachment 11.

Ref. V.J.1.: Routine inspections by Facilities Support staff.

Ref. V.F.4.g: Employee background checks are required; Attachment 4—outlines offenses that determines criteria of acceptance.

Ref. V.F.4.g.7.: The TU Child Care Center requires additional background checks (FBI background check in addition to the Maryland State Police).

Ref. V.K.10.a.: KeyWatcher security system—lost keys must be reported immediately.

Ref. V.M.1: The Contractor shall procure janitorial products from Blind Industries and Services of Maryland (BISM) when the specified products are available – see Attachment #15 for the list.

Ref. V.M.4.: Cleaning products must be pre-approved by TU's Department of Environmental Health & Safety.

Ref. V.O.1: Tagging Equipment. Mentioned Appendix B: Vehicles, Maintenance, Equipment, etc.

Ref. V.P.: Building Descriptions and Requirements—note all bolded text are very important. Review Attachment 13, Flooring and Fixture Counts, for further details. Attachment 10 outlines current shifts.

- Administration Building – **APPA Level I** Standards apply;
- Burdick Hall—portion that is academic space for the Department of Kinesiology. The remainder is the Rec Sports Center described under Auxiliary buildings later in the document. Burdick Hall is where the Housekeeping vendors' on-campus offices are located;
- Center for the Arts—largest building and requires staffing 24/7, 365 days; weekends require staffing 7:00 a.m. to 11:00 p.m.;

- College of Liberal Arts—also one of the largest buildings on campus; very busy and requires 4 shifts. **Ref. Event Load:** Building holds the most student events and meetings out of all academic buildings on campus;
- Media Center—contains sensitive equipment; cleaning of certain areas is by request only;
- Public Safety Building—open 7 days/week, 24 hours per day. Housekeeping employees assigned to this building must be approved in advance by the Director of the Office of Public Safety;
- Science Complex—a new building that will open spring 2021;
- Towson Center—requires weekend housekeeping support. Routine personnel will not be used for special events. Note Building Coordinator information and portable wood basketball floors;
- **Ref. P.2.a.** Housing and Residence Life Facilities. We are not going to tour through these buildings for safety reasons, but provided this information: Attachment 7, # of rooms/apartments by building; and Attachment 8, shower curtains must be replaced annually.

There are many new buildings since the previous contract.

- Residence Tower used for 9 month housing and must be maintained over Thanksgiving, winter and spring breaks;
- Towson Run is used for summer housing and the rooms must be prepped in very tight timeframes;
- Room Turnovers will occur over the year and require cleaning;
- Buildings used by summer school students will need to be prepped for re-occupancy in a very tight timeframe—within 3 days of the end of the semester and is to be included in routine monthly costs;
- Summer Conference Housing - supplemental staffing will be required to clean the large numbers of rooms needed in a very short timeframe. Ref. Attachment 5–Summer Housing Summaries;
- Campus Rec Sports – See Appendix E for details;
- Childcare Center – cleaning to comply with NAEYC guidelines.
- **Ref. V.P.b.(7):** University Union – is a large, high-traffic general campus support facility and will be expanding;
- **Ref. V.P.b.(8):** West Village Commons—just as with the University Union, staff must be at a level to handle events;
- The stadium and athletic facilities are to be kept season-ready and is part of the cost of Routine Services;
- **Ref. V.P.2.d.:** Parking Garages are to be taken care of daily. Note that water is not available for cleaning at most locations. A water tank is needed. Reference Appendix B for equipment details.

Gregg Kalifut, Director of Sales – Blind Industries and Services of Maryland (BISM)

Introduced himself and indicated that BISM is available to assist with questions concerning the products it supplies.

IN CLOSING:

Sandra Clifford, Director

Questions can be asked during this meeting for informational purposes, but you are encouraged to submit your questions in writing, via email to sclifford@towson.edu, by the deadline date. They will be compiled and answered in addendum form and will be posted.

End of Pre-Bid Conference; 1st site visit begins.

fed'l permit CWA - no SWM
discharge
water



Housekeeping Services TU-2126

Pre-Bid Conference Call Attendance

Procurement Officer Representative: Sandra Clifford

PRE-BID: 03/23/2021 – 10:00AM, Conference Call; Dial In - 1-877-668-4490; Access Code – 120 459 8825

1ST SITE VISIT: 3/23/2021 – 11:00AM: Admin Bldg, Back Parking Lot.

BISM

Pre-Bid Conf.	Site Visit	Company	Contact Person/Phone	Email
✓	x	Towson University Facilities Management	Tracie Rusnak <i>addys@towson.edu</i> <i>Renee Norman</i>	TracieRusnak@towson.edu ; pwatson@towson.edu rnorman@towson.edu
✓✓	✓	ABM /Education 103 Clermont Avenue Alexandria, VA 22304	Maria Franco C: 757-613-4144 Michael Chad Johnson Regional VP of Operations P: 443-252-5925 1-866-414-8260 (E-Fax) <i>COO</i>	Michaelchad.johnson@abm.com ; Maria.franco1@abm.com ;
✓		Absolute Service Industries LLC (ASI) 200 St. Paul Street, Suite 6 Baltimore, MD 21202	Heather Casavant O: 240-361-0012 / M: 239-872-2212	phouck@asicare.net ;
✓	✓	ACC International LLC. 200 N Furnace St, Building I Birdsboro, PA 19508	Bill Davison C: 570-690-9699 / T: 888-316-2453, x6 Bill's Ph: 570-690-9699	Bill@accnational.com ;

Pre-Bid Conf.	Site Visit	Company	Contact Person/Phone	Email
✓	✓	ATALIAN Global Services 525 Washington Blvd., 25 th Fl. Jersey City, NJ 07310	Khalif Woodard Business Development (M): 267-290-0774	Khalif.woodard@atalianworld.us ;
✓		Beck & Call Professional Services	Felicia Daniel CEO, VP Operations O: 301-310-8954 / M: 201-618-6826	fdaniel@bcpsorganic.com ;
✓	✓	C&S Jones Group LLC (CSJG)TM 400 E. Pratt St. 8th Floor Baltimore, MD 21202 TF: (888) 659-3391 Office: (443) 759-3043	Charles W Jones, MBA President and CEO Cell: (443) 655-4851 Michael S. Cheek, MS Business Dev Manager Cell: (410) 977-7910	MCheek@CSJonesGroupLLC.com ; Charles@CSJonesGroupLLC.com
✓	✓	C J Maintenance 9254 Bendix Road Columbia, MD 21045	Paul Spenard, I.C.E. COO <i>natl</i> (443) 219-0750 - Direct (800) 256-2468 - x.114 Sarah Hamilton Stan Ahn	shamilton@cjmaint.com ; pspenard@cjmaint.com ; mlee@cjmaint.com ; sahn@cjmaint.com ;
Submitted No Bid	Submitted No Bid	Express Facility Management	Aimee Millan Sr National Account Mgr c: 480.438.9503 o: 866.726.9527 Erika Ferriol	Aimee.millan@expressfacilitymgt.com Erika@smjgw.com ;
		HES Facilities (see WFF ; the two companies are soon to merge)	See WFF	See WFF
		HHS Healthcare Education Aviation Resorts Commercial Government Senior Living	Robert Miller VP of Sales M: 330-988-3864	rmiller@hhs1.com ;

Pre-Bid Conf.	Site Visit	Company	Contact Person/Phone	Email
✓	✓	Interstate Premier Services Corp 508 Prudential Rd, Ste 100 Horsham, PA 19044	Janet Frances Exe Dir of Bus Dev O: 215-675-8500 / C: 484-368-2026 Gwen Gutowski, Bus Dev Mgr C: 215-499-7481 / D 484-787-0881 O:215-675-8500	jfrances@interstatemaintenance.com ; ggutowski@interstatemaintenance.com ;
✓		Jani-King of Baltimore Healthcare Services 7120 Minstrel Way, Suite 208 Columbia, MD 21045	Kevin Taylor Regional Director Office (410) 381-3678	Director.bal@dazser.com ; Kevin.taylor@lazser.com ;
✓		L.T. Services, Inc. 2815 Hartland Rd., Ste. 300 Falls Church, VA 22043	Rossy Carpel Michael Nguyen 703-698-8838	Michaeln.lts@gmail.com ; Rossy.carpel@ltservicesinc.com ;
	✓	M&G Cleaning & Painting Services, Inc	Juana Gaitan Phone: (443) 691-6572	info@mgcleanpaint.com ;
		National Innovative Solutions LLC (NIS) 1017 Searay Ct. Abingdon, MD 21009	Heidi Scribner Owner/Operator, Mobile: (443)643-6308	hscibner@nationalinnovativesolutions.com ;
		National Service Contractors, Inc. (NSC) 2007 B Martin Luther King Jr. Avenue SE Washington, DC 20020	J. Lance Breidor Chief Operating Officer O: (202) 770-8509 / C: (202) 880-4218	lbreidor@nscincl.com ;
✓	✓	MOTIR Services, Inc. 1508 East Capitol Street NE, Washington DC 20003	Aleasha Arthur Ronald Price Chris Moore O:202.371.9393 or 202.872.8332 F:202.872.8332; C: 202-306-4651	aarthur@motirservices.com ; eirono@motirservices.com ;
✓ ✓	✓	Olympus Building Services, Inc. Janitorial Services for Higher Ed 1430 E. Missouri Ave., Ste. B205 Phoenix, AZ 85014	Pina Hipple Chief Marketing Officer C: 215-787-8774 Travis Lambert Vp - Operations O: 480-966-0123/ M: 480-930-1730	pina.hipple@olympusinc.com ; Travis.Lambert@olympusinc.com ;

Pre-Bid Conf.	Site Visit	Company	Contact Person/Phone	Email
✓	✓	Pritchard Industries 8391 Old Courthouse Rd., Ste 325 Vienna, VA 22182	Doug Guerra; David Monroe, Jr. <i>David Monroe</i> P: 703-842-722; C: 443-370-7853	dmonroe@pritchardindustries.com; npayne@pritchardiindustries.com; ghancock@pritchardindustries.com;
✓	✓	Ruby Rock, INC. 21 Summit Avenue, Suite 163 Gaithersburg, MD 20884	Tonia Cain, President c:301-525-5370 1-800-439-0950	t.cain@rubyrock37.com;
		SG & Associates LLC	Stephanie Gross, President Jessica Meade, Exec Asst.	jmeade@sgandassociatesllc.com; sgross@sgandassociatesllc.com;
		TeamUs Cleaning	Tiffany Brown, Owner 443-422-4950 Kinny Powell	Teamuscleaning703@gmail.com; kpowell510@yahoo.com;
		TIS Foundation 1508 East Capitol Street NE, Washington DC 20003	Ulysses Glen Jr. O: 202.872.8333 / C: 202.603.7018.	uglen@tisfoundation.org;
✓	✓	TeraBitMicroGroup (TMG LLC)	Odessa Sam-Kpakra - Principle 240-603-7064 Text Joseph G. Abdulai, Jr. 443-554-0810	odessa.samkpakra@terabitmicrogroup.com; Katumu@yahoo.com; Joseph.abdulai@comcast.net;
✓	✓	UG2, LLC 1300 L St NW Suite 1210 Washington, DC 20005	Katie Kirkwood Business Development Mgr. M: 202-578-0436	Mwalsh@ug2.com; bdesaulniers@ug2.com; jcorreia@ug2.com; crestivo@ug2.com;
✓	✓	WFF Services 211 South Jefferson Avenue Saint Louis, Missouri 63103 (soon to merge with HES Facilities)	Charlene Maddox Marketing Coordinator O 314.584.6628 Russell Leboff VP Business Development 804.380.7466	rleboff@hesfacilities.com; cmaddox@wffservices.com; <i>Very Appreciate</i> <i>of</i>
V		Blind Industries and Services of Maryland	Gregg Kalifut Director of Sales Tom Owens	gkalifut@bism.org towens@bism.org

TU TOWSON UNIVERSITY
SECOND SITE VISIT ATTENDANCE
HOUSEKEEPING SERVICES

TU-2126

Procurement Officer Representative: Sandra Clifford

Attended	Company	Contact Person/Phone	Email	2 nd Site Visit 3/24/21 @ 10:00
✓	Towson University Facilities Management	Tracie Rusnak	trusnak@towson.edu;	
✓	ABM /Education 103 Clermont Avenue Alexandria, VA 22304	Maria Franco C: 757-613-4144 ✓ Michael Chad Johnson Regional VP of Operations P: 443-252-5925 1-866-414-8260 (E-Fax)	Michaelchad.johnson@abm.com; ✓ Maria.franco1@abm.com; ✓	1 - Maria Franco
✓	Beck & Call Professional Services	Felicia Daniel CEO, VP Operations ✓ 301-310-8954 - office 201-618-6826 - mobile	fdaniel@bcpsorganic.com;	1
✓	C&S Jones Group LLC (CSJG)TM 400 E. Pratt St. 8th Floor Baltimore, MD 21202 TF: (888) 659-3391 Office: (443) 759-3043 Fax: (443) 288-4006	Charles W Jones, MBA President and CEO ✓ Cell: (443) 655-4851 Michael S. Cheek, MS Business Dev Manager Cell: (410) 977-7910	MCheek@CSJonesGroupLLC.com; Charles@CSJonesGroupLLC.com	1
	C J Maintenance 9254 Bendix Road Columbia, MD 21045	Paul Spenard, I.C.E. COO (443) 219-0750 - Direct (443) 219-0700 - Fax (800) 256-2468 - x.114 Sarah Hamilton Stan Ahn	shamilton@cjmaint.com; pspenard@cjmaint.com; mlee@cjmaint.com; sahn@cjmaint.com;	1 - Stan

Attended	Company	Contact Person/Phone	Email	2 nd Site Visit 3/24/21 @ 10:00
✓	WFF Services 211 South Jefferson Avenue Saint Louis, Missouri 63103 (soon to merge with HES Facilities)	Charlene Maddox Marketing Coordinator O 314.584.6628 ; F 314.584.4592 Russell Leboff ✓ VP Business Development 804.380.7466	rleboff@hesfacilities.com ; cmaddox@wffservices.com ;	2 - Russell Leboff & a sub.
	HES Facilities (see WFF; the two companies are soon to merge)	See WFF mark steiner	See WFF m.steiner105@gmail.com	
✓	HHS Healthcare Education Aviation Resorts Commercial Government Senior Living	Robert Miller ✓ VP of Sales M: 330-988-3864	rmiller@hhs1.com ;	1 - Robert Miller
✓	LT Services Inc.	Steven Duons	stevensh0918@gmail.com	
✓	Absolute Service Industries	Polly Hovick	p.hovick@see2sicare.net	