

**Addendum No. 3  
Housekeeping Services  
Project No. TU-2126**

Procurement  
8000 York Road  
Towson, MD 21252-0001

*April 23, 2021*

Ladies and Gentlemen:

The purpose of this addendum is to clarify certain portions of the above-referenced project with all prospective bidders.

**Clarifications:**

**C3.** The Technical Proposal Due Date has been changed to **May 4, 2021 at 2:00 pm.**

**C4.** "Pre-Proposal Conference Minutes", "Preproposal Conference Call Attendance and First Site Visit Attendance Sheet" and "Second Site Visit Sign-In Sheet" have been incorporated via this Addendum.

**C5. CHANGE:** Section V.P.1.i(4) "Staffing"

**REPLACE:**

**Staffing: Building requires four (4) shifts. The 24/7 study area and restrooms require continual policing, and bathrooms require cleaning and trash removal on all shifts, including weekends.**

**C6.** Revised "Attachment 13" has been incorporated via this Addendum.

**C7.** Revised "Exhibit S -Housekeeping Services Anticipated Staffing and Level of Effort" has been incorporated via this Addendum.

**Questions:**

Q1) Do I need to have an MBE certificate to submit my proposal?

**A1) No, MBE certification is not required to submit a proposal for this RFP.**

Q2) Does the current approximate contract value of \$7M annually include costs associated with New Science Complex?

**A2) No, it does not include costs associated with the New Science Complex.**

Q3) Pg#9 – Additional Services: Is coverage for extended library hours outside of the 24/7 room additional or consider to be routine?

**A3) Please see RFP Section V.G.3., coverage for extended library hours outside the 24/7 Room in the Library is considered Additional Services.**

Q4) For buildings requiring "3 shifts" – is the contractor required to have a housekeeper dedicated to that building for each of the three shifts or required to have personnel to check & maintain the building throughout all three shifts??

**A4) Housekeepers must be dedicated to the building for each shift.**

Q5) Pg#19 – Cook Library: Is the contractor responsible for maintaining the 24/7 room on weekends as well as through the staffing requirement states “no weekends”?

**A5) Yes. Please see RFP Section V.P.1.i(4) “Staffing. The 24/7 Study area and restrooms require continual servicing, and bathrooms require cleaning and trash removal on all shifts, including weekends.”**

Q6) Pg#39 – Unitas Stadium: Is the placing of, emptying and picking up waste receptacles and sandwich boards for athletics & other tailgating events considered part of the “routine cleaning” or is this service additional billable?

**A6) Please see RFP Section V.2.b.7.e. These services are considered Additional Services. These services are event driven, not routine.**

Q7) Does the current price of \$7M annually, include the minimum living wage of \$14.42?

**A7) No, the current contract price of \$7M annually does not include the Living Wage requirement.**

Q8) Please clarify contract renewal date. There is reference to a few different months within in the proposal. Is it January, May, or July of each year?

**A8) Please refer to RFP Section V.E.1. The initial base term of the contract is eighteen (18) months in length, beginning January 1, 2022 and ending June 30, 2023. The base term then has three additional one-year terms from July 1, 2023 to June 30, 2024; July 1, 2024 through June 30, 2025; and July 1, 2025 through June 30, 2026.**

**In its sole discretion, the University may exercise up to five (5) additional one (1) year renewal options for a total term not to exceed nine and one half (9 ½) years.**

Q9) Please clarify the size of the proposal is not to exceeding 150MB in size.

**A9) Please refer to RFP Section IV.A.3. Each attachment must be 150MB or smaller.**

Q10) Could you please provide a list of the current MBE companies who are part of the contract along with the percentage breakout?

**A10) The current MBE firm is Associated Building Maintenance, and it is performing the full 25% of the existing contract’s MBE goal.**

Q11) Is an Enhanced Cleaning Program a requirement in the proposal?

**A11) Yes. Please see RFP Section V.G.5.a. concerning Enhanced Cleaning requirements.**

Q12) Is Towson University satisfied with the level of services being provided?

**A12) Yes, the University is satisfied with the level of services being provided.**

Q13) When does Towson University plan to open the campus at full capacity?

**A13) The University is planning for a full offering of in-person learning, residential housing, and campus life Fall 2021.**

Q14) In the bid package there was mention of the current housekeeping contract and amount per year. Is the University doing its own right now or is there a current vendor? If there is a vendor is the current contractor available to the public?

**A14) The University is currently contracted with ABM Janitorial Services. The current contract is available if a request is made to the Procurement Department via the Maryland Public Information Act.**

Q15) What is the current monthly price before the pandemic?

**A15) An estimated routine billing each month is \$550,000. For non-routine billing, it is approximately \$336,000 over the year, which is approximately \$27,000 per month. The majority of these expenses occur May through August and are only billable when the services are provided.**

Q16) What is the current monthly price during the pandemic?

**A16) An estimated routine billing each month is \$500,000. Non-routine billing is projected to be around \$110,000 for the year, which is approximately \$9,000 per month. The majority of these expenses occur May through August and are only billable when the services are provided.**

Q17) In regarding to qualification of the management staff, please confirm that the Zero Waste Manager **must** have a bachelor degree in environmental management? Can other bachelor degree or certification or year of experience comply with this requirement?

**A17) Please see RFP Section V.F.3.d. A bachelor's degree in environmental management, sustainability, hospitality management or closely related field with waste management related coursework, in addition to a minimum 3 years related experience with at least 1 year of supervisory experience is required for this position.**

**If contractor does not have this position on staff at time of Contract award, Contract must submit a written plan to recruit this position should it be the selected vendor.**

Q18) Is this contract under any Union? Is there any CBA in place?

**A18) No, this contract is not covered by any Union or Collective Bargaining Agreement (CBA).**

- Q19) The requirement is 25% MBE subcontract. If prime contractor is MBE, can prime contractor self-participate on 50% of MBE set aside for 12.5% of the contract? Or even if Prime contractor is MBE, we still have to subcontractor to another MBE company?
- A19) A prime contractor who is MBE certified may self-perform 50% of the goal. The prime contractor must subcontract the other 50% of the goal to another MBE company to meet the overall MBE goal.**
- Q20) The MBE requirement is Asian 2%, Hispanic 3%, African 9%. If Prime Contractor is MBE and also Asian owned, can Prime contractor meet the 14.5% by itself? Or we still need to subcontract out to another company?
- A20) A prime contractor who is MBE certified may self-perform 50% of the goal and cover the applicable subgoal, but they may one cover one subgoal. Other companies must be utilized for the remaining subgoals and the remaining 50% of the overall MBE goal.**
- Q21) All management staff are required to have MD driver license. Will VA Driver License is acceptable?
- A21) Yes. A Maryland driver's license or other State driver's license equivalent is acceptable.**
- Q22) **Sec V, page 3, Sec E. Contract Term & Modification:** While the TU allows contractors to request for price increase each year based on the CPI-U of May or by **3%** whichever is less, but on the other hand, contractor is required to pay MD Living Wage Tier 1 and/or MD Minimum Wage. If Based on MD Minimum Wage, with the increase wage schedule from 2021 to 2025, each year, there is an increased of **6% to 6.7%** effective Jan each year. As the result, the allowance of no more than 3% increase in contract price could not cover for the 6% increase mandate wage required. Janitorial is the labor intensive industry; labor cost is the largest expense item; therefore please help to review and see if the TU would allow contractor to request for increase if the mandated wage rate increases based on the percentage of wage increase.
- A22) Please see RFP Section V.E.2. The University will provide price adjustments if legislation is enacted to raise these wage rates on a dollar-for-dollar basis. The Contractor may request price increases per RFP Section V.E.2.a.**
- Q23) **Sec V, page 3, Sec E.2. Contract Term & Modification:** The TU required to pay rate accordance with **MD Living Wage Tier 1** which is \$14.42 per hour. On the other hand, there is also mandate to follow **MD Minimum Wage law**, current rate is \$11.75 per hour. There is a big different between these wage rate. Which wage rate do we have to follow (Living Wage or Minimum Wage)?
- A23) See RFP Section V.E.2. The Maryland Living Wage applies for the contract that will result from this RFP.**

Q24) **Sec V, page 4, IICRC:** We currently do not have the IICRC Applied Microbial Remediation certified technician. We have tried to schedule for class, but the class only offer in NC and due to the pandemic, it has been a challenge to schedule for one. We do have the Water Damage Restoration IICRC certified technician in place. Will the University allow Contractor to still bid on this contract? We can apply for the Microbial Remediation when we receive an award?

**A24) Please see RFP Section V.F.3.b.i. If Contractor's staff does not have this certification at the time of Proposal submittal, Contractor may propose a certified subcontractor as part of its Proposal submittal but Contractor must obtain this certification with in the first Contract year.**

Q25) Does contractor need to submit company's financial statement in the Technical proposal? or we can submit it upon TU request later?

**A25) Please see RFP Section IV.D.3.d. The Contractor does not need to submit its financial statement with its Technical Proposal. The University may request it during the proposal evaluation process.**

Q26) On attachment 13: Estimated Flooring and Fixture Counts, Could you please provide the missing information (Carpet, Floor Tile or Poured, Sinks, Toilets, Public Restrooms, Shared RR) for both Science Complex (Spring 20201) and Towson Armory (Spring 2021) new Buildings?

**A26) Please see the attached revised Attachment 13, line 24 for the Science Complex and line 27 for the Towson Armory.**

Q27) On Exhibit S – Anticipated Staffing and Level of Effort; Towson Armory, Softball Stadium, South Campus Pavilion, field hockey complex, Tiger Field (Soccer), and Schuerholz Baseball Complex buildings has not been listed. Could you please provide us the new Exhibit S?

**A27) With regard to the Softball Stadium, South Campus Pavilion, field hockey complex, Tiger Field (Soccer), and Schuerholz Baseball Complex, housekeeping coverage for those locations is event driven. As staffing will be in accordance with the needs for each event, it is not included under Exhibit S. Coverage for events is not Routine Service. It is billable under Event and Conference Service Support, see RFP Section V.G.4.**

**The staffing for the Towson Armory will be Day Shift as indicated in Attachment 10 – Current Shift Staffing. A line for Towson Armory has been added to Exhibit S, please see the attached revised Exhibit S.**

Q28) Who are the confirmed primes for this project?

**A28) There are no confirmed primes for this project. The prime contractor will be the firm that is awarded the contract at the completion of the RFP process after all approvals are obtained.**

Q29) What is current contract rate?

**A29) Please see RFP Section V.C.1. The current value of the contract is approximately \$7,000,000 per year.**

Q30) Who is responsible for providing the hand sanitizer and wiper throughout the campus?

**A30) The housekeeping contractor provides all hand sanitizer for the standard wall-mounted dispensers throughout campus. See RFP Appendix B for estimated supply usage.**

**In regard to the large gallon containers of wipes and sanitizer in each building in response to COVID, those supplies are procured by the University and are to be refilled by the housekeeping contractor.**

Q31) Do you have square footage information for the space in each building that is not cleaned under this contract. For instance office space, research labs that are cleaned by request only, food service areas, etc. Regarding office space, if you could provide the number of offices in each building that would be helpful.

**A31) Please see the attached revised Attachment 13.**

Q32) Regarding Attachment 10, current shift staffing. Some of the buildings require four shifts. that mean we are cleaning those spaces multiple times, or do we clean the space one time and respond to problems on the other shifts?

**A32) The cleaning frequency and tasks depend on the use of the building, and may require cleaning spaces multiple times, responding to problems, and performing restorative cleaning on any or all of the shifts.**

**The four shifts are 5a-2p, 7a-3p, 3p-11p, 11p-7a.**

Q33) Is BISM an MBE?

**A33) Blind Industries and Services of Maryland (BISM) is not a Maryland Department of Transportation certified Minority Business Enterprise.**

Q34) In the description of each building in Section V, item P. several of the residence halls indicate they are used for 9-month housing. Other than the deep cleaning of each room, are those buildings maintained daily during the other three months?

**A34) These buildings would need to be maintained daily if they are occupied in part or in whole during the other 3 months.**

Q35) On Attachment 15, what are the figures in the last column? The heading is Shared R/R. For the Residence Tower it shows 52. For the description of that building in Section V, it states there are 15 floors with one community bathroom on each floor. Are there community and private restrooms in that building?

**A35) The last column is Shared Restrooms. For Residence Tower, in addition to the community bathroom on each floor, there is a shared restroom in each of the bedroom quads on each floor.**

Q36) Is there currently community involvement with your recycling, sustainability, zero waste initiatives and are your current RFP requirements for TU initiatives being met?

**A36) Yes. Current engagement includes move-in, move-out, food recovery, and waste audits. We anticipate additional engagement opportunities as we return to full campus operations.**

Q37) Can you please provide three areas of opportunity for improvement, not necessarily poor performance, but areas where TU would like to improve further from the current situation, what would those three areas be?

**A37) Those three areas would be:**  
**1) identifying and extracting additional materials to divert from landfill waste, including support during zero waste events;**  
**2) further education of proper waste disposal procedures, reporting waste stream contamination, communicating operational observations regarding waste; and**  
**3) increased communications within operations between the housekeepers and contractor's managers/supervisors.**

Q38) We would like to visit the campus a little more on our own, is that acceptable?

**A38) Yes. During the campus site visits, TU encouraged vendors to visit campus buildings to familiarize themselves with each. Regarding Housing and Residence Life buildings, an appointment would need to be made through the Procurement Department and Housing and Residence Life.**

Q39) What is your APPA requirement for the parking garages?

**A39) Please see RFP Section V.P.2.d. (page 39) for specific cleaning requirements for garages.**

Q40) Is TU currently getting the MWBE requirements of 25% total contract, 9% AA, 3% HA and 2% AA?

**A40) The current contract has an MBE goal of 25% of the total contract value with no subgoals and it is being met.**



Q41) Section V.F.3 details five key contractor personnel, all of whom are required to have a valid Maryland driver's license. Can a Maryland driver's license be obtained after the bid is awarded?

**A41 Yes, a MD driver's license or other State equivalent driver's license may be obtained after the contract is awarded but before the contract work begins.**

Q42) Section V.F.3 details two certifications through the IICRC that must be completed by the contractor's proposed management personnel with proof of certification submitted on 4/19 with the technical proposal. The timetable is extremely tight considering the length of each class is 3-4 days with an additional 6 hours for the exams. Can this requirement be delayed to post-award?

**A42) Please see Q24/A24 above.**

Q43) In accordance with Section IV.I. The term of the Performance Bond must be 18 months followed by successive one-year renewals. Can a term be added to the bond to clarify this contract provision?

Sample language below:

NOTWITHSTANDING the above terms and conditions, this Performance (or Payment, as applicable) Bond is effective \_\_\_\_\_ 20\_\_ and expires \_\_\_\_\_ 20\_\_. This Performance (Payment) Bond may be renewed for additional annual periods at the option of the Surety, by continuation certificate executed by the Surety; however, neither non-renewal by the Surety, nor the failure or inability of the Principal to file a replacement performance (payment) guarantee, shall constitute a default and/or a loss to the Obligee recoverable under this Performance (Payment) Bond. The aggregate liability of the Surety is limited to the penal sum stated herein regardless of the number or amount of claims brought against this Performance (Payment) Bond and regardless of the number of additional periods covered by this Performance (Payment) Bond. If any conflict or inconsistency exists between the Surety's obligations or undertakings as described in this paragraph and as described elsewhere in this Performance (Payment) Bond or the underlying Contract, then the terms of this paragraph shall prevail.

**A43) No, the Performance and Payment bond forms will not be modified.**

Q44) What is the current contract price including the addition of the New Science Complex?

**A44) The current contract pricing does not include the New Science Complex.**

Q45) Is the Scope of Work the same as the current contract in place? If different please explain?

**A45) Please review RFP Section V. C. CURRENT ENVIRONMENT for information on changes since the start of the current contract.**



Q46) Who owns the Keywatcher system?

**A46) The University owns the Keywatcher system.**

Q47) What is the size of the incumbent contractor's management team dedicated to Towson?

**A47) Please review RFP Section V.F.3.a-f.**

Q48) Is the workforce currently unionized? If so, which bargaining unit represents the employees?

**A48) Please see A18.**

Q49) If non-union, is there a wage standard that these employees' wages are aligned with (i.e. Prevailing Wage, Maryland Living Wage, etc...)?

**A49) Under the current agreement, the Maryland Minimum Wage is currently the wage standard.**

Q50) Please provide the current hourly wages if different from the aligned standard?

**A50) Please see A49.**

Q51) Please provide a detailed list of residence halls with square footages broken out by area.

**A51) Please see RFP Section V.P.2.a. Housing and Residence Life Facilities (pages 25-31), Attachment #7 #Rooms/Apartments by Building, Attachment #8, Shower Curtain Count by Building, Attachment #13: Estimated Flooring and Fixture Counts for details.**

Q52) Please also note whether each residence hall is built with community restrooms or suite style restrooms?

**A52) Please review RFP Section V.P.2. a. Housing and Residence Life Facilities (pages 25-31), Attachment #7 #Rooms/Apartments by Building and Attachment #13: Estimated Flooring and Fixture Counts for details.**

Q53) In each scenario, what is the cleaning contractor's cleaning scope frequencies and responsibilities within the restrooms?

**A53) All communal and public restrooms shall be cleaned/maintained 7 days/week. Please review RFP Section V.P.2.a. Housing and Residence Life Facilities (pages 25-31), Attachment #7 #Rooms/Apartments by Building, Attachment #13: Estimated Flooring and Fixture Counts for details.**

Q54) Please provide clarity on Attachment 10 (Current Shift Scheduling):

a. Are these mandated hours and service times for each building?

**A54) Please review RFP Attachment 10, which shows the four (4) shifts and weekends are staffed for each campus building.**

Q55) What do the colors represent?

**A55) Red denotes all 4 shifts are staffed daily M-F. Yellow denotes 3 shifts staffed, Green is 2 shifts, Purple is 1 shift, day, which may be paired with Blue, weekend service (see Residence Halls). Rust is overnight shift (see Lecture Hall and Garages). Garages also include weekends (Blue).**

Q56) Can a breakdown be provided on number of FTE assigned in each building and shift?

**A56) Staffing per building and shift is to be determined by each offeror as part of its response to the RFP.**

Q57) What is the overall workforce breakdown of FT vs PT employees?

**A57) All are full time employees.**

Q58) We understand the note about using industry standards to determine cleanable square footage, but has there been a past study or any due diligence that can be shared?

**A58) No. We have provided gross square footage. There are several relevant industry standards that can be used to determine the cleanable square feet from the gross square feet provided.**

Q59) Can you clarify the residential summer cleaning billing structure? What is to be included in the base program and what is billable?

**A59) All cleaning to prepare buildings for re-occupancy, regardless of how much supplemental staffing is required to perform cleaning in a very tight timeframe, is to be included in the monthly Routine Services bid prices for each building. The only services billable are: cleaning for certain room turnovers (see RFP Section V.2.a., page 29), and cleaning after summer conference group vacancy. Please carefully review RFP Section V.P.2.a. Billing (page 26), Room Turnovers (page 29), Summer Cleaning and Preparation of Residence Halls (page 30), and Summer Conference Housing (page 31). Please also see Attachment 5 (Addendum 1), 2019 Summer Housing Housekeeping Summary as a guide, and see the *Note: Supplemental staffing will be required to clean the rooms needed during the initial summer conference housing period...Contractor shall include this initial cleaning in the prices for Routine/Project Cleaning in residence halls.* The supplemental staffing is not billable.**

Q60) Are all vehicles and major pieces of cleaning equipment owned by the incumbent contractor?

**A60) Yes.**

Q61) What would constitute an “offline building”? At what % of the building occupancy does it become offline or subject to credit? How is that managed and validated? (C-1 Adjustments)

**A61) Please refer to RFP Section V.E.3.**

Q62) Which (3) buildings in section F-1b are currently in the “self-service waste model?”

**A62) Please see RFP Section V.G.1.h. The three (3) buildings in the self-service waste model are the General Services Building, Stephens Hall and the College of Liberal Arts**

Q63) What is the cost of a permit for the campus?  
For Service Vehicles

**A63) Please see RFP Section II. See Section II. GENERAL INFORMATION FOR OFFERORS, X. PARKING (page 8).**

Q64) For Individuals?

**A64) See Section II. GENERAL INFORMATION FOR OFFERORS, X. PARKING (page 8).**

Q65) For Electric Vehicles/Carts?

**A65) See Section II. GENERAL INFORMATION FOR OFFERORS, X. PARKING (page 8).**

Q66) Are there dedicated parking spots for housekeeping staff and if so how many spaces?

**A66) There are not dedicated parking spots for housekeeping staff. Contractor staff may purchase faculty/staff permits and the University will work with the vendor for company vehicle parking. Permits for company vehicles will need to be purchased as well.**

Q67) Do any of the spaces have electrical outlets for golf carts, if so, how many?

**A67) There are no electrical outlets in parking spaces.**

Q68) In the event more electrical charging stations are needed or parking required is this something university will be able to provide?

**A68) The University would work with the vendor for company vehicles that required additional charging stations. Permits for company vehicles will need to be purchased as well.**

Q69) OneCard is the responsibility of the contractor, what does each card cost and what is the replacement card cost?

**A69) Please refer to RFP Section V.K.7. University OneCards.**

Q70) Housekeeping Office provided by the university:  
Is furniture provided?

**A70) Yes, furniture is provided for the Housekeeping Office by the University.**

Q71) Is space shared with other vendors or university personnel?

**A71) No, it is not shared space.**

Q72) Waste Stream Collection: Can you provide the waste stream percentage by type: (aluminum, metal, glass, etc.)?

**A72) No, but a majority of the material is single use plastic and paper/cardboard.**

Q73) Does the university have a target year to be completely "zero waste?"

**A73) While the University does not have an official date, the goal would be 2040.**

Q74) How many outside & garage trash/recycling containers are on campus that require daily service?

**A74) The estimated total is 469 cans at 254 unique locations. The breakdown is as follows: Victor Stanley Outdoor Metal Cans – 118 Recycling, 149 Landfill; Rubbermaid Plastic Garage Cans – 70 Recycling, 62 Landfill; and Athletics Outdoor Facilities – 35 Recycling, 35 Landfill. There are approximately 30 additional pairs for the athletic facilities, mostly in the Stadium that do not require daily service but must be serviced when activities are held there such as games and practices.**

Q75) Who is the current parking garage sweeping contractor? Is that company meeting/exceeding the University's standard?

**A75) Parking Garage sweeping is required under the current contract and is required in this RFP as well. It is performed by the current vendor ABM Janitorial Services and ABM is meeting the University's standard.**

Q76) Who are the incumbent's MBE partners? Are they meeting/exceeding the University's standard?

**A76) See A10. The existing MBE subcontractor is meeting the University's standards.**

Q77) Has the current contractor been assessed liquidated damages? If so, how much and can you provide any detail?

**A77) The current contractor has not been assessed liquidated damages.**

Q78) What is the workorder system currently being used?

**A78) Maintenance Connection.**

Q79) Is there space for an additional industrial washer and dryer?

**A79) Yes, there is space for an additional industrial washer and dryer.**

Q80) What is the definition of a "four-shift operation?" For example, Cook Library requires four shifts, no weekends. Please define.

**A80) Please see RFP Attachment 10. Shift times are in the column headers. There are 4 shifts daily – 3 "standard" shifts plus the early morning 5a-1p shift.**

All addenda will be incorporated into the final contract documents and will be binding on all vendors responding to this solicitation. Each vendor submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Exhibit K (attached or included in the bid package) with the bid response; failure to acknowledge addenda may result in bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 704-4453 or email me at [sclifford@towson.edu](mailto:sclifford@towson.edu)

Sincerely,

DocuSigned by:

*Sandra Clifford*

0BBD50C2FCDA45F...

Sandra E. Clifford  
Director

SEC:mlk

Attachments: Revised Attachment 13  
Revised Exhibit S

REVISED ATTACHMENT 13: ESTIMATED FLOORING AND FIXTURE COUNTS

		Gross Sq FT*	Carpet	Floor Tile or Poured	Flooring Wood	Office Sq. Ft.*	# Offices**	Research Sq. Ft.	# Research Spaces	Sinks	Toilets	Public Restrooms	Shared RR	
401 WASHINGTON AVE	WA	130,800	115,104	15,696						40	40	20		
7400 YORK RD.	Y2	41,200	37,080	4,120		17,046	90			22	21	8		
7800 YORK RD.	YR	143,840	30,297	2,137		22,338	152	864	2	42	34	10		
ADMINISTRATION BLDG.	AD	119,467	31,717	3,568		45,466	167			32	38	10		Offices included in Routine Service
AUBURN HOUSE	AH	11,600	2,873	1,268	325					7	7	5		
BURDICK HALL (entire building)	BU	207,140	4,518	33,975		13,504	75	2,575	2	45	50	10		
CENTER FOR THE ARTS	CA	300,850	26,298	133,431	26,537	26,846	140	7,440	25	59	67	42		
COLLEGE OF LIBERAL ARTS	LA	293,000	34,935	15,751		45,621	300	7,778	52	34	46	16		
COOK LIBRARY	CK	180,356	70,257	18,982		23,130	97			32	51	14		
ENROLLMENT SERVICES	ES	63,750	7,432	17,448		23,128	132			25	30	12		
GENERAL SERVICES	GS	36,395	1,275	2,093		8,353	53			10	15	2		
HAWKINS HALL	HH	75,247	20,889	15,906		12,724	94			34	48	10		
LANDSCAPE SERVICES BUILDING	LS	10,100		1,042		325	3			4	5	2		
LECTURE HALL	LH	9,113	2,899			2,019	14			4	5	2		
LINTHICUM HALL	LI	96,006	2,093	50,428		16,950	107			53	86	9		
MEDIA CENTER	MC	32,969	5,693	11,207		4,583	33			9	13	4		
POWER PLANT	PP	31,830	637			882	4			4	6	4		
PSYCHOLOGY	PY	51,803	6,797	14,137		10,192	72	2,335	14	26	31	10		
PUBLIC SAFETY BUILDING	PS	20,096	8,038	12,058		5,497	27			8	7	5		
SCIENCE COMPLEX (SPRING 2021)	SC	330,000	21,324	183,694						65	74	18		
SMITH HALL	SM	220,245	17,482	79,750		15,614	104	27,219	74	60	87	9		
STEPHENS HALL	SH	91,414	12,148	13,754		17,283	134			28	38	10		
TOWSON ARMORY (SPRING 2021)	TA	21,000	10,017	2,874	6,116					9	13	6		
TOWSON CENTER	TC	178,445	2,875	41,270		11,244	75			60	82	14		
VAN BOKKELN	VB	31,026	9,810	5,163		3,914	32	584	3	10	13	6		
WARD/WEST HEALTH & COUNSEL	WW	31,045	20,179	10,866		3,034	15			36	10	10		
CHILD CARE CENTER	CC	11,800	124	4,187		138	1			9	11	6		
CLARA BARTON HOUSE	BA	73,696	58,957	14,739		234	1			159	159	2		
FIELD HOCKEY COMPLEX	FF	1,325								7	9	2		
FIELD HOUSE	FH	53,312	1,884	18,660		3,805	22			41	47	4		
FREDERICK DOUGLAS HOUSE	DO	85,540	68,432	17,108		565	3			179	179	2		
JOHN CARROLL HALL	CH	170,504	150,044	20,460						182	182	2		
NEWELL DINING	ND	46,312	1,657	3,269		1,861	13			12	15	10		
NEWELL HALL	ND	57,101	24,440			495	3			37	23	3	13	
Parking & Transportation Svc office		2,677				1,276	7			2	2			
PRETTYMAN HALL	PR	35,888	15,800							24	23	7	4	
RESIDENCE TOWER	RT	105,422	41,490							108	109	15	52	
RICHMOND HALL	RI	32,674	11,041							25	22	4	5	
The Residence at 10 WEST BURKE AVE	TM	285,909	273,864	37,345		1,995	11			191	191	8		
SCARBOROUGH HALL	SC	35,888	15,760							16	16	2	3	
SCHUERHOLZ BASEBALL COMPLEX	SP	1,325	0	605						4	4	2		
SECU ARENA	TA	116,586	6995	84025	24,400					65	57	8		
SOFTBALL STADIUM	SF	1,325								7	9	2		
SOUTH CAMPUS PAVILION- outside	SP	4,405	0	4,405	0					4	4	0		
THURGOOD MARSHALL HALL	MA	156,594	137,803	18,791		2,883	16			195	195	2		
TIGER FIELD (SOCCER)	SF	1,325								15	12	3		
TOWER A	AT	107,408	62,269							114	114	4	112	
TOWER B	BT	100,622	57,664							116	116	4	112	
TOWER C	CT	93,822	55,469							98	98	2	96	
TOWER D	DT	97,172	57,120							98	98	2	96	
TOWSON RUN	TR	152,677	106,979			708	5			150	150	3	146	
TRANSPORTATION ANNEX	TX	2,037	500	1,200		966	6			2	2			
UNITAS STADIUM	US	27,103	2,972	10,841						78	89			
UNIVERSITY UNION	UU	168,203	42,408	7,082	20,905	16,262	81			64	83	9		
WEST VILLAGE COMMONS	WC	85,418	55,522	28,896	1,000	1,873	12			28	25	8		
		4,872,807								2,788	2,961	384	639	

\*NOTE: VENDOR TO USE INDUSTRY STANDARD PERCENTAGE TO DETERMINE CLEANABLE SQUARE FOOTAGE

\*\*Office space here includes reception and circulation space which is part of Routine Service. Private offices are cleaned upon request, except in the Administration Building.

**EXHIBIT S**

**HOUSEKEEPING SERVICES  
ANTICIPATED STAFFING AND LEVEL OF EFFORT**

Program	Buildings	# HOUSEKEEPERS	X	FT HRS	=	Total HR/Day for Housekeepers	# of Daily FT Supervisors	X	FT HRS	=	Total HR/DAY for Non-Mgmt Supervision
<b>Academic/Administrative (Program 07)</b>											
	401 Washington Blvd		X		=			x		=	
	7400 York Road		X		=			x		=	
	7800 York Road		X		=			X		=	
	Administration		X		=			X		=	
	Auburn House		X		=			X		=	
	Burdick Hall (not CRS)		X		=			X		=	
	Center for the Arts		X		=			X		=	
	College of Liberal Arts		X		=			X		=	
	Cook Library		X		=			X		=	
	Enrollment Services		X		=			X		=	
	General Services		X		=			X		=	
	Hawkins Hall		X		=			X		=	
	Landscape Services		X		=			X		=	
	Lecture Hall		X		=			X		=	
	Linthicum Hall		X		=			X		=	
	Media Center		X		=			X		=	
	Power Plant		X		=			X		=	
	Psychology		X		=			X		=	
	Public Safety		X		=			X		=	
	(New) Science Complex		X		=			X		=	
	Smith Hall		X		=			X		=	
	Stephens Hall		X		=			X		=	
	Towson Armory										
	Towson Center		X		=			X		=	
	Van Bokkelen		X		=			X		=	
	Ward West Health & Counseling Ctr		X		=			X		=	
<b>Auxiliary Services Buildings (Program 08)</b>											
	<u>Residence Halls</u>										
	Barton Hall		X		=			X		=	
	Carroll Hall		X		=			X		=	
	Douglas Hall		X		=			X		=	
	- Glen Tower A		X		=			X		=	
	- Glen Tower B		X		=			X		=	
	- Glen Tower C		X		=			x		=	
	- Glen Tower D		X		=			x		=	
	Marshall Hall		X		=			x		=	
	Newell Hall		X		=			x		=	
	Prettyman Hall		X		=			X		=	
	Residence Tower		X		=			X		=	



	Richmond Hall		X		=			X		=	
	Scarborough Hall		X		=			X		=	
	The Residence of 10 West Burke Ave		X		=			X		=	
	Towson Run Apts.		X		=			X		=	
	<u>Other</u>										
	Campus Recreation Ctr- Burdick Hall										
	Child Care Center		X		=			X		=	
	Parking & Transportation Office		X		=			X		=	
	Newell Den/Stone & Carpet		X		=			X		=	
	Newell Dining		X		=			X		=	
	Transportation Annex		X		=			X		=	
	University Union		X		=			X		=	
	West Village Commons		X		=			X		=	
	<u>Athletic Facilities</u>										
	Field House		X		=			X		=	
	SECU Arena		X		=			X		=	
	Unitas Stadium Pressbox		X		=			X		=	
	Unitas Stadium		X		=			X		=	
	<u>Garages</u>										
	10 West Parking Garage		X		=			X		=	
	Glen Garage		X		=			X		=	
	Towsontown Garage		X		=			X		=	
	Union Garage		X		=			X		=	
	West Village Garage		X		=			X		=	
Campus-Wide Waste, Recycling & Litter Removal											
	Recycling and Waste Management Crew		X		=			X		=	
	Grounds and Garages Crew		X		=			X		=	