



Procurement
8000 York Road
Towson, MD 21252-0001

Addendum No. 1
Housekeeping Services
TU-2126

March 10, 2021

Ladies and Gentlemen:

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

Clarifications:

C1. Remove “RFP Attachment #5, Summer Conference Housing Room Requirements History” in its entirety and replace with the attached “Attachment #5, Summer Conference Housing Room Requirements History Revision 1”.

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 (**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.

Sincerely,

Sandi Clifford
Procurement Officer Representative

Attachment:

Attachment #5, Summer Conference Housing Room Requirements History Revision 1

- 410.704.204453 F 410.704.8233
sclifford@towson.edu
- towson.edu/procurement/

2018 Summer Housing Housekeeping Summary

June Summer 2018 Cleaning Total

"* Please see Resident Hall section of the RFP for more detailed descriptions of rooms and suites.

Group Name	Location	Date of Stay	Tower C Suites	Tower D Suites	Barton Rooms	Marshall 2 Bed Apts	Marshall 4 Bed Apts
Group 1	Marshall	5/31 - 6/2	0	0	0	1	6
Group 2	TC, TD, Barton	6/7 - 6/10	93	99	124	0	0
Group 3	Barton	6/13 - 6/22	0	0	11	0	0
Group 4	Barton	6/21 - 6/23	0	0	24	0	0
Group 5	Tower C	6/21 - 6/27	58	0	0	0	0
Group 6	Barton	6/23 - 6/29	0	0	14	0	0
Total number of rooms			151	99	173	1	6

July Summer 2018 Cleaning Total

Group Name	Location	Date of Stay	Tower C Suites	Tower D Suites	Barton Rooms	Marshall 2 Bed Apts	Marshall 4 Bed Apts
Group 7	Marshall	6/18 - 7/7	0	0	0	1	3
Group 8	Barton	6/23 - 7/27	0	0	16	0	0
Group 9	Tower C	6/27 - 7/5	12	0	0	0	0
Group 10	Barton	6/30 - 7/6	0	0	14	0	0
Group 11	Tower C	7/5 - 7/8	14	0	0	0	0
Group 12	Barton	7/7 - 7/13	0	0	13	0	0
Group 13	Barton	7/8 - 7/9	0	0	4	0	0
Group 14	Barton	7/8 - 7/16	0	0	43	0	0
Group 15	Marshall	7/8 - 7/12	0	0	0	0	1
Group 16	Barton	7/8 - 7/14	0	0	9	0	0
Group 17	Marshall	7/8 - 7/21	0	0	0	1	4
Group 18	Tower D	7/9 - 7/11	0	21	0	0	0
Group 19	Marshall	7/11 - 7/14	0	0	0	2	15
Group 20	Tower D	7/11 - 7/15	0	55	0	0	0
Group 21	Tower C	7/12 - 7/16	68	0	0	0	0
Group 22	Barton	7/14 - 7/20	0	0	14	0	0
Group 23	Tower C	7/16 - 7/18	9	0	0	0	0
Group 24	Marshall	7/16 - 7/20	0	0	0	2	0
Group 25	Barton	7/16 - 7/20	0	0	25	0	0
Group 26	Tower D	7/19 - 7/22	0	34	0	0	0
Group 27	Tower D	7/19 - 7/22	0	7	0	0	0
Group 28	Barton	7/21 - 7/27	0	0	8	0	0
Group 29	Tower C	7/22 - 7/27	38	0	0	0	0
Group 30	Tower C	7/22 - 7/28	10	0	0	0	0
Group 31	Marshall	7/23 - 7/25	0	0	0	0	11
Group 32	Tower D	7/24 - 7/29	0	77	0	0	0
Total number of rooms			151	194	130	5	31

August Summer 2018 Cleaning Total

Group Name	Location	Date of Stay	Tower C Suites	Tower D Suites	Barton Rooms	Marshall 2 Bed Apts	Marshall 4 Bed Apts
Group 33	Tower C	7/29 - 8/1	18	0	0	0	0
Group 34	Marshall	7/22 - 8/4	0	0	0	1	4
Group 35	Marshall	5/31 - 8/4	0	0	0	0	12
Group 36	Marshall	5/31 - 8/4	0	0	0	1	1
Group 37	Marshall	8/1 - 8/5	0	0	0	2	1
Group 38	Marshall	5/28 - 8/8	0	0	0	0	4
Group 39	Marshall	5/28 - 8/11	0	0	0	0	4
Group 40	Marshall	5/25 - 8/17	0	0	0	1	7
Group 41	Tower C	8/3 - 8/17	36	0	0	0	0
Group 42	Tower C	8/7 - 8/17	6	0	0	0	0
Group 43	Tower C	8/7 - 8/17	3	0	0	0	0
Total number of rooms			63	0	0	5	33

Extended Stay housekeeping required at end.

2019 Summer Housing Housekeeping Summary

ATTACHMENT #5: SUMMER CONFERENCE HOUSING ROOM REQUIREMENTS HISTORY, cont'd

May 24 - June 11 Summer 2019 Total (Pre-Clean)

"* Please see Resident Hall section of the RFP for more detailed descriptions of rooms and suites.

Group Name	Location	Date of Stay	Res Tower Quads	Douglass Rooms	Barton Rooms	Towson Run 2 Bed Apts	Towson Run 4 Bed Apts	Carroll Hall 2 Bed Apts	Carroll Hall 4 Bed Apts
Group 1	Carroll	5/24-8/15	0	0	0	0	0	4	10
Group 2	Carroll	5/24-8/15	0	0	0	0	0	0	1
Group 3	Carroll	5/27-8/3	0	0	0	0	0	1	13
Group 4	Carroll	5/27-8/3	0	0	0	0	0	0	3
Group 5	Carroll	5/28-8/9	0	0	0	0	0	1	1
Group 6	Carroll	5/30-8/3	0	0	0	0	0	1	1
Group 7	Carroll	5/31-8/3	0	0	0	0	0	1	0
Group 8	Res Tower, Douglass, Barton, Towson Run	6/6-6/9	44	132	120	4	30	0	0
Total number of rooms for May 24 - June			44	132	120	4	30	8	29

Extended Stay Groups housekeeping is only required before and at end of stay.

June Summer 2019 Cleaning Total

Group Name	Location	Date of Stay	Res Tower Quads	Douglass Rooms	Barton Rooms	Towson Run 2 Bed Apts	Towson Run 4 Bed Apts	Carroll Hall 2 Bed Apts	Carroll Hall 4 Bed Apts
Group 9	Douglass	6/12-6/21	0	8	0	0	0	0	0
Group 10	Douglass	6/15-6/22	0	43	0	0	0	0	0
Group 11	Res Tower	6/18-6/20	0	4	0	0	0	0	0
Group 12	Douglass	6/19-6/22	0	27	0	0	0	0	0
Group 13	Res Tower	6/20-6/23	12	0	0	0	0	0	0
Group 14	Douglass	6/22-6/28	0	7	0	0	0	0	0
Group 15	Douglass	6/27-6/30	0	46	0	0	0	0	0
Group 16	Carroll	6/27-6/30	0	0	0	0	0	1	26
Total number of rooms for June 12 - June			12	135	0	0	0	1	26

July Summer 2019 Cleaning Total

Group Name	Location	Date of Stay	Res Tower Quads	Douglass Rooms	Barton Rooms	Towson Run 2 Bed Apts	Towson Run 4 Bed Apts	Carroll Hall 2 Bed Apts	Carroll Hall 4 Bed Apts
------------	----------	--------------	-----------------	----------------	--------------	-----------------------	-----------------------	-------------------------	-------------------------

2019 Summer Housing Housekeeping Summary

Group 17	Res Tower	6/27-7/4	10	0	0	0	0	0	0
Group 18	Douglass	6/29-7/5	0	8	0	0	0	0	0
Group 19	Res Tower	7/5-7/10	33	0	0	0	0	0	0
Group 20	Douglass	7/6-7/12	0	9	0	0	0	0	0
Group 21	Douglass	7/7 - 7/15	0	40	0	0	0	0	0
Group 22	Barton	7/8-7/10	0	0	57	0	0	0	0
Group 23	Barton	7/8-7/11	0	0	19	0	0	0	0
Group 24	Carroll	7/8-7/12	0	0	0	0	0	0	0
Group 25	Carroll	7/10-7/13	0	0	0	0	0	3	27
Group 26	Res Tower	7/10-7/14	28	0	0	0	0	0	0
Group 27	Barton	7/11-7/15	0	0	74	0	0	0	0
Group 28	Douglass	7/13-7/19	0	7	0	0	0	0	0
Group 29	Carroll	7/13-7/21	0	0	0	0	0	3	30
Group 30	Res Tower	7/14-7/20	10	0	0	0	0	0	0
Group 31	Carroll	7/15-7/19	0	0	0	0	0	0	1
Group 32	Douglass	7/15-7/19	0	0	25	0	0	0	0
Group 33	Douglass	7/20-7/26	0	14	0	0	0	0	0
Group 34	Res Tower	7/21-7/26	27	0	0	0	0	0	0
Group 35	Douglass	7/21-7/27	0	19	0	0	0	0	0
Group 36	Carroll	7/22-7/26	0	0	0	0	0	0	1
Group 37	Res Tower	7/27-7/31	12	0	0	0	0	0	0
Total number of rooms for July			120	97	175	0	0	6	59

August Summer 2019 Cleaning Total

Group Name	Location	Date of Stay	Res Tower Quads	Douglass Rooms	Barton Rooms	Towson Run 2 Bed Apts	Towson Run 4 Bed Apts	Carroll Hall 2 Bed Apts	Carroll Hall 4 Bed Apts
Group 1	Carroll	5/24-8/15	0	0	0	0	0	4	8
Group 2	Carroll	5/24-8/15	0	0	0	0	0	0	1
Group 3	Carroll	5/27-8/3	0	0	0	0	0	1	8
Group 4	Carroll	5/27-8/3	0	0	0	0	0	0	3
Group 5	Carroll	5/29-8/9	0	0	0	0	0	1	1
Group 6	Carroll	5/30-8/3	0	0	0	0	0	0	1
Group 7	Carroll	5/31-8/3	0	0	0	0	0	1	0
Group 38	Douglass	6/29-8/2	0	13	0	0	0	0	0
Group 39	Res Tower	8/1-8/3	13	0	0	0	0	0	0
Group 40	Res Tower	8/1-8/15	0	88	0	0	0	0	0
Total number of rooms for August			13	13	0	0	0	0	3

Resident Hall Summer Common Area Cleaning History

ATTACHMENT #5: SUMMER CONFERENCE HOUSING ROOM REQUIREMENTS HISTORY, cont'd

2018

Common areas in Housing buildings

June Daily Common Area Cleaning

Building	Days Open	Hours Per Day
Tower C	14	3.75
Tower D	5	3.75
Barton	23	3.75
Marshall	30	3.75

July Daily Common Area Cleaning

Building	Days Open	Hours Per Day
Tower C	26	3.75
Tower D	20	3.75
Barton	28	3.75
Marshall	31	3.75

August Daily Common Area Cleaning

Building	Days Open	Hours Per Day
Tower C	17	3.75
Tower D	0	3.75
Barton	0	3.75
Marshall	17	3.75

2018 Summer Total

Building	Days Open
Tower C	74
Tower D	49
Barton	56
Marshall	78

Total Hours Required: 963.75

2019

Common areas in Housing buildings

June Daily Common Area Cleaning

Building	Days Open	Hours Per Day
Resident Tower	17	3.75
Douglass	24	3.75
Barton	5	3.75
Towson Run	0	3.75
Carroll	16	3.75

July Daily Common Area Cleaning

Building	Days Open	Hours Per Day
Resident Tower	29	3.75
Douglass	31	3.75
Barton	9	3.75
Towson Run	0	3.75
Carroll	31	3.75

August Daily Common Area Cleaning

Building	Days Open	Hours Per Day
Resident Tower	3	3.75
Douglass	15	3.75
Barton	0	3.75
Towson Run	0	3.75
Carroll	15	3.75

2019 Summer Total

Building	Days Open
Resident Tower	49
Douglass	70
Barton	14
Towson Run	0
Carroll	62

Total Hours Required: 731.25