DATE: October 18, 2013

TO: All Prospective Proposers

FROM: Delores R. Pertee

RE: UMBC KITCHEN HOOD CLEANING CONTRACT – RFP#BC-20890-P
ADDENDUM # 2

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Technical Proposal you return to the University.

The due date and time for the Technical Proposals to be submitted to the University remains the same as THURSDAY, OCTOBER 24, 2013 by 2:00 p.m. to the Issuing Office.

A. QUESTIONS AND ANSWERS:

1. QUESTION: Under Section III: Technical Requirements & Specifications, Paragraph 2. Mandatory Specifications, Item # 2.11 “The Contractor shall not use enzymes, acids, caustics, solvents or emulsifying products when cleaning” Does this apply to the use of caustic soda (i.e. Sodium hydroxide)? We use caustic soda at virtually every customer site, so if it is not allowed at UMBC please let us know what your preferred cleaning chemical is.

   ANSWER: Per our Environmental Safety and Health Department, Sodium Hydroxide is fine provided it is diluted properly. The dilution factor and the amount used at each location must be provided. The MSDS sheet should be provided for final approval on usage.

2. QUESTION: Under Section III: Technical Requirements & Specifications, Paragraph 5. Cleaning Requirements and Procedures, Item 5.6 “Fryers or other oil holding devices are to be covered with sheet pans and plastic separately to keep water & contamination out of the equipment” Are restaurant sheet pans available for this purpose or is the contractor responsible for providing these? Same question applies to large plastic trash cans into which grease is funneled during service.

   ANSWER: Sheet pans are available on site for use. UMBC will request the Food Services Contractor to drain the fryers or other devices prior to cleanings. The successful contractor shall provide all materials and equipment necessary to clean the exhaust hood systems.
3. QUESTION: Under Section III: Technical Requirements & Specifications, Paragraph 5. Cleaning Requirements and Procures, Notes at the end, “The detailed drawings of each area will be provided to the successful contractor.” Are the detailed drawings electronic or hard copy? Will they be made available after the technical proposals are approved or after the price proposals are submitted? Obviously this information would be helpful to providing the most accurate pricing possible.

ANSWER: The drawings are electronic and a hard copy is available for viewing on campus to those firms that pass the Technical Evaluation and move into the Oral Presentation Phase.

4. QUESTION: Under Section III: Technical Requirements & Specifications, Paragraph 6. After Cleaning Actions, Item #6.6 “All by-products, plastic covering and waste materials must be disposed and removed to an off-site location.” Does this include grease water generated as a result of the service? Legally transporting grease water requires hazardous material approval and specialized vehicles that aren’t typically used by hood cleaning companies. As a result, standard operating procedure is to dispose of the grease water in drains that are equipped with grease traps. Greasy plastic is disposed of off-site.

ANSWER: Floor drains located next to exhaust hoods are tied into the building’s grease trap and can be used to dispose of generated grease water from cleanings.

5. QUESTION: I did not see any schematic drawings with the RFP; was that given out at the formal site walk through? If so, would it be possible for me to obtain a copy?

ANSWER: Please see Question #3 above.

6. QUESTION: Is there a forum or some sort of platform that I can go to and see what questions have been asked already?

ANSWER: Per Section II: General Information for Vendors, Paragraph C: Addenda to the RFP, questions and responses will be posted to UMBC’s electronic bid board at http://www.umbc.edu/adminaffairs/procurement/vendor.shtml.
7. QUESTION: Is it possible for me to conduct a separate or additional site visit within the next few days?

ANSWER: A second walkthrough has been scheduled for Tuesday, October 22, 2013 at 9:00 a.m. at the Commons Loading Dock, off of Commons Drive. Directions to the campus, parking and building locations can be found on the UMBC website at http://www.umbc.edu. Click on “Maps” at the top right of the page. Please contact the issuing office to confirm your attendance at this walkthrough to Delores R. Pertee at 410-455-3915.

Enclosures: Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM #2 DATED 10/18/13
This addendum was posted to eBid Board and the vendors of record on 10/18/13
(Original with enclosures were not mailed)
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 10/07/13
Addendum No. 2 dated 10/18/13
Addendum No. _____ dated ________
Addendum No. _____ dated ________

As stated in this Addendum, this form must be returned within your Technical Proposal.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM