

# UNIVERSITY OF LOUISVILLE®

## PROCUREMENT SERVICES ADDENDUM

<b>Date of Notice:</b>	5/22/2026
<b>Solicitation No.:</b>	RP-5638
<b>Title:</b>	Athletic Facility Cleaning
<b>Addendum No.:</b>	3

The following shall clarify and/or modify the original bid document(s) as issued by the University of Louisville.

1. Please confirm whether all consumable supplies (paper products, soap, liners, chemicals, etc.) are to be provided by the awarded contractor. **No** If yes, can you please provide estimated annual usage by category (paper towels, toilet paper, soap, liners, etc.)? **Athletics will source all paper, soap, liners, chemicals, etc, through the campus stock room.**
2. Please list any holidays, school breaks, or other periods during which services are reduced or not required. **Dates will vary every year. Sport seasons do not stop due to holidays, and service will be needed on some holidays and not on others.**
3. During periods of reduced athletic activity (such as summer break), would a reduced staffing or service schedule be expected? **Facilities are used year-round as athletes will train and have meetings year-round.**
4. Can you provide a detailed frequency schedule of tasks, including:
  - \* Restroom cleaning frequency? **daily**
  - \* Trash removal frequency? **daily**
  - \* Common area cleaning frequency? **daily**
  - \* Project work frequencies? **Will depend on the specific project. Could be monthly, bi-annually or annually.**
  - \* Periodic floor care expectations? **Floors to be mopped or vacuumed dependent on needs, time of year and type of space. Weight room floors and turf areas will need to be scrubbed multiple times each week, office carpets may only need to be vacuumed once a week, bathroom floors may need to be mopped/scrubbed multiple times a week.**
  - \* Carpet extraction expectations? **Spills to be addressed as they occur by the awarded contractor. Full facility carpets to be extracted once or twice a year. Athletics has another vendor to do the large extractions.**
  - \* High dusting expectations? **Monthly**
5. The pricing sheet requests hourly labor rates only. Should bidders include supplies, consumables, equipment, supervision, and other operational costs within those hourly rates? ? **No, consumables will be provided by campus stock room.**
6. Please provide the total cleanable square footage for all facilities and ancillary spaces included in the scope, including:
  - \*Trager Center areas
  - \* Pepsi Club
  - \* L&N Stadium offices/restrooms
  - \* Any additional support spaces

Square footages can be figured from drawings provided (addendum-2). The only exception are the 2 basketball practice courts in the Kueber Center that are not the responsibility of the cleaning contractor. The field area in the Trager Center is not an area that is the responsibility of the cleaning contractor either.

7. Please confirm the initial contract term and any renewal options associated with this RFP. **5 yr initial term with options for 3 additional 1 periods.**

8. Please provide estimated annual event counts and expected staffing requirements for athletic events, football games, and other special events. **15 days a year. Event staffing numbers and hours per event will be scheduled by athletics.**

9. Is event-related overtime expected to be included within the proposed hourly rates, or will event staffing be billed separately? **Event staffing numbers and hours per event will be scheduled by athletics, and billing will be sent separately,**

10. Is the staffing schedule shown in Attachment A mandatory, or is it provided as a sample operational framework that bidders may modify based on their proposed staffing approach? **Due to the coverage needed, athletics has designed a time frame that allows for supervision of all shifts and coverage of facilities at an optimal level. Athletics is open to conversations to improve the schedule, but this is the base starting point that covers athletics daily expectations.**

11. Will janitorial closets, storage space, office space, and charging areas for equipment be provided to the awarded contractor at each facility? **Yes**

12. Is there an incumbent contractor currently servicing these facilities? If so, can current staffing levels, annual labor hours, and/or current contract value be shared? **Campus Physical Plant currently covers these facilities. There are no staffing levels or labor hours available.**

13. Please provide examples of the “special projects” referenced in Attachment A and clarify whether those activities are included within the base staffing expectations. **Special projects will be done by the existing staff at the hourly rate contracted. Special projects will be done during slow times in facilities as directed by athletics.**

14. RFP Attachment B, Sample Report shows an Athletics Closet Inspection Report. Are all the items under Supplies/Stock, such as paper towels, toilet tissue, soap, chemicals, etc., provided by the Contractor or the University? **University**

15. RFP Attachment B, Sample Report shows an Athletics Closet Inspection Report. Are all the items under Equipment, such as vacuum, wet/dry vac, steam cleaner, etc., provided by the Contractor or the University? **University**

16. RFP Attachment B, Sample Report shows an Athletics Closet Inspection Report. Are all the items under Tools, such as brooms, dustpans, dusters, toilet mops, etc., provided by the Contractor or the University? **University**

17. RFP Attachment B, Sample Report shows an Athletics Closet Inspection Report. Are all the items under Cart Inspection, such as disinfectant, glass cleaner, chrome cleaner, bowl cleaner, etc., provided by the Contractor or the University? **University**

18. May we have a copy of the sign in sheet for the non-mandatory walk through hosted on 5/13/26? **Yes**

19. We noticed on the walk through that there were a couple of floor scrubbers (Auto scrubbers) in the weight room areas. Are those available for the cleaning crews to use, or do we need to supply our own?

Bidders should plan on providing floor auto scrubbers. Existing auto scrubbers are owned by campus. Purchase of any equipment needed will be reviewed and approved by athletics prior to purchase.

20. I thought bids needed to be submitted by 5/20 from what I heard yesterday but to be clear the Q&A phase shuts down then with bids due by the deadline of 6/5. The deadline for questions was 5/20/26 at 4:00 PM and the deadline for bids is 6/5/26 at 4:00 PM.

21. What are the payment terms? Net 30 upon receipt of invoice.

22. Do we need to consider parking permits into the cost of the agreement? Vendors are responsible for obtaining parking permits. Reference RFP line-1 link to Procurement Terms and Conditions sec. V.

23. Will the University provide a list of vendors who RSVP'd for the on-site meeting? No Attended the walkthrough? Yes

24. What is the process to submit open records requests? To submit an open records request click on the following link: [Request Instructions — Office of University Counsel](#) and complete the online form. To follow up on a request email [korareq@louisville.edu](mailto:korareq@louisville.edu).

25. Is it possible to schedule a walkthrough of the facilities? A walkthrough was scheduled on 5/13/26 at 1:00 as detailed in addendum 2.

26. Is attendance at the walkthrough mandatory? No

27. Will contractor be paid on a net 30 schedule? Yes

28. Can the contractor only bill monthly, or are we able to bill biweekly? Monthly

29. Will The University supply consumables? (I.E paper towels, soap, toilet paper, trash liners)? Yes

30. Will the contractors be required to submit background checks to the University for its employees? If so, are there any underlining offenses that would prevent employment at the University? Yes, contractor employee background checks will be in accordance with Kentucky statutes for Educational Institutions as defined by Kentucky House Bill 3 KRS 164.281 including State and National criminal background checks and Sex Offender Registry.

31. Will the contractor be required to refinish wood floors (Kueber Center) If so, how often and will this be a change order, or include in bid? No

32. . Will contractor be responsible for any exterior cleaning? Any exterior trash can removal? Just within 25 feet of facility doors.

33. Just for clarification: The University has an outside vendor that cleans high glass/windows, and cleans carpets, correct? Yes

34. Will the University provide parking access or parking passes for contractor employees assigned to this account? If contractor employees are required to purchase parking permits, please confirm the applicable permit type, cost, approved parking locations, and whether event-day parking restrictions will apply to staff working athletic facilities. Parking passes are purchased through the campus parking office. A blue parking pass will be needed to be purchased for the Kueber Center for non-event day parking. Parking at Trager Center, football complex, pepsi club and TACE will be provided through athletics for both regular workday and an event day.

Bidder must acknowledge receipt of this and any addenda either with bid or by separate letter. Acknowledgement must be received in the Department of Procurement Services, Service Complex Building, University of Louisville no later than **06/05/2026 at 4:00PM, EST**. If by separate letter, the following information must be placed in the lower left-hand corner of the envelope:

Solicitation No.:	<b>RP-5638</b>
Title:	<b>Athletic Facility Cleaning</b>
Due Date:	<b>06/05/2026</b>

**Authorized By:**

Procurement Services	
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**Receipt Acknowledged:**

Company	
Signature	
Name (print)	
Date	