

**EASTERN KENTUCKY UNIVERSITY  
DIVISION OF PURCHASES & STORES  
RICHMOND, KENTUCKY  
RFP 03-10  
LAUNDRY SERVICE**

**DATE: 10/22/09**

**ADDENDUM NO: 1 (One)**

**PLEASE NOTE THE FOLLOWING:**

Responses to the questions submitted are:

- 1) How many students live in university provided housing (residence halls, fraternity/sorority houses, etc...)?  
**We range between 3500-4200 students depending upon semester and year.**
- 2) On Section 3.3 Service Requirements under the heading "The proposal must meet these minimum qualifications related to equipment":
  - a. There is not Energy Star rated dryers available. The only machines that are Energy Star rated are Front Load High Efficiency ADA Compliant Washers.  
**Please note this as a proposal deviation.**
- 3) On Section 3.3 Service Requirements, under Item #6 of the same heading as Item #2 above; is the university requiring that all washers be front load ADA Compliant? The portion of that item states "as required by the University" and does not clearly specify if this is a requirement or not and we just want to be sure we bid this according to the standards of the University.  
**Yes, all equipment should be ADA compliant.**
- 4) In several sections of the RFP, it makes mention of laundry room renovations. It is difficult to ascertain whether or not this is a requirement or just an option. Please explain.  
**This is a requirement as needed. Some facilities have been recently renovated and will not need as much attention.**
- 5) I do not fully understand what the RFP is asking in Section 3.3 "Credit Card Capability". This section is calling for vending equipment and Jetz' equipment is not classified as vending equipment as it is laundry equipment. Based on our past experience at other universities, the requirements are generally a declining balance card system such as CBord which is compatible with the current card system already in place throughout the campus. I know of no manufacturer that provides a combination of coin, dollar bills, credit card, debit card and a declining balance card systems (CBord). It is the custom to have coin activated and/or declining balance card operated equipment only. I think this may also include vending such as candy, soda, etc..... Please clarify.  
**This is in reference to the laundry equipment. EKU is interested in equipment that can satisfy multiple payment options including declining balance, coin operated, and debit/credit card capability**
- 6) As per section 4.4 "Pre-Proposal Conference", I just want to clarify that EKU is not having a pre-bid meeting with any vendor prior to the opening of the RFP proposals? If there are no pre-bid walk throughs, how is it possible to determine what laundry room improvements are needed (if any)?  
**EKU is willing to provide a guided tour of the laundry facilities for interested vendors. However, any additional questions will be addressed in a 2<sup>nd</sup> written addendum. These tours are not classified as "meetings" as all questions and information should flow through the proper channels.**
- 7) Under section 5.5 "Offeror Qualifications", can you please explain Item G: "The Successful Offeror will be responsible for losses caused by utility outages"?  
**The losses referred to in this case are revenues. The University will not be held liable for any perceived loss of revenue due to utility outages of any nature.**
- 8) Can you please provide the past gross revenue before commission for the last full year?  
**FY 09 - \$133,283.50 Data for Cbord transactions from 10/2008 to 10/2009 = \$3,426.  
FY 08 - \$127,525.78  
FY 07 - \$140,899.50**

- 9) Number of students in housing?  
See response to questions #1
- 10) Current CBORD system installed?  
Version 4.2.12
- 11) Who owns the card readers in the laundry rooms, the University or current vendor?  
The current vendor owns the card readers.
- 12) How do we set up visit to view all laundry rooms at EKU? Contact.....  
Denis Ponder  
Assistant Director, Business Operations  
EKU Housing  
859.622.8422  
[Denis.ponder@eku.edu](mailto:Denis.ponder@eku.edu)
- 13) We request a 3-year laundry revenue history of all coin and card collections at EKU broken down by year with totals for coin collections vs. card collections.  
See response to question # 8
- 14) Please provide the total number of residents in each residence hall.  
The figures below are from the last completed fiscal year (FY09 – July 1, 2008 – June 30, 2009) where all residence halls were online.

<u>Fall</u>	
<u>Residence</u>	
<u>Hall</u>	<u>Occupancy</u>
Brockton	59
Burnam	219
Case	121
Clay	303
Combs	171
Commonwealth	336
Dupree	175
Keene	410
Martin	342
McGregor	332
Palmer	206
Sullivan	113
Telford	416
Todd	254
Walters	288

<u>Spring</u>	
<u>Residence</u>	
<u>Hall</u>	<u>Occupancy</u>
Brockton	72
Burnam	216
Case	116
Clay	298
Combs	171
Commonwealth	314
Dupree	202
Keene	383
Martin	320
McGregor	353
Palmer	203
Sullivan	109

Telford	422
Todd	214
Walters	284

- 15) Please provide the total number of washers and single vs. stacked dryers currently on campus in the resident laundry rooms.  
The University has stacked units in areas with limited space but the detailed count isn't readily available. Please schedule a campus site tour.
- 16) Please provide the total number of washer and dryers required for the Brockton Family apartments.  
7 Washers – 7 Dryers
- 18) Please provide the total number of Cbord units currently installed at EKU.  
20 units
- 19) Please verify the ownership of the Cbord units.  
See response to question # 11
- 20) Please provide the date of the last vend price increase.  
June 10, 2004
- 21) Section 5.5 G states that the vendor would be responsible for losses caused from utility outages. Please explain why the Offeror should be responsible for these types of losses beyond the control of the Offeror?  
See response for question # 7
- 22) How will each of the criteria be weighted for the evaluation process described on page 14?  
References and performance history is a top consideration. Commission schedule is also a significantly weighted item.  
**Primary**  
Offers Qualifications  
Program Plan/Services Defined  
References & Past Experience  
Financial Proposal  
**Secondary**  
Optional Services
- 23) Mac-Gray has 5 technicians who reside 2 hours or less from EKU, who can easily respond to the needs of EKU; The RFP states that the technician must live within 1 hour from campus. Can the RFP be modified Mac-Gray to qualify for consideration of our proposal?  
Please note this as a proposal deviation.
- 24) If an offeror submits their proposal, presumably it will be the best offer they can make. Having said that, how does the school envision the "competitive negotiation" once they select a vendor? In other words, if the school chooses a vendor based on the evaluation criteria, what further negotiations does the school anticipate?  
It's difficult to specify prior to reviewing any responses. Should the University wish to select a vendor but desire clarification or negotiation, EKU reserves the right to do so.
- 25) Walters Hall is due to open in the fall of 2010; please provide the total number of beds planned for this residence hall in order to estimate the number of washers and dryers required.  
See response for question # 14.
- 26) Could you please provide us with the gross collections for the past 3-4 years so that we can determine current usage amounts?  
See response to question # 8

**Offeror must acknowledge receipt of this and any addenda either with Bid or by separate letter. Acknowledgement must be received in the Office of the Division of Purchases, Room 213, Jones Building, Richmond, KY not later than 11-16-09 - 2:00 PM ET if by separate letter, the following information must be placed in the lower left hand corner of the envelope.**

**BID NUMBER: RFP-03-10**

**Receipt Acknowledged**

**DUE DATE: 11/16/09**

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**(firm name)**

**DUE TIME: 2:00 PM ET**

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**(signature)**