# State College of Florida Manatee-Sarasota
## Contracted Custodial Services ITN – Proposal Meeting and Tour

| Date: | November 1, 2012 |
| Time: | 9am-11am Incl. Campus Tour |
| Location: | Bradenton Campus, Bld 7, Room 160 |

## Meeting Minutes

Handout distributed, will also be made available on website:  
[http://scf.edu/Administration/Facilities/OpenBids.asp](http://scf.edu/Administration/Facilities/OpenBids.asp)

Introduce SCF employees: Frank DeSantis, Rob Tecarr, Kris Freeman, Ken Erickson, James Womble

Survey on who is going on to tour the Venice and Lakewood Ranch Campus.

**Talks:**

1. Ken Erickson introduced theatres and art galleries. Event times vary. Neel auditorium seats 830 people. The Neel can be either very busy or very slow. Howard Theatre is used daily and on Saturday. The theatre has dressing rooms with showers and restrooms. Machine shop for stage props, garbage service only.

2. Kris Freeman Introduced Fastbooks software and events. Events can be during normal business hours and be handled by custodial staff onsite. If additional staffing is needed, SCF will bill the customer and our custodial contractor will in return bill SCF for additional hours. 800 total events per year.

*Clarification made after the meeting – In regards to the comment made about the number of “events” on campus during a school year please keep this in mind: An event for our purposes is defined as anything that is not a credit or non credit class. We have roughly 800 events on campus per school year, however not all of them require set-ups, additional cleaning or additional support staff. Events include meetings, athletic events, rentals, orientations, etc. Approximately 25% of those need additional cleaning or a set-up of some kind. Of that 25% contracted custodial would only be responsible for the ones in building 14 and building 17.*

3. Rob Tecarr – Venice and Lakewood Ranch. Mentioned Light Maintenance position. Food service areas at all campuses are not the responsibility of the custodial contractor.

4. James Womble - SchoolDude is the SCF work order management system. Refer to SchoolDude.com for more information. Security clearances – Level One clearance for every employee, Level Two for anyone going into the collegiate school (#19) during school hours or when children are present. This includes supervisors and day porters.
5. Frank DeSantis – Q&A, organized Bradenton Campus tour.

Questions from the meeting
(Questions from the campus tour and emails are on a separate Q&A document)

1. All campuses will be rewarded to a single contractor

2. Current contract pricing may be obtained by the SCF Public Relations Office. Contact info is on the website or by emailing Frank DeSantis.

3. A total of 6 copies of the proposal must be submitted.

4. Cleaning hours are flexible and can be conducted overnight at the Bradenton and Venice campuses, Lakewood Ranch hours are only until 11:30 pm.

5. Light maintenance positions hours at LWR are 7:30-3:30. We are also asking for a quote at a daily rate as indicated in the ITN.

6. Women & Minority owned business is worth 5 points on the evaluation criteria.