

AMENDMENT OF SOLICITATION		
1. AMENDMENT NUMBER A003	2. DATE ISSUED June 11, 2018	3. NUMBER OF PAGES 5
4. ISSUED BY SALISBURY UNIVERSITY 1101 CAMDEN AVE SALISBURY, MD 21801 POINT OF CONTACT: Cathy Horn EMAIL ADDRESS: cjhorn@salisbury.edu		5A. AMENDMENT OF SOLICITATION NUMBER SU27-007-AUX 5B. Dated: June 1, 2026
6. AMENDMENT OF SOLICITATION		
<p>The solicitation identified in 5A above is amended as set forth in Item 7. The due date and time specified for receipt of offers/bids is extended, <input checked="" type="checkbox"/> is not extended.</p> <p>CONTRACTOR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO THE DUE DATE AND TIME SPECIFIED IN THE SOLICITATION OR AS AMENDED, BY NOTING RECEIPT OF ADDENDUM ON THE BID FORM PART V.</p> <p>FAILURE OF CONTRACTOR'S ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT MAY RENDER CONTRACTOR'S OFFER UNACCEPTABLE/NON-RESPONSIVE AND SUBJECT TO REJECTION.</p>		
9. DESCRIPTION OF AMENDMENT (Use additional pages if required)		
<p>The following documents are hereby incorporated into the above referenced Request For Proposal.</p> <p>1. Questions with Responses #2</p> <p>Except as provided herein, all terms and conditions of the document referenced in Item 5A, including previous amendments, if any, shall remain in full force and effect.</p>		
10B. CONTRACTOR SIGNATURE	11A. NAME OF PROCUREMENT OFFICER (Type or Print)	
(Signature of Person Authorized to Sign)	10C. DATE SIGNED	Catherine Horn

RFQ SU27-007-AUX Questions and Answers #2

1. The RFQ mentions multiple awardees - can you confirm the expected number of vendors to be awarded?
Q&A#1, answered in #9
2. Are there any plans to include technical or IT staffing roles under this contract in the future? **Not at this time.**
3. Could you share an estimated annual spend or volume for this contract? **Under \$200,000.**
4. We wanted to inquire if this is currently under contract or if it's the first time this service has been solicited?
Q&A#1, answered in #1
5. As a follow up question if it is currently under contract, is there a historical spend on annual basis? **Under \$200,000.**
6. Can you provide the name and markup rates of the company who is providing the service currently? **Q&A#1 answered in #2**

7. What are the minimum qualification and experience requirements for each role execution. **See attachment B below**
8. Can you give us a detailed explanations on what type of role will come under the given categories? **See Attachment A below**
9. Who determines the rate of a position? **SU determines what the employee will make. The % markup off that is what the agency would make.**

Commercial General Liability and Professional Liability- *"The agreement requires Commercial General Liability and Professional Liability coverage with limits of \$2,000,000 per occurrence and \$2,000,000 aggregate."*

We currently maintain \$1,000,000 per occurrence and \$3,000,000 aggregate for both Commercial General Liability and Professional Liability. Could you please clarify whether our current coverage limits are acceptable for our scope of services, or if the higher per-occurrence limit specified in the agreement is required? **Yes**

Automobile Liability Insurance- *"The agreement requires automobile bodily injury liability insurance with limits of not less than \$1,000,000 for each person and \$2,000,000 for each accident, and property damage liability insurance with a limit of not less than \$2,000,000 for each accident."*

We currently maintain automobile liability coverage with a limit of \$1,000,000 for each accident. Could you please clarify if our current automobile liability coverage is acceptable for our scope of services, or if the higher limits specified in the agreement are required?

In addition, we maintain **\$7,000,000 Umbrella coverage** (in excess of General Liability, Professional Liability, and Automobile Liability). **Not needed for this contract.**

ATTACHMENT A – JOB DESCRIPTION

Cashier

JOB SUMMARY:

Under direct supervision, performs cashiering activities related to receipts. Prepares bank deposits and maintains records of cashiering operations.

PRIMARY DUTIES

1. Receives and disburses funds following established procedures and guidelines; maintains records of monetary transactions.
2. Performs cashiering activities such as completing credit card transactions, making change, cashing checks, issuing receipts and balancing registers, receipts and disbursements.
3. Operates automated equipment such as cash registers, charge terminals, computer terminals and other manual and automated office equipment.
4. Examines currency and checks to detect counterfeiting, forgery or damaged money.
5. Prepares and submits records and reports pertaining to cash received.

Administrative Assistant

JOB SUMMARY:

Under general supervision, provides moderately complex administrative support to an individual, office, department or program. Work requires thorough knowledge of the organization and programs where assigned and involves moderate participation in the work of the supervisor. Incumbents have responsibility for office operations and function independently, where procedures have been established with moderate consequence of error.

PRIMARY DUTIES:

1. Edits, formats, and revises a variety of documents and materials created by others. Proofreads for grammatical, typographical and basic content errors.
2. Composes responses to routine inquiries in accordance to general instructions.
3. Develops, implements, and maintains paper and electronic filing systems which meet department needs and satisfy requirements for retention and information security. Enters, updates, and retrieves information as needed.
4. Screens telephone calls and visitors, independently handles routine matters, and forwards remainder to appropriate parties.

Grounds Position

JOB SUMMARY: Under direct supervision, performs manual labor duties in the maintenance of grounds and facilities.

PRIMARY DUTIES

1. Performs grounds maintenance activities including cultivating, planting, watering, fertilizing, weeding, mowing and/or pruning lawn, gardens, shrubs and trees.
2. Assists in the maintenance of outdoor fields and athletic facilities.
3. Plants shrubs, trees, flowers, and vegetation following detailed plans and directions.
4. Removes dirt, trash and debris from assigned areas and transports same to appropriate disposal facility.
5. Performs removal of snow and ice from assigned areas using hand and power snow removal equipment. Spreads salt, sand, and deicers to prevent slipping.
6. Operates hand and power equipment such as mowers, tillers, sweepers, snow blowers, edgers, shovels, and small vehicles. Performs routine assembly, cleaning and maintenance of equipment as needed.

Housekeeping Position**JOB SUMMARY:**

Under direct supervision, maintains building interiors, ensuring cleanliness, orderliness and attractive conditions are maintained in assigned areas according to set tasks and frequencies. May be required to move furniture and equipment.

PRIMARY DUTIES

1. Cleans assigned areas by washing furnishings, windows, tile, fixtures, equipment and floors. Vacuums, dusts and polishes specified areas and/or furnishings. Sanitizes and disinfects bathroom areas.
2. Gathers and transports refuse from assigned areas to appropriate disposal location.
3. Inspects physical condition of assigned areas; submits requests to appropriate personnel regarding repairs, replacements, furnishings and relocation of equipment.
4. Requests cleaning materials and supplies from designated areas; mixes cleaning solutions according to specifications, loads and transports service cart with required materials and supplies to designated work areas.
5. Operates standard cleaning equipment such as vacuum cleaners, buffers, and mops.

Dining Service Position

JOB SUMMARY:

Under direct supervision, provides routine assistance in the preparation and serving of food, sanitation, and/or kitchen maintenance.

PRIMARY DUTIES

1. Assists with the preparation of food items by slicing, chopping, grating, cleaning, mixing, etc.
2. Serves food following established food portion control standards.
3. Maintains the operational readiness of facilities and equipment; sets up counters, steam tables, serving lines and serving utensils.
4. Maintains safe and sanitary conditions in cooking, serving and general work areas; cleans facilities and equipment, washes, sanitizes, and stores pots, pans, and kitchen utensils. Removes refuse from specified areas.
5. Assists in stocking and storing food service items. Keeps records pertaining to daily operations, food production, consumption and inventory.

Executive Position

TBD

ATTACHMENT B- JOB QUALIFICATIONS

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CASHIER

MINIMUM QUALIFICATIONS:

EDUCATION: High school diploma or GED.

EXPERIENCE: One year of related work experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

General knowledge of cashiering function. Skill in making accurate monetary transactions; in performing mathematical computations. Ability to prepare written records and reports; to operate keyboards and calculators; to communicate effectively with customers and co-workers; to operate manual and automated office equipment.

ADMINISTRATIVE ASSISTANT

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED

EXPERIENCE: 2 years' experience providing administrative support.

OTHER: Applicants may be required to complete the institutional required skills assessment to be considered. Some positions require specific skills such as word processing, spreadsheet, presentation, database, email or calendaring software, and Internet proficiency.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

General knowledge of and skill in the practical application of generally accepted office practices and procedures. Ability to communicate effectively both orally and in writing. Ability to proofread and edit written documents. Skill in various computer software packages, such as word processing, spreadsheets, database, presentation programs, Internet, email and calendaring software. Ability to understand and follow oral and written instructions. Ability to interact effectively with internal and external parties in a courteous and efficient manner. Ability to plan, organize, prioritize, and execute multiple and continuing assignments with general instructions.

GROUND KEEPER

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

Ability to read, write, and perform arithmetic calculations; to follow oral and written instructions; to operate and perform minor maintenance to assigned hand and power tools and equipment; to perform work in, on, around, under and over trees, shrubs, and buildings and facilities; to work at heights up to 35 feet; to perform physical work requiring bending, stooping, reaching, carrying, and frequent heavy lifting; to work outdoors in adverse weather conditions; to wear and work in personal protective equipment.

HOUSEKEEPER

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

Ability to read, write, and perform arithmetic calculations; to operate assigned tools and housekeeping equipment; to work with chemicals and cleaning solutions; to understand and follow directions; to lift and transport supplies and refuse; to wear and work in personal protective equipment.

FOOD SERVICE AID

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

Ability to assist in preparing and serving food; to read and write; to perform basic arithmetic computations; to operate food service equipment and appliances; to use kitchen utensils; to work in irritating environments and adverse temperature conditions; to follow oral and written instructions; to lift, transport and stock food service supplies, materials and equipment.