



**LINCOLN UNIVERSITY PURCHASING
DEPARTMENT**

REQUEST FOR PROPOSAL

REQ NO.:

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RFP NO.: B22-1214

TITLE: FACILITIES MANAGEMENT SERVICES

ISSUE DATE: May 23rd 2022

****MANDATORY SITE INSPECTION AND WALK-THROUGH: ****

RETURN PROPOSAL NO LATER THAN: AT 2 P.M. CENTRAL TIME JUNE 23RD

MAILING INSTRUCTIONS: Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Lincoln University Purchasing Department (1002 Chestnut St, Room 101) by the return date and time.

(courier service)

RETURN PROPOSAL TO: **LINCOLN UNIVERSITY**
1002 CHESTNUT ST
SHIPPING & RECEIVING BLDG
JEFFERSON CITY MO 65101

CONTRACT PERIOD: It is intended that the successful Proposer will be awarded a contract for a term of five years, with the option to renew the contract for two additional three-year periods, under the same terms, if it is advisable and advantageous to Lincoln University.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 04/23/2010). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from Lincoln University or when this RFP is countersigned by an authorized official of Lincoln University, a binding contract shall exist between the offeror and Lincoln University.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE	
PRINTED NAME		TITLE	
DOING BUSINESS AS (DBA) NAME		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID #	
MAILING ADDRESS		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE	
VENDOR NO. (IF KNOWN)	TAXPAYER ID NUMBER (TIN)		TAXPAYER ID (TIN) TYPE (CHECK ONE) <input type="checkbox"/> FEIN or <input type="checkbox"/> SSN
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other			
CONTACT PERSON		E-MAIL ADDRESS	
PHONE NUM BER.		FAX NUMBER	

NOTICE OF AWARD (LINCOLN UNIVERSITY ONLY)

ACCEPTED BY LINCOLN UNIVERSITY AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
BUYER	DATE	PURCHASING DIRECTOR

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1) INTRODUCTION AND GENERAL INFORMATION

- a) **PURPOSE:** The purpose and intent of this Request for Proposal (RFP) is to solicit sealed proposals from qualified companies, firms, or organizations to establish a contract for **FACILITIES MANAGEMENT SERVICES** including buildings/maintenance, grounds services, custodial services for Lincoln University. The overall goal is to develop a program that will create and maintain a cleaner, safer and more conducive environment for students in order to effectively support education at Lincoln University.
- b) **ANTICIPATED SCHEDULE:** Lincoln University will strive to adhere to the following schedule in selecting a contractor for award of a contract to provide Facilities Management Services for Lincoln University.

Site Inspection and walk-through:	June 3 rd meet 9:00 AM (tour begins promptly at 9:30 AM)
Questions due from potential proposers:	June 8 th
Proposals due back to Lincoln University:	June 23 rd 2:00 PM
Award of contract:	TBD
Transition Period:	TBD

c) **BACKGROUND INFORMATION:**

- i) Lincoln University is a state funded school with approximately 2500 students (750 in residence—can accommodate up to 1100) and 400 plus employees. Lincoln University is an 1890 land-grant, comprehensive institution which is part of the Missouri state system of higher education. Founded in 1866 through the cooperative efforts of the enlisted men and officers of the 62nd & 65th Colored Infantries, Lincoln University was designed to meet the educational and social needs of freed-African Americans. While remaining committed to this purpose, the University has expanded its historic mission to embrace the needs of a significantly broader population reflecting varied social, economic, educational, and cultural backgrounds. This is the unique purpose that Lincoln University fulfills in higher education.
 - ii) **Mission Statement:** The core mission of Lincoln University is to provide excellent educational opportunities for a diverse student population in the context of an open enrollment institution. The University provides student-centered learning in a nurturing environment, integrating teaching, research, and service. Lincoln University offers relevant, high quality undergraduate and select graduate programs that prepare students for careers and lifelong learning. These programs are grounded in the liberal arts and sciences and focused on public service professions that meet the academic and professional needs of its historical and state-wide student clientele.
 - iii) **Vision:** Lincoln University's vision is to be nationally recognized as a premier, historically black, land-grant, and an open admission university dedicated to excellence in teaching, research, service, and outreach where social and cultural diversity are an integral part of student-centered learning.
 - iv) Lincoln University is a diverse community and recognizes the importance of diversity in our business and procurement practices and welcomes the development, utilization of certified Minority, Women, Veteran and Service-Disabled Veteran-owned Business Enterprise (MBE/WBE/VBE/SDVBE). Lincoln University encourages the participation of MBE/WBE/VBE/SDVBEs in its procurement process both at the prime vendor level as well as at the subcontractor level. Please respect the University's position regarding participation of MBE and WBE companies.
- d) **CAMPUS:** The University's main campus is comprised of approximately 45 buildings/sites, including residence halls, academic buildings, research facilities (many agricultural in nature), service buildings, administration, residences, and athletic (including wellness) facilities.
- i) The University has nine residence halls. Two residence halls are currently out-of-service, and a new residence hall is under discussion – respondents should identify any impact on the costs of service if either facility is made operational.
 - ii) The University has three farms. The farms require some services but are in many ways self-sufficient. The main event center is located at Carver Farm.
 - (1) George Washington Carver Farm (3804 Bald Hill Rd)
 - (2) Alan T Busby Farm (5124 Goller Rd)

- (3) James N. Freeman Farm (9315 Tanner Bridge Rd)
- iii) The University has several athletic/recreational facilities.
 - (1) Buildings include a basketball/multipurpose/administrative building and a football stadium with outdoor track.
 - (2) Athletic facilities include a baseball field, softball field, soccer field, practice field, and tennis courts.
 - (3) A wellness center is shared with the city and maintenance for this building is handled by university resources.
- iv) Other facilities of note, where the expectation is that areas will be always given high priority they are in use:
 - (1) The University's main administration building is Young Hall.
 - (2) Memorial Hall (high-visibility events, such as Alumni Events).
 - (3) Scruggs University Center (SUC) and Page Library are the primary student gathering locations.
 - (a) Both operate with extended hours.
 - (b) A bowling center is in SUC.
 - (c) The student dining hall and bookstore are located in SUC but will be cleaned by existing service staff and are not part of the defined scope of work.
 - (4) The President's Residence located at 601 Jackson Street is used as a residence and is used for private receptions and other special events.
 - (5) Soldiers Memorial Plaza
 - (6) Pawley Theater in MLK Hall
 - (7) Mitchell Auditorium in Richardson Fine Arts Center.
 - (8) Residence Halls
- v) The University's locations at Kansas City, St. Louis, Sikeston, Caruthersville, Charleston, and Ft. Leonard Wood/St. Robert are not part of this contract, except when extraordinary circumstances require the skills of a skilled trade or craft person (such as to assist with diagnosing an HVAC issue that cannot be resolved by offsite personnel).
- vi) A campus map is attached
- vii) Attachments:
 - (1) Attachment A – Campus Buildings and Square Footage
 - (2) Attachment B – Acres of Campus Grounds

2) PROCUREMENT INTENT

- a) **STATEMENT OF NEED:** The selected Proposer shall furnish all necessary management and resources (including but not limited to personnel, training programs, support, equipment, materials, program supplies and supplies) to provide a thorough and comprehensive analysis of operations and operational needs, develop and implement a concept of operations, and implement a program to improve the efficiency and effectiveness of the
 - i) Buildings/Maintenance operations,
 - ii) Grounds services
 - iii) Custodial services
- b) **CURRENT STATE:**
 - i) Service Quality Levels at Lincoln University typically follow APPA standards
 - ii) The following ratings are for the campus overall, specific buildings may be higher or lower.
 - (1) Buildings/Maintenance operations: ~APPA Level 4
 - (2) Grounds services: ~APPA Level 3
 - (3) Custodial services: ~APPA Level 4
 - iii) Electrical demand: As many of the University's buildings are historic, in some cases electrical systems may be quite aged and may not be sufficient to operate modern equipment. Vendor should be aware and look at the electrical systems during the walkthrough and should account for this condition as part of their proposal.
- c) **GOALS:** The services performed by the Proposer shall be accomplished within the framework of attaining the following goals established by Lincoln University.
 - i) Service Quality Levels:

- (1) Buildings/Maintenance operations: desire APPA Level 2. Program should include:
 - (a) Preventive Maintenance
 - (b) Corrective Maintenance
 - (c) Timely Maintenance/Repair
 - (d) Maintenance/Repair parts
 - (e) Capital Preservation Program
 - (i) Historical Buildings,
 - (ii) High-visibility Buildings,
 - (iii) Roofing replacement planning
 - (f) HVAC systems
 - (g) Other skilled trades projects. This would include things such as installing sliding windows in offices, building ramps/stages, decorating for the annual gala fundraiser (hangings, electrical, etc.)
- (2) Grounds services: desire APPA Level 2.
- (3) Custodial services: desire APPA Level 2.
 - (a) Residence Halls are to be thoroughly cleaned at both the end and the beginning of each semester. (Residence Halls require custodial services 7 days a week during the semesters)
 - (b) Residence Hall floors are to be stripped and rewaxed annually.
- ii) Compliance
 - (1) with industry standards
 - (2) with laws and regulations
 - (3) with local protocols, including those required by insurance programs (MHEC MPP)
 - (4) Safety and training
- iii) Value Reporting with measurement metrics
 - (1) Systems approach and quality assurance metrics
 - (2) Inventory of systems, detailed enough to be used to develop maintenance and replacement plans
 - (3) Facilities condition/assessment reports
 - (4) Breakdown by buildings/areas
- iv) Personnel/Resources
 - (1) Access to subject matter experts currently not on staff
 - (2) Appropriate staffing always
 - (a) 24x7 coverage for residential life areas
 - (b) Event coverage for special events, athletic events, etc that are part of the University life. A sampling of events is attached (Attachment E – Events Calendar).
 - (c) Student worker and Community Service worker utilization
- v) Budget-conscious
 - (1) Utilization of most efficient procurement contracts (LU or vendor)
 - (2) Energy savings for the University
 - (3) Utilization of grants for various campus improvement projects/assistance with obtaining grants.
- vi) Emergency Planning and Emergency Operations when/if needed

NOTES REGARDING GOALS:

- These goals are provided for informational purposes only to support an understanding of established Lincoln University objectives, they are not provided as an indication of the actual work to be performed by the Proposer.
- Further, the University recognizes that our budget may not initially be able to support the stated desired levels of service.
 - THEREFORE, ALL PROPOSERS ARE ASKED TO PROVIDE A BUDGET AND MANAGEMENT PLAN THAT MEETS THE STATED SERVICE LEVELS ABOVE.
 - ADDITIONALLY, PROPOSERS SHOULD PROVIDE ALTERNATIVE PLANS THAT STRIVE TO MEET THESE GOALS BUT THAT ARE MORE BUDGET-AWARE. ANY SUCH ALTERNATIVE PLAN SHOULD **FULLY** DESCRIBE THE IMPACT ON THE UNIVERSITY'S DESIRED SERVICE LEVELS.

- d) MANAGEMENT STUDY AND PLAN: The selected Proposer shall submit a written report which includes, but is not limited to, a thorough and comprehensive description of analysis, actual findings, recommendations with associated fees and budget, and subsequent action plan based upon the goals

and information in this RFP.

3) SCOPE OF WORK

a) MANAGEMENT AND OVERSIGHT:

i) GENERAL MANAGEMENT

- (1) Provide administrative and technical direction to Lincoln University for the support of the Custodial, Grounds and Maintenance functions. Such direction will include, but not be limited to, assistance in the planning, organizing, coordination, direction, and training of the Custodial, Grounds, Mechanical Trades and Maintenance employees, to maintain the buildings and grounds in a condition acceptable, to control cost of labor and materials, to provide all custodial equipment and cleaning supplies; provide a total employee training program; and maintain continuous availability of trained and experienced managers and technical support.
- (2) The successful company shall provide an on-site management team to manage and direct the Management Plan program and daily report to the University regarding needs and progress.
- (3) Lincoln University shall retain the right to request of the successful company the replacement of any assigned manager(s) for whatever reason Lincoln University deems sufficient.
- (4) Support University committees as needed and appropriate. EX: Homecoming, Emergency Management committees.
- (5) Lincoln University would like to enter a relationship with a company, firm or organization that can provide additional resources such as the ones listed below. It is understood that providing supportive management services in maintenance, grounds, mechanical trades, and custodial is the primary purpose of this RFP. The following areas of interest, along with any others the firm may have expertise and that might be of interest to Lincoln University, will be considered enhancements or additional resources. The firm must be providing these services currently to receive consideration in this area.
 - (a) Indoor Air Quality
 - (b) Energy Retrofits
 - (c) Roofing Management
 - (d) Landscape Design and Installation

ii) ADMINISTRATIVE, FINANCIAL AND MATERIALS MANAGEMENT:

- (1) With respect to all services, assist with the preparation of necessary budgets, the analysis and explanation of variances of actual expenditures as compared with budget and the provision of financial and statistical data as requested.
- (2) With respect to all services, be able to report the value of expenditures as requested by the University. Reporting may be monthly, quarterly, or annually depending on various contractual requirements. The following areas are known examples but reporting system must be flexible enough to accommodate any request.
 - (a) Example A: some facilities are operated utilizing federal funding – in these situations the University MUST be able to report to the funding agency the dollar value of those services on the funder's schedule. See attached report showing facilities that currently require this level of reporting (Attachment F – Federally-funded facilities).
 - (b) Example B: A particular building seems to need more services than it should. Reports should identify the issue and provide a starting point for causal analysis.
 - (c) Example C: Buildings maintained using Auxiliary funds, such as residence halls, bowling center, student union
 - (d) Example E: Grounds maintenance
- (3) Provide consultation and technical advice in preparation of specifications for procurement of parts, supplies and services incidental to operations as requested. Recommend vendors as necessary.
- (4) Provide consultative and technical advice regarding the receipt, inspection, storage, safeguarding, and issuing of materials or items purchased.
- (5) Recommend annually or more often, if necessary, the needs for replacement of capital equipment. Also, make recommendations for changes in existing equipment, or measures to extend its useful life or performance, as appropriate. Recommend programs to ensure Lincoln University complies with local, State of Missouri and Federal regulations and other regulatory agencies, as they apply to the operation of maintenance and engineering.

iii) **FUNCTIONAL SAFETY AND RISK MANAGEMENT:**

- (1) Assist in the collection of available documentary evidence of structural safety and building safety compliance (such as Statement of Construction and Fire Protection) as needed for accreditation requirements.
- (2) Maintain on file documents and certification of compliance with the requirements of applicable local, state, federal laws, rules, regulations, and ordinances.
- (3) Make recommendations to Administration to facilitate compliance with applicable building codes, fire prevention codes, State of Missouri and/or federal occupational health and safety codes, and life safety codes.
- (4) Maintain good safety practices within the Maintenance and Operations Departments and keep equipment, spaces, and shops in tidy condition.
- (5) As requested, assist the University in preparation of its external and internal disaster plan as needed.

iv) **QUALITY CONTROL OF SERVICES:** Provide the following quality/performance reviews:

- (1) Make weekly/monthly facility inspections. This inspection may be in the company of a representative from the Administration at the Administration's discretion.
- (2) Records of work accomplished in the Department will be maintained for review by Lincoln University upon request.
- (3) It is agreed that Lincoln University shall retain complete and final jurisdiction in all determinations of the quality of services provided by the Proposer.

v) **ADDITIONAL REQUESTS:**

- (1) Fully developed training and in-service programs for all employees conducting these services.
- (2) Written standards, procedures, schedules, daily journals, and other records required by regulating and accrediting agencies and good business management and/or as may be required by Lincoln University.
- (3) Operating instructions for all major mechanical equipment.
- (4) Individual and preventive maintenance instructions for each preventive maintenance requirement.
- (5) Line and staff support personnel available on a scheduled and on-call basis, to provide effective quality, technical support, and consulting capabilities. All such support personnel will be on the Proposer's payroll.

b) **BUILDING MAINTENANCE:**

- i) **SCOPE:** The performance of this contract will include, but not be limited to, supportive management and assistance in the following Maintenance duties:
- ii) **PREVENTATIVE MAINTENANCE:** On all major electro/mechanical equipment owned by the University.
- iii) Corrective maintenance on equipment, building structure, and building systems as needed. For example—water treatment and glycol levels
- iv) On-going minor construction activities and project work.
- v) Performance of casualty prevention measures and activities.
- vi) **WORK ORDER SYSTEM:** Successful contractor must utilize a work order system. The cost and completion date of each work order must be captured and reported on a regular basis. If a 3rd party system is used, the data must be downloaded and provided to the University in a non-proprietary data base format which can easily be sorted and generate reports in a timely manner.
 - (1) Unless stated otherwise, it is expected that the successful contractor will handle all work orders and ancillary requests that Facilities staff may receive.
 - (2) A sample listing of work orders is attached (Attachment D– Buildings and Grounds)
 - (a) This list may not include all tasks completed. Call-in, drive-by or email requests may not

- have been entered into the tracking system.
- (b) Approximately 2,250 hours per year were used on this type of move and/or event setup during FY21 and FY22. This figure does NOT include event setup within the Scruggs University Center (which is within the scope of work). Some of this work is in the work order logs, some of it is not. Staff will be expected to provide moving services upon request.
- (3) If there is any type of estimated hours included in your pricing proposal for this type of work, those hours must be clearly stated in the response. Otherwise, all work orders are to be completed at no additional charge to the University.

c) CUSTODIAL MANAGEMENT:

- i) CUSTODIAL SERVICE: The Proposer's custodial service for Lincoln University will provide service to all buildings.
- ii) Provide Standardization of the custodial program.
- iii) Provide training, management, and direction of all custodial personnel in the performance of their respective custodial duties.
- iv) Provide the necessary supplies and equipment for the custodial staff to use in proper performance of their duties as a part of the custodial program.
- v) Provide a computerized custodial management system including building and room inventory, scheduling, personnel information, and asset tracking.
- vi) Provide cleaning coverage for both evening and day activities within the building, as appropriate to the nature of the facility.
- vii) Provide custodial staff to accommodate such activities as special events, extracurricular activities coverage, and other duties commonly associated with university operations.
- viii) A custodial person should be available for on-call demands. Contractor's response to such demands should be appropriate and timely.
- ix) Proposers should detail their proposed task and frequency based upon their knowledge and experience in provision of these services to Lincoln University. Details should address daily, weekly, monthly, quarterly, and annual tasks, and should consider the needs of specific types of facilities (for example, residence halls often have significant maintenance work done during the summer months – but the work still must be scheduled around summer rentals, orientations, etc.).

d) GROUNDS MANAGEMENT

- i) Proposer shall develop, implement, and manage an effective program of grounds maintenance for Lincoln University. The program shall be designed to promote the overall attractiveness of the grounds as well as the safe and enjoyable use of recreational facilities. All procedures will be in accordance with established environmental protection policies and shall be in line with the University budget. The levels and frequency of care shall be established by mutual agreement between Proposer and Lincoln University and will be based on specific use, relative impact on overall appearance and safety factors.
- ii) The following services should be included in this program:
 - (a) Mowing
 - (b) Aeration
 - (c) Turf Fertilization
 - (d) Weed Control
 - (e) Turf Repair
 - (f) Irrigation and Irrigation management and maintenance
 - (g) Tree Care
 - (h) Care of Shrubs and Groundcovers
 - (i) Care of Shrub Beds
 - (j) Flowers
 - (k) Field Striping
 - (l) Tracks
 - (m) Playgrounds
 - (n) Fence Lines and Signage
 - (o) Field and Landscape Structures
 - (p) Disposal of Landscape Waste
 - (q) Refuse Pick Up and Removal (litter control)
 - (r) Paved Surface Care

- (s) Project Work/New Installations
 - (t) Exterior Set-Ups and Special Events
 - (u) Snow Removal
 - (v) Training/Certification
 - (w) Grounds Inspection
- iii) Proposers should detail their proposed tasks and frequency based upon their knowledge and experience in provision of these services to Lincoln University.

4) SPECIAL CONDITIONS

a) AWARD:

- i) Award(s) will be made to the responsive and responsible Proposer(s) whose response(s) is deemed to be most advantageous to Lincoln University based upon and the Evaluation Criteria set out in Section 6 and this RFP. The University may request additional information and/or an interview with some or all Proposers as part of the selection process. The award of any contract resulting from this RFP is subject to approval by Lincoln University Board of Curators.
- ii) **BEST AND FINAL OFFER (BAFO):** If the University determines a BAFO is necessary, it shall request one from the Offeror(s) and provide a deadline for submission of the BAFO. The Offeror shall submit its BAFO in accordance with instructions, and any BAFO received after the deadline or not received shall not be considered.
 - (1) **Proposals may be accepted on evaluation without discussion.** However, if deemed necessary, prior to entering discussions, a "priority list" of responsible Offerors submitting acceptable and potentially acceptable proposals shall be generated. The priority list may be limited to a minimum of three responsible Offerors who submitted the highest-ranked proposals. The objective of these discussions is to clarify issues regarding the Offeror's proposal before the BAFO is tendered.
 - (2) If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended by an addendum to incorporate such clarification or change. Addenda to the RFP shall be distributed only to the priority listed Offerors who submit acceptable or potentially acceptable proposals.
 - (3) Following any discussions, priority listed Offerors will be invited to submit their BAFO, if required. The Procurement Officer or an evaluation committee reserves the right to have additional rounds of discussions with the top priority listed Offerors prior to the submission of the BAFO.
 - (4) If Offeror does not submit a notice of withdrawal or a BAFO, the Offeror's immediate previous offer shall be construed as its BAFO.
 - (5) After receipt and evaluation of the BAFOs in accordance with the evaluation criteria in Section Four, the Procurement Officer or an evaluation committee will make its recommendation. The Procurement Officer will award the contract to the Offeror whose proposal is determined to be the most advantageous to the University taking into consideration price and evaluation factors.

b) **DISCLOSURE INFORMATION:** The Proposer is required to submit "Disclosure Information on all officers and key employees, on company letterhead, and return with your proposal. That information shall include names, titles, positions, qualifications, and business telephone numbers. Each proposal shall identify any current or former Lincoln University employees who are either employed by or have a financial interest in the organization submitting the response or who are relatives of current or former Lincoln University employees within the third degree of consanguinity.

c) **PROPRIETARY INFORMATION:** If a proposal includes any proprietary data or information that the Proposer does not want disclosed to the public, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by the appropriate Lincoln University Personnel for the purpose of evaluating responses and conducting contract negotiations and may become a part of the contract award. Such data information will not be disclosed except as may be required by law.

d) **RIGHT TO REJECT:** Lincoln University reserves the right to accept any proposal, to reject any and all proposals and to waive any irregularities of informalities in any proposal, including omission of pricing.

Conditional proposals will not be accepted.

- e) **COST OF PREPARATION:** The cost of preparing and submitting a response to this RFP, including the cost of necessary visits to schools and facilities, will be assumed solely by each Proposer.
- f) **OWNERSHIP OF SUBMITTALS:** All completed proposals submitted in response to this RFP become the property of Lincoln University upon submission. Lincoln University may use the proposal for any purpose deemed appropriate. The proposal material may become part of any contract between the successful Proposer and Lincoln University.
- g) **PROPOSAL INQUIRY FORM:** Proposers are requested to submit questions or clarifications on the Proposal Inquiry Form. **All questions must reach Lincoln University's Purchasing Department by June 8, 2022**
- h) **ORAL PRESENTATIONS:** Proposers submitting proposals may, at the discretion of Lincoln University, be requested to give an oral presentation. Scheduling will be coordinated by the Director of Purchasing. Should the University require oral presentations, proposers will be notified in advance by the Director of Purchasing of the time, location, format, and duration of the presentation.
- i) **INSPECTION OF FACILITIES:**
 - i) A **MANDATORY** tour of the facilities/buildings has been scheduled for June 3rd beginning promptly at 9:30a.m. It is anticipated that this tour will last until 3:00pm.
 - (1) All attendees are to meet at 300 Young Hall, 820 Chestnut Street, Jefferson City MO. Proposers must ensure that a record is made of the Proposer's participation in the tour (an attendance record will be available).
 - (2) This will primarily be a walking tour, so please dress appropriately. Comfortable shoes are highly recommended.
 - (3) Proposers are strongly encouraged to advise the Purchasing Department at least five (5) days prior to the scheduled tour of the facilities/buildings of any special accommodations needed for disabled personnel who will be attending the tour so that these accommodations can be made.
 - (4) A small meal will be provided for lunch.
 - ii) The purpose of the tour is to allow Proposers an opportunity to inspect the facilities/buildings prior to submitting a proposal. As a result, each Proposer is solely responsible for a prudent and complete personal inspection, examination, and assessment of the work site condition, facilities, and/or any other existing condition, factor, or item that may affect or impact on the performance of service described and required by the Contractual Requirements.
- j) **PERFORMANCE:** The Proposer shall not be relieved of responsibility for performance under the contract for any reason whatsoever, including but not limited to, the Proposer's failure to observe existing conditions, etc.
- k) **CONTRACT RENEWAL:** It is intended that the successful Proposer will be awarded a contract for a term of five (5) years, with the option to renew the contract for two additional three-year periods, under the same terms, if it is advisable and advantageous to do so by Lincoln University.
- l) **ERRORS:** Lincoln University is not liable for any errors or misinterpretations made by the Proposer in responding to this Request for Proposal.

m) INSURANCE:

Coverage	Minimum Limits
Workers Compensation	Statutory
Employers Liability	\$500,000
Commercial General Liability (Comprehensive Form, Must include Contractual coverage). Occurrence coverage is required.	\$5,000,000 Combined Single Limit, Per Occurrence
Vehicle Liability Coverage	\$5,000,000 Combined Single Limit, Per Occurrence

- i) Lincoln University, its officers, employees, and agents are to be Additional Named Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required must be provided 10 days prior to the inception date of the contract between the contractor and the University. The University must receive at least 10 days advance notice in the event of policy cancellation or material change to the policy.
 - ii) The minimum coverages and limits stated herein will be attributable solely to Lincoln University and its users and shall not be reduced by insurance payments made on account of other persons or entities.
 - iii) Failure to maintain the required insurance in force may be cause for contract termination. In the event the respondent fails to maintain and keep in force the required insurance, the University shall have the right to cancel and terminate the contract without notice.
 - iv) The Contractor shall understand and agree that Lincoln University cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect Lincoln University, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. The insurance coverage shall include general liability and appropriate professional liability. Written evidence of the insurance shall be provided by the contractor to Lincoln University. The evidence of insurance shall include, but not necessarily be limited to: effective dates of coverage, limits of liability, insurer's name, policy number, endorsement by representative of the insurance company, etc. Evidence of self-insurance coverage or of another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable. The evidence of insurance coverage must be submitted before or upon award of the contract. The contract number must be identified on the evidence of insurance coverage. In the event the insurance coverage is canceled, Lincoln University must be notified immediately.
 - v) Proposers need to address workers' compensation and unemployment insurance as part of their response.
- n) OSHA REGULATIONS: It will be the responsibility of the successful Proposer to ensure that ALL OSHA regulations applying to the services to be provided are adhered to at all times.
- o) RFP INTERPRETATION: Interpretation of the wording of this RFP will be the right of Lincoln University and that interpretation will be final and binding.
- p) PERFORMANCE INVESTIGATIONS: As part of the proposal evaluation process, the University may make inquiries and investigations, including verbal or written references from the Proposer's customers, to determine the ability of the Proposer to provide service.
- q) NOTICE TO PROPOSER: The University shall consider the employment by any Proposer of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of any contract.
- r) INQUIRIES:
- i) Lincoln University will not give verbal answers to inquiries regarding the specifications or verbal instructions prior to or after the award of the contract. A verbal statement regarding same by any

person shall be non-binding. The University is not liable for any increased costs resulting from any Proposer accepting or relying on verbal direction.

- ii) Any explanation desired by Proposer must be requested in writing and if an explanation is necessary, a reply will be made in the form of an addendum, a copy of which will be forwarded to each Proposer who has received a set of the proposal documents from the University. Proposers obtaining proposal documents from any other source must notify the University of their name, address, telephone, facsimile numbers, and email address to receive any addenda.
- iii) Direct all inquiries to the Buyer of record: Cathie Frede, fredec@lincolnu.edu or purchasing@lincolnu.edu

- s) OPEN COMPETITION: The University encourages free and open competition. Whenever possible, specifications and proposal terms and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the University's needs and accomplishment of a sound economical operation. The signature on this proposal guarantees that the prices quoted have been established without collusion with other Proposers and without effort to preclude the University from obtaining the lowest possible competitive price. The Proposer certifies that its officers or employees have not bribed or attempted to bribe or influence in any way an officer, employee, or agent of the University.

5) PREPARATION AND SUBMISSION REQUIREMENTS

- a) GENERAL REQUIREMENTS: RFP Response: To be considered for selection, Proposers must submit a complete response to this RFP. All proposals should be submitted with one (1) complete original and five (5) complete copies in a sealed envelope or other cover or package reference to "FACILITIES MANAGEMENT SERVICES " and must be received by 2:00 p.m. Central Time at the following address: Lincoln University Purchasing Department Shipping & Receiving Bldg 1002 Chestnut St Jefferson City MO 65101. Additionally, an electronic copy of your response should be included with the RFP response (USB flash drives or memory sticks are acceptable).
 - i) Improper envelope identification may result in premature opening or in the materials not being considered. Responses may not be delivered by electronic means, such as facsimile transmission or electronic mail.
 - ii) Proposers assume the risk of method of dispatch chosen. Lincoln University will assume no responsibility for delays caused by the U.S. Postal Service or other delivery services. Any response not received by the date and time specified, or not received at the described address, will not be considered, and will be rejected. All proposals and accompanying documentation become the property of Lincoln University and will not be returned.
- b) COMPLETED RFP: Proposals shall be signed by an authorized representative of the Proposer. Failure to submit all information requested may result in a lower evaluation of the proposal and/or in its outright rejection.
- c) FORMAT: Proposals should be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. It is required that the RFP be formatted in major sections.
 - i) A Company Overview
 - ii) Your proposed program concepts
 - (1) Overall concept (briefly stated)
 - (2) Management approach
 - (3) Detailed description of how each of the four service level requirements as specified in Section 3 will be met. This might include a cleaning plan/schedule, a building schedule for heating and cooling seasons, a grounds maintenance plan, proposed organization charts, etc.
 - (4) Detailed description of what types of work orders will be accepted and how they will be handled. Such a description should also include parameters under which work orders and/or skilled trades requests would NOT be accepted.
 - (5) Detailed description of reporting capabilities, including samples of same

- iii) Personnel:
 - (1) Staffing Levels
 - (2) Training opportunities that will be provided
 - iv) New Technologies to be provided
 - v) Program to reduce the risk of accidents
 - vi) Plans for performance improvement
 - vii) Partnership opportunities such as recycling initiatives, community service, project search, etc.
 - viii) Experience
 - ix) References
 - x) Cost/Pricing
 - (1) Baseline cost proposal that meets APPA Goals as follows (required):
 - (a) Level 2 on all service areas
 - (2) Alternate cost proposals with statement of impact (required).
 - (a) Cost proposal that meets APPA Level 3 on all areas
 - (b) Wellness center
 - (c) Carver Farm Multipurpose Building (custodial services only)
 - (3) Voluntary vendor alternates
 - (a) Other APPA levels (state level, include APPA referent, and describe in detail)
 - (b) Other service offerings
 - xi) Additional information the Proposer may wish to provide.
- d) **ADDITIONAL REQUIREMENTS:** Proposals should be as thorough and detailed as possible so that Lincoln University may properly evaluate the Proposer's capabilities to provide the required services. Proposers are required to submit completely the following items:
- i) A minimum of ten (10) customers for whom the company is currently providing supportive management services of custodial, maintenance and grounds and where production employees are on the customer's payroll. Include the date(s) when service is performed, the business name, address, and the name and telephone of the Contract Administrator. Five of these references must be of higher education industry.
 - ii) Evidence of experience in providing supportive facilities management services of the size and scope as described herein; for at least a ten (10) year period.
 - iii) Evidence of financial stability, please include your firm's last two annual financial statements, audited, or otherwise verified as to accuracy.
 - iv) Evidence of a support organization sufficient to deliver the proposed services.
 - (1) Include a chart demonstrating the organization that would support your firm's proposed program.
 - (2) Include your staffing plan, including job descriptions and benefit packages.
 - v) Any other pertinent information which demonstrates the Proposer's corporate capability to successfully perform management services.
 - vi) Indicate and identify those capabilities and resources produced within the contractor's organization versus those to be acquired through the use of third-party employees or subcontractors. If subcontractors are to be employed in the performance of the specified services, provide a written narrative describing the rationale used for utilizing these resources for the purposes of this contract.
 - vii) **MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE PARTICIPATION:** As previously stated, long-term goal of the University is to encourage, solicit and include minority and women-owned and other diverse business enterprise participation. Because of the anticipated scope of the facility management services requested in this RFP, the university requests a minimum of 10% MBE and 5% WBE participation (following Missouri State guidelines) in any contract awarded because of this solicitation. While the goal level established is not a quota, it will be used to determine the "good faith effort" and reasonableness of Proposers in achieving the University's MBE/WBE goal for this procurement.
 - viii) **COST:**
 - (1) Each proposal shall include a schedule and the amount or rate of compensation desired for the services proposed in the RFP, including all fees, wages, salaries, and any related costs.
 - (2) The Proposer must state the estimated maximum amount which the Proposer will charge for all the services to be provided in response to this RFP and explain the basis for such amount.
 - (3) The Proposer must include a methodology for contract adjustments through the life of the contract addressing common needs, such as:

- (a) Operational changes such as new buildings, buildings taken out of service, changes in purpose of buildings/grounds.
 - (b) Annual pricing adjustments, taking into consideration such things as Inflationary adjustments, actual prior year expenses, University budget, and other relevant factors.
 - (4) The Proposer must include a methodology that will be implemented should contracted service levels are not met. For example, if the University contracts for APPA level 2 custodial services, but the service delivered is APPA level 3, that situation would need to be addressed. The methodology should address individual situations as well as systemic (long-term) situation remedies.
- e) **PERFORMANCE SECURITY DEPOSIT:** The contractor must furnish a performance security deposit in the form of an original bond issued by a surety company authorized to do business in the State of Missouri (no copy or facsimile is acceptable), check, cash, bank draft, or irrevocable letter of credit to Lincoln University within thirty (30) days after award of the contract and prior to performance of service under the contract or any installation of equipment. The performance security deposit must be made payable to Lincoln University in an amount equal to the total contract price for the first year. The contract number and contract period must be specified on the performance security deposit. In the event Lincoln University exercises an option to renew the contract for an additional period. The contractor shall maintain the validity and enforcement of the security deposit for the said period, pursuant to the provisions of this paragraph in an amount stipulated at the time of contract renewal, not to exceed the total contract price for the option period.
- f) **SURETY BOND:** The contractor must furnish a bond guaranteeing payment of all labor, suppliers, and subcontractors providing equipment and/or services to the contractor as part of the contract in accordance with the requirements of RSMo Section 107.170. The surety bond must be provided in a form of an original bond issued by a surety company authorized to do business in the State of Missouri (no copy or facsimile shall be acceptable) to Lincoln University within thirty (30) days after award of contract and prior to performance of service under the contract or any installation of equipment. The bond must be made payable to Lincoln University in an amount equal to the total cost of all equipment, supplies and services provided by all suppliers and subcontractors to the contractor in fulfilling the requirements of the contract, and for all labor performed in such work whether by subcontractor or otherwise. The contract number and contract period must be specified in the bond. In the event Lincoln University exercises an option to renew the contract for an additional period. The contractor shall maintain the validity and enforcement of the bond for the said period, pursuant to the provisions of this paragraph, in an amount stipulated at the time of contract renewal.
- 6) **EVALUATION AND AWARD CRITERIA:** Proposals shall be evaluated by the University using the following criteria: Method of Performance, Performance Record, Financial Impact, and Additional Resources. The criteria listed are a sampling of evaluation criteria, but the evaluation is not limited to these criteria.
- a) **METHOD OF PERFORMANCE:**
- i) Resources
 - (1) Staffing (org chart, benefits, salaries, etc),
 - (2) Equipment schedule
 - (3) Coverage of critical areas
 - ii) Coverage for extracurricular and non-University related i.e. rentals) school activities
 - iii) Knowledge of required regulatory inspections and reports, and approach to management of same
 - iv) Skill and experience of
 - (1) Implementation team
 - (2) Management team
 - v) Support system for on-site management team
 - vi) Availability of professional engineers
 - vii) Employee development/training program
 - viii) Written standards and procedures
 - ix) Work and Maintenance schedules
 - x) Record keeping and reporting
 - (1) Work histories
 - (2) Expense data

- (3) Ability to report at the level necessary for grant reporting
 - xi) Initial investment of effort/resources
 - xii) Quality control programs
 - xiii) Management Plan
 - xiv) Fit with University culture/structure?
 - xv) Degree to which equipment and procedures will be updated throughout the life of the contract (reinvestment)
 - xvi) Transition/Separation plans.
 - b) PERFORMANCE RECORD:
 - i) Customers:
 - (1) Number and type of current customers
 - (2) Experience with educational customers
 - (3) Retention rate for services provided?
 - ii) Years company has provided services similar to those requested in this RFP
 - iii) Appropriateness of provided references
 - iv) Response from references and any other feedback from customers
 - v) Degree to which initial financial projections were 'on-target'
 - c) FINANCIAL IMPACT:
 - i) Fees
 - (1) For baseline desired service levels
 - (2) For alternative, budget conscious solutions
 - ii) Overall budget impact
 - (1) Long-term financial impact for the University
 - (2) Potential extra charges the University may incur
 - (3) Process and fees for necessary contract adjustments (new buildings, contract extensions)
 - iii) Demonstrated ability to break out costs as needed by the University (ease by which the bills can be separated to programs for chargebacks)
 - iv) Financial guarantees
 - v) Financial stability of proposer
 - d) ADDITIONAL RESOURCES:
 - i) What additional resources can the company provide in areas outside of the primary areas of consideration?
 - ii) Are energy management resources available? The firm must currently be providing these services to other facilities.
 - iii) Recycling initiatives?
 - iv) Other
- 7) ATTACHMENTS: *Please note that all attachments are intended to provide the best information possible, but that some errors and inconsistencies are likely due to the manual nature of some of the reports.*
- a) CAMPUS BUILDINGS AND SQUARE FOOTAGE B
 - b) ACRES OF CAMPUS GROUNDS
 - c) BUILDINGS & GROUNDS WORK ORDER LOG
 - d) UTILITIES CONSUMPTION
 - e) POTENTIAL EVENTS CALENDAR
 - f) RFP STANDARD TERMS AND CONDITIONS

8) **PRICING PAGE**

Please complete all elements on this page.

The percentages requested are informational only & will not be used to determine a specific price per service.

APPA LEVEL TWO (2) SERVICES: \$_____ per month

Approximate percentage of cost allocated to:

Management and Oversight: _____%

Buildings: _____%

Custodial: _____%

Grounds: _____%

APPA LEVEL THREE (3) SERVICES: \$_____ per month

Approximate percentage of cost allocated to:

Management and Oversight: _____%

Buildings: _____%

Custodial: _____%

Grounds: _____%

WELLNESS CENTER: \$_____ per month

MULTIPURPOSE BUILDING @ CARVER FARM (CUSTODIAL ONLY): \$_____ per month

VOLUNARY ALTERNATES/OTHER (short name, please attach/reference detailed description):

_____ \$_____ per month

_____ \$_____ per month

_____ \$_____ per month

_____ \$_____ per month

_____ \$_____ per month

_____ \$_____ per month

_____ \$_____ per month

_____ \$_____ per month

Attachment A – Campus Buildings and Square Footage

FACILITY NAME		GROSS SQ FT	NET SQ FT	YR BUILT
MAIN CAMPUS				
YOUNG HALL		56,962	29,815	1931
STAMPER HALL		21,944	16,459	1948
SCHWEICH HALL		17,852	13,051	1931
FOUNDERS HALL		78,989	52,136	1967
MARTIN LUTHER KING		57,875	37,593	1969
RICHARDSON FINE ARTS		38,352	24,199	1956
JASON HALL		56,912	28,329	1959
MITCHELL HALL		6,580	4,288	1942
SOLDIERS HALL		28,337	19,827	1968
DAMEL HALL		22,101	16,168	1936
ELLIFF HALL		28,297	19,471	1950
THOMPKINS HEALTH CNTR		8,984	4,981	1969
HOME MANAGEMENT HOUSE		3,076	2,305	1941
KJLU-FM RADIO STATION		2,167	1,119	1950
MEMORIAL HALL		5,195	4,107	1993
REED STADIUM		53,664	33,362	1970
U. POWER PLANT		7,836	6,074	1923
MAINTENANCE BLDG		12,800	11,619	1969
SHIPPING-RECEIVING		9,036	6,548	1977
TEACHING GREENHOUSE		4,308	3,896	1952
SMALL ANIMALS RESEARCH		11,957	5,801	1980
GARAGE		1,391	864	1944
DICKINSON RESEARCH		8,500	6,625	1982/2022
PRESIDENT'S RESIDENCE		9,188	4,370	1913/2021
MARTIN HALL		25,945	17,904	1963
BENNETT HALL		29,749	15,874	1938
ANTHONY HALL		27,282	17,182	1940
TULL HALL		23,635	12,173	1951
PERRY HALL		25,470	15,495	1963
DAWSON HALL		84,392	39,363	1970
ALLEN HALL		17,586	10,310	1936
FOSTER HALL		20,474	11,908	1923
SCRUGGS CENTER		59,606	46,023	1966
PAGE LIBRARY		81,062	56,745	1997
YATES HALL		3,228	2,352	2001
HOARD HALL		3,228	2,352	2001
DAYCARE		2,294	1,835	??
LORENZO GREEN CNTR	900 Leslie	13,930	12,537	1980'S
Sherman Scruggs Residence				
Hall	800 Locust	77,550	53,510	2207
add Leslie Plaza		13,930	12,537	??
Wellness Center (Shared Space)		28,320	23,181	2016

Wellness Center (Basement - 100% LU)	9883	9,883	2016
Totals for main campus	1,099,867	714,171	
ALAN BUSBY FARM			
SWINE FACILITY	9,818	8,938	1987
MACHINE/STORAGE BLDG.	3,000	2,100	1988
OPEN SIDED HAY BARN	3,600	3,574	1988
BEEF FACILITY	3,168	2,693	2000
Open sided compost Building	3,024	3,024	2005
Kitchen Cabin	840	840	2007
Recreation Cabin	840	840	2007
Classroom Cabin #1	840	840	2007
Classroom Cabin #2	840	840	2007
Laboratory Cabin	540	540	2007
Laundry Cabin	420	420	2007
Bunk House # 1	540	540	2007
Bunk House # 2	540	540	2007
Bunk House # 3	540	540	2007
Bunk House # 4	540	540	2007
Small Ruminant	4,000	4,000	2014
sq. foot total for main campus	33,090	30,809	
CARVER MEMORIAL FARM			
HAY/MACHINE SHED	2,550	2,295	??
MULTIPURPOSE BLDG.	10,515	8,938	2000
SHEEP FACILITY	5,632	4,787	2000
STORAGE/AQUACULTURE FACILITY	7,200	7,200	2002
Hydroponic Greenhouse #1 (hard shell)	1,500	1,500	2005
Hydroponic Greenhouse #2 (soft shell)	1,500	1,500	2005
Aquaculture Facility	8,560	8,013	2002
Beef Hoop	3,520	3,520	2012
sq. foot total for Carver Farm	40,977	37,753	
9315 Tanner Bridge Farm			
Residence	2,091	1,882	??
Large Shed	4,140	3,726	??
Rt E Shed	2,700	2,430	??
small shed	240	216	??
sq ft total for Tanner Bridge Farm	9,171	8,254	
CARUTHERSVILLE CAMPUS			
OLD WASHINGTON SCHOOL	3,038	2,430	1930/2007
St. Louis Campus			
9041 Riverview Drive	5,072	4,000	1960/2005
SIKESTON CAMPUS			
201 N. Stoddard	6,765	6,089	2021
KANSAS CITY CAMPUS	4,942	4,022	??
1028 Paseo			
GRAND TOTAL FOR ALL CAMPUSES	1,202,922	799,274	

Attachment B – Acres of Campus Grounds

ACRES OF CAMPUS GROUNDS revised 5/22

CARVER FARM = 172.7 acres
HWY 54 S, purchased 1984

Located on Bald Hill Road BUSBY FARM (HWY 54) = 273.0 acres

Freeman Farm – 324.71 acres

9315 Tanner Bridge Road

MAIN CAMPUS = 39.02 acres main campus, (includes 601, tennis, etc.)
13.41 acres Dickinson Research Fac.
27.33 acres across Leslie
16.00 acres Hammons Property (South of 27.33)
5.00 acres Rock Quarry
0.23 acres 1106 Chestnut St. (Michael's property)
0.33 acres 603 Marshall Street, irregular
0.17 acres 609 Marshall Street, 124.38 x 58.75
0.20 acres vacant lot, Atchison Court
0.30 acres 924 R.E. Atchison Court
0.17 acres 720 Lafayette Street, 50 x 148
0.15 acres 724 Lafayette Street
0.15 acres 810 Lafayette Street
0.25 acres Lot 18, Locust St 90.29 X 120.61
0.20 acres 708 Locust Street 51.0 X 170.00
0.52 acres 710 Locust Street 100 x 225.72
0.27 acres 714 locust street 52.5 x 225.75
0.27 acres 716 Locust Street 52.5 x 225.72
0.27 acres 718 Locust Street 52.5 x 225.72
0.27 acres 800 Locust Street 52.5 x 225.72
0.24 acres 802 Locust Street 45.5 x 225.72
0.26 acres 804 Locust Street 50 X 225.72
0.21 acres 806 Locust Street 40 X 225.72
6.20 acres BSU property, more or less
0.31 acres 923 & 925 E. Atchison 75 x 182
0.20 acres Wesley Foundation, 110 x 81
0.14 acres 1012 East Dunklin Street 140 x 42'6"
0.14 acres 1014 East Dunklin Street 140 x 42'6"
0.14 acres 1016 East Dunklin Street 140 x 42'6"
0.14 acres 1018 East Dunklin Street 140 x 42'6"
1.86 acres 900-906 Leslie Boulevard
0.56 acres 1001 E. Atchison 135.43 x 181.23'
0.22 acres 810 Locust Street 115.75 x 81
0.125 acres 816 Locust Street 60.31' x 90.29'
0.57 acres 617 Marshall St 124.38' x 198.75'
0.13 acres 812 Locust Street 60.31' x 90.29'
0.19 acres 807 Atchison Court 60' x 135.43'
0.17 acres 712 Lafayette 50' x 147'
0.21 acres corner of Lafayette/Dunklin 66' x 147'
0.23 acres 809 East Dunklin St 50' x 198.75'
0.24 acres 807 E. Dunklin St 52.19' x 198.75'
1.69 acres Leslie Plaza, 907, 911, 913, 915, 917
0.14 acres lot #8 E. Cedar Way (next to 907)

0.51 acres 813 Locust Street+ lot purchased 7-16
0.18 acres 815 Locust Street 35'x160' pur. 7-16
1.34 acres S. of Greene Hall purchased 11-15-16
0.16 acres 1011 E. Atchison, purchased 11-22-16
0.13 acres 807 Locust Street purchase 1-10-18

176.145 acres

Summary

Carver	172.70
Busby	273.00
Freeman	324.71
Campus	<u>174.31</u>

TOTAL ACREAGE OWNED 944.72

Need to deduct Boys & Girls land/City when appropriate

TOTAL ACREAGE OWNED 941.94

Main Campus: NW quarter of Section 17, Township 44N, Range 11W

This does not include property in St. Louis, Caruthersville, Sikeston, Kansas City, New Jersey or other areas.

Map Scale
1 inch = 745 feet
5/8/2015

Attachment D - BUILDINGS & GROUNDS TYPICAL WORK ORDER LOG

Work Request 12 Month Summary Reported Date

Page Library Second floor bathroom has a rusted Pipe	3/1/21 11:54:09
Sherman Hall room 212 entrance door needs to be repaired	3/1/21 13:27:18
Sherman Hall 319D needs the lights to be replaced	3/1/21 13:28:57
Anthony Hall 1st floor the water fountain is not working	3/1/21 13:33:21
Sherman Hall 311 needs a new bathroom light	3/1/21 13:34:54
Sherman Hall 401 has no power in their outlets	3/1/21 13:37:09
The Linc Door Handle is sticking	3/2/21 08:16:59
KJLU Back door is dragging and not closing properly	3/2/21 08:17:38
The Linc gym door closest to the front desk is not closing properly	3/2/21 08:18:04
The Linc alarm on the door needs the cover to be replaced	3/2/21 08:20:01
The Linc Water fountains filters	3/2/21 08:21:46
The Linc Door alarms are not working	3/2/21 08:42:22
The Linc water Filters on the north end of the basket Ball court to be replaced	3/2/21 08:43:37
Founders Hall Handicap button needs to be fixed on the main door	3/2/21 09:32:33
Founders Hall 129 door lock is stuck	3/2/21 09:34:27
MLK 316 room to be cleaned	3/2/21 11:18:13
Page Library is too cold	3/2/21 11:23:03
Page Library Furniture to be removed and brought to surplus	3/2/21 11:44:00
Jason Hall room 212 Remove Old Chalkboards and Install new ones	3/2/21 11:45:14
Founders hall is too hot	3/3/21 08:48:58
Young hall 101 Young Hall remove light bulb to reduce computer glare	3/3/21 10:05:42
SU basement office b10 is too hot	3/3/21 11:04:18
Scruggs new drinking fountain is leaking on the floor	3/3/21 11:06:09
Hoard Hall 101B Hoards hall Needs to be cleaned	3/3/21 15:57:56
Allen Hall front door is not closing properly	3/4/21 07:17:53
Eight gray tables to be moved from surplus to SUC	3/4/21 13:54:11
First floor founders Mens toilet keeps flushing	3/4/21 14:14:42
Sherman Hall room 120 toilet is clogged	3/4/21 15:46:20
Sherman Hall room 122 Lights are nor working properly	3/4/21 15:48:55
Sherman Hall 1st floor public bathrom Door Handle is broken	3/4/21 15:51:58
Leslie Plaza stairs next to the dentist office outlet needs to be repaired	3/4/21 16:40:08
Sarf Green House needs a Trash cans	3/5/21 10:23:26
Founders - 2nd - 245 - Shelving Removal	3/5/21 14:38:30
Founders Hall - Quad Entry Doors	3/8/21 08:31:41
Martin Hall - Exterior Doors - Not Closing Properly	3/8/21 08:36:30
Foster Hall - External Doors - Proper Closure	3/8/21 08:51:18
Founders Hall room 211 middle bench to be repaired	3/8/21 13:14:41
Young Hall inside entrance wooden doors needs to be adjusted	3/8/21 13:16:31
Young Hall Basement door is not closing properly	3/9/21 07:16:39
MLK basement entrance door is not closing properly	3/9/21 07:19:15
Young Hall 308 there is a scanner to room 309c in Young hall	3/9/21 08:40:03
Soliders Hall Room 106 door is sticking	3/9/21 09:28:42
Elliff Hall first floor pictures to be removed from their frames	3/9/21 10:08:31
The Linc door that is near the ice machine keeps blowing open	3/9/21 11:24:17
Damel Hall 103 sanitation wipes dispenser needs to be filled	3/9/21 14:59:46
Perry Hall room 108 to be cleaned	3/9/21 15:54:14
Bennett Hall room 214 the bathroom sink is clogged up	3/9/21 15:57:41
Anthony Hall 308 is clogged	3/9/21 16:00:54
Bennett hall 308 sink is clogged	3/9/21 16:02:28
Sherman Hall 113 has outlets that are not working	3/9/21 16:07:17
Damel hall 217 trash has not been emptied	3/10/21 09:18:22
Tull Side entry door not closing properly	3/11/21 07:50:29
Scruggs kitchen ceiling tiles needs to be replaced or cleaned	3/11/21 12:47:57
Scruggs needs safety light covers in the basement	3/11/21 12:49:45
Scruggs kitchen needs lights in the salad bar, basement and the elevator	3/11/21 12:52:30
Scruggs Kitchen overhead vents to be cleaned	3/11/21 12:53:55
(sent to teams)Scruggs hall the elevator needs to be cleaned	3/11/21 12:54:41
Scruggs kitchen along the drains needs to be power wash	3/11/21 12:55:40
Scruggs kitchen needs a cover on the line station	3/11/21 12:57:50
Paige Library Items need to moved out of the Garage	3/11/21 14:38:03
Martin Hall RD office needs to be cleaned	3/12/21 10:25:19

Sherman Hall 218 b door is not closing properly	3/12/21 10:35:28	
Sherman Hall 206B the light needs to be repaired	3/12/21 10:39:48	
Martin Hall 223 does not have any power	3/12/21 10:42:04	
Sherman Hall 218AA the lock needs to be repaired	3/12/21 10:46:11	
The Linc- room 100 has a bleacher which a strip coming loose. The strip is preventing the bleacher from closing (N)	3/12/21 13:44:41	
SU Ac to be cleaned	3/15/21 12:48:44	
Young Hall 303B is too cold	3/16/21 13:06:34	
Allen Hall Third Floor Needs paper towels in the breakroom	3/16/21 13:53:51	
The Linc near the mens restroom an electrical cover has fallen off	3/17/21 08:31:49	
Allen Hall new Smart Board to be installed	3/17/21 15:39:07	
Mitchell Auditorium dressing room needs new bulbs	3/18/21 14:23:18	
RFAC mitchel auditorium switch box is broken	3/18/21 14:27:14	
FAC blue door G24 fire door magnet is not working properly	3/18/21 14:30:01	
FAC auditorium needs Painting	3/18/21 14:35:32	
RFAC Mitchell Auditorium STAGE Fly rail System has a broken	3/18/21 14:41:44	
RFAC Towel Dispensers to be changed	3/18/21 15:00:03	
RFAC Ropes to tighten on Mitchel AUD stage	3/18/21 15:10:05	
MLK lower west end door is not closing properly. External Doors	3/19/21 11:21:03	
MLK, lower door group, east door closest to Chestnut facing Dunklin is not closing properly.	3/19/21 11:22:47	
Founders hall basement entry near mlk is not closing properly	3/19/21 11:24:36	
Foster Hall Basemnet door is not closing properly	3/19/21 11:25:52	
Page Library door facing the parking lot is not closing Properly	3/19/21 18:50:47	
Page Library double doors are not closing properly	3/19/21 18:52:35	
Foster Hall basement door not closing properly.	3/19/21 18:56:54	
Too hot/too cold	3/22/21 08:13:17	
Jason Gym install deadbolts in the bathroom next to the parking lot	3/22/21 11:54:30	
Dwight T. Reed stadium to be clean up	3/22/21 12:02:17	
Scruggs Kitchen has brown water coming out of the outlets	3/25/21 12:16:15	
LeakingSodexo Scruggs Kitchen Pizza station #46 water is pooling	3/25/21 13:36:05	
Tull Hall room 310 is not closing	3/26/21 14:06:55	
Tull Hall, north stairwell door not closing properly.	3/29/21 09:45:43	
Move book case	3/29/21 15:28:00	
Yates hall Exterior doors are not closing properly	3/30/21 07:38:10	
201 young hall Office chair is dragging	3/30/21 08:12:56	
The sanitation wipes in Founders Hall 121 need to be filled.	3/30/21 11:05:59	
Soldiers halls 202C black filing cabinet and microwave to be moved	3/31/21 10:01:30	
Toilets/showers	3/31/21 10:36:34	
Allen hall 3rd floor clean women restroom daily	3/31/21 10:38:34	
Yates 103A needs to be cleaned	3/31/21 11:38:29	
Elevators schlinder came	3/31/21 11:46:16	
Sherman hall 306 outlets are not working properly	3/31/21 11:52:46	
Sherman Hall 424D lights need to be repaired	3/31/21 11:55:02	
Sherman hall 402b light needs to be repaired	3/31/21 11:58:47	
Sherman Hall 312D light needs to be repair	3/31/21 12:00:29	
Furniture & Equipment Move	3/31/21 16:10:20	
Too hot/too cold- waiting on jim	4/5/21 10:54:47	
MLK room 318 has ants	4/5/21 11:20:26	
Insurance Repairs	4/5/21 12:02:00	
Damel hall white 317 board needs to be cleaned	4/5/21 14:13:41	
General Cleaning Issues	4/5/21 16:02:18	
Sherman hall room kitchen 219 sink is stopped up	4/6/21 10:22:09	
Sherman hall room 313 bathroom is locked	4/6/21 10:24:50	
Anthony hall 217 shower is clogged	4/6/21 10:27:01	
Smart board to be installed	4/6/21 11:17:13	
Sherman Hall 403 air is not working	4/6/21 11:44:02	
Sherman hall 206 air is not working	4/6/21 11:46:24	
Sherman Hall room 203 air is not working	4/6/21 11:48:49	
Bennett Hall room 206 door frame is broken	4/6/21 11:50:58	
Young hall room 303 E ceiling needs to be repaired	4/6/21 11:56:21	
Sherman Hall room 324 power went out	4/6/21 11:58:17	
Other Miscellaneous	4/6/21 13:23:33	
The Linc door right side facing the gym will not close	4/7/21 08:51:47	
Repair.	4/7/21 10:10:15	
Page Library 315 is too hot	4/7/21 10:48:06	

SARF the front door bell needs to be repaired	4/8/21 10:08:15
Page Library entry way exterior handicap door needs to be repaired	4/8/21 10:51:11
Linc Gym hinge is broken	4/9/21 07:34:29
SUC bulletin board to be installed	4/9/21 08:32:15
Badge not scanning referred to mr dude	4/12/21 16:21:13
Soldiers hall water pressure is low in all toilet and urinals	4/13/21 09:32:44
Soldiers Hall outer door near room 106 is sticking	4/13/21 09:35:45
Soldier's Hall - Room 2 to be mopped once per month	4/13/21 09:40:01
Memorial Hall Tables and chairs to be set up for the 15th	4/13/21 10:22:02
Foster Hall room 106 needs to be vacuumed	4/13/21 10:25:46
Bennett Hall room 112 A and B and 111 and Rm 106 to be cleaned	4/13/21 11:56:11
Scruggs Kitchen Pilot light is out	4/14/21 08:37:25
SUC Main entrance door closure is not closing properly	4/14/21 13:02:07
Foster Hall room 324 Desk to be moved	4/14/21 13:14:25
Richardson Fine arts patio to be cleaned	4/14/21 14:35:19
Mitchell Auditorium drains to be cleaned	4/14/21 14:43:10
MLK General Cleaning preparation for graduation	4/14/21 14:58:53
General Cleaning Issues	4/14/21 15:11:56
Mitchell Auditorium lights and covers to be replaced	4/14/21 15:29:52
Kitchen Equipment	4/15/21 12:42:43
Bennett Hall 109 and 108 to be cleaned and Vacuum Floor	4/15/21 16:10:45
Allen Hall Mens room paper towel dispenser is placed the wrong way	4/20/21 15:58:28
Kitchen Equipment	4/21/21 10:32:27
SoldiersHall - Room 2 walls to be painted	4/21/21 14:25:46
Allen Hall room 303A is not working	4/22/21 08:33:35
Allen Hall 303A Please move the poster printer from Shipping and receiving	4/22/21 08:46:19
Martin hall 206A to be Clean and Vacuum Floor	4/22/21 10:33:45
Scruggs kitchen sink drain is leaking	4/22/21 12:41:13
Anthony Hall 4th floor the laminate is coming off the countertop	4/22/21 16:56:30
Anthony Hall 4th floor needs toilet paper	4/22/21 17:02:41
Scruggs Kitchen water is leaking from the pepsi machine	4/23/21 10:15:48
Move Table to surplus and cabinet to the linc	4/27/21 10:24:29
SU Doc door is not closing or latching properly	4/27/21 12:18:12
Page library garbage lights are out	4/27/21 13:03:47
MLK Drain needs cleaning - duplicated	4/27/21 15:34:07
RFAC Check Windows Blinds blinds	4/27/21 15:51:53
WB --- Richardson fine arts screen Windows screen	4/27/21 16:00:43
Willie Beattie Clean or Vacuum Floor	4/27/21 16:13:47
WB -- Lamp Replacement	4/27/21 16:22:25
WB--Richardson FAC - Mitchell Auditorium lights needs to be change	4/27/21 16:41:34
Anthony Hall forth floor needs toilet paper	4/27/21 17:02:38
Founders Hall power supply not working	4/28/21 10:07:18
Utility Services	4/28/21 14:53:13
Page Library second floor restroom the urinal handle is not working	4/28/21 14:56:47
Page Library is very hot	4/28/21 15:19:24
Sherman Hall 1st floor double entrance dorr is dragging	4/29/21 07:13:12
Removed unused detex equipmen repair and patch as needed	4/29/21 07:14:52
Jason Hall room 112 ice maker is leaking	4/29/21 11:28:32
Scruggs kitchen drain is clogged	4/29/21 12:05:19
Perry Front door is not closing properly	4/30/21 07:25:02
SARF Bushes at the back needs to be trimmed	4/30/21 12:05:35
Page library Toilet Urinal eill not flush	5/3/21 13:43:41
MLK 110 door needs a name plate to be installed	5/3/21 16:50:43
Allen Hall 301 Emergency Lights are not working	5/4/21 09:43:25
Allen hall 301a ceiling tile needs to be replaced	5/4/21 09:44:28
The Linc Basket ball rim to be replaced needs to be replaced	5/4/21 11:44:50
The Linc Molding protector fell off needs to be replaced	5/4/21 11:54:27
The linc room 202 metal strip needs to be repaired	5/4/21 12:58:38
Elliff hall 203 the door needs to be opened	5/5/21 08:22:07
FAC room 5 has gum on the carpet	5/5/21 09:07:39
FAC room 14 needs to be measured	5/5/21 09:17:35
Foster hall 208 is too hot	5/5/21 10:24:42
Founders Hall 3rd floor is too hot	5/5/21 11:22:17
Yates Hall 102A to be cleaned	5/6/21 10:44:29

Perry Hall 310 needs repair	5/6/21 10:59:46	
Sherman Hall room 406 is stopped up	5/6/21 11:03:27	
Tull Hall Ventilation Equipment is making a loud noise	5/6/21 11:21:18	
Sherman Hall room 401 ceiling is leaking	5/6/21 11:23:43	
Sherman Hall 401 closet shelf needs to be repaired	5/6/21 11:29:46	
Sherman Hall Ac is not working	5/6/21 11:36:53	
Sherman Hall room 301 Ac is not working	5/6/21 11:38:12	
Sherman Hall room 411 sink is leaking	5/6/21 11:39:59	
Martin Hall room 221 the outlets are not working	5/6/21 11:41:58	
Thompkins center door is not closing properly	5/7/21 08:37:00	
Elliff hall room 104 has possible Electrical General Issues	5/7/21 14:20:54	
Hoards Hall North door is not closing properly	5/11/21 07:18:17	
SARF 110 needs a control arm for the door it keeps slamming shut	5/12/21 09:05:25	
Page library 2nd floor circuit in floor has burnt out-	5/12/21 13:04:21	
Dickinson Electrical light receptacle is not working	5/13/21 08:18:43	
Anthony Hall 103, 203, and 303 needs trash cans	5/13/21 12:58:02	
Foster Hall 120 empty Filing Cabinet to be moved	5/14/21 08:26:03	
Scruggs Has a Leak inside the basement storage area	5/14/21 11:23:58	
Founders hall classroom 308 the motion light is not working	5/19/21 10:09:30	
Young Hall 304B please Move Office Equipment to Thompkins Health Center Rm 126	5/19/21 11:17:21	5/19/21 10:23:44
MLK move computers on the 1st floor to surplus	5/20/21 09:43:46	
Stamper hall lights in elevator needs to be changed	5/20/21 12:02:21	
Young Hall room b-4 discard Office chair and refrigerator	5/20/21 17:19:23	
SARF room 121 remove lighting fixtures closest to the door	5/20/21 18:15:38	
Allen Hall Hall 303 the AC is leaking	5/24/21 07:52:37	
Dickenson tree is obstructing the parking lot	5/24/21 11:24:59	
Elliff Hall	5/25/21 08:39:07	
Jason Gym 2nd floor beeping noise in hallway	5/25/21 08:41:45	
Jason Hall office 211 Air conditioning is not working	5/25/21 10:58:19	
Thompkins center room 126 new lock to be installed	5/25/21 12:45:42	
Allen Hall room 101 and 103A the wall needs to be repaired so that the clocks can be rehung	5/25/21 15:33:16	
Basket Ball court hoop to be replaced	5/26/21 13:10:32	
Foster hall 124 the doors need to be adjusted	5/27/21 11:27:18	
Thompkins center Move office equipment to surplus	6/1/21 09:48:10	
Jason Hall electrical outlet to be installed	6/1/21 19:43:05	
Founders hall quad door is not staying closed	6/2/21 08:44:29	
Dickerson room 129A the lock needs to be repaired	6/2/21 10:01:04	
Shipping and receiving door is not closing properly	6/2/21 11:00:11	
Elliff Hall Trash items to be picked up	6/2/21 11:14:36	
Page Library need to be cleaned	6/2/21 11:22:50	
Page Library 2nd floor men restroom door lock needs to be fixed	6/2/21 13:52:14	
Stamper Hall 101 desk drawer is stuck on the track	6/2/21 14:34:05	
Page Library lab 119 prong has broken off	6/2/21 15:01:37	
Page Library Archive table to be moved to room 317	6/2/21 15:23:08	
Young Hall 309C is too hot	6/2/21 15:55:57	
Jason Hall Install Bracket on wall	6/2/21 16:58:52	
MLK 116 Computer tables needs to be cleaned	6/2/21 17:10:03	
MLK room 116 computer table and chairs to be picked up	6/3/21 14:36:46	
Dickinson the cart needs bolt to stabilize it	6/3/21 16:12:39	
Jason Hall room 101 wall to be painted blue	6/3/21 16:19:52	
Young Hall 2 cork boards to be moved to Thompkins center	6/4/21 10:11:20	
Page Library AHU 4 is not cooling	6/7/21 10:08:23	
Bennett Hall second floor the smoking detector battery needs to be replaced	6/7/21 11:39:19	
Foster Hall several rooms to be vacuums	6/7/21 13:36:30	
Founders hall is too cold	6/8/21 12:53:18	
Anthony hall Rd office the dish washer is not working	6/8/21 12:57:19	
Young Hall 303 Office Area light went out	6/9/21 08:48:43	
Young Hall 206D HVAC General Issues	6/9/21 08:51:35	
Young Hall HVAC General Issues	6/9/21 08:55:20	
Young Hall 204A to be cleaned	6/9/21 12:39:52	
Anthony Hall Bulb in the elevator needs to be replaced	6/9/21 12:59:01	
Anthony hall 4th floor bathrooms to be cleaned	6/9/21 14:11:20	
Lorenzo Green Replaced loading zone sign	6/10/21 07:26:24	
Page Library lower doors are not closing properly		

Young Hall 3rd floor women rest room HVAC coil pump is not maintaining temperature	6/10/21 07:31:07
Young Hall 304 A/B/C HVAC General Issues	6/10/21 07:33:55
Young Hall 301 ABCD HVAC General Issues	6/10/21 07:36:33
Young Hall 304 A, B , and C needs to be cleaned	6/10/21 07:38:33
Young Hall President Board room there is a leak on the ceiling tiles	6/10/21 07:42:51
Damel Hall faculty office office on the second floor is too hot	6/10/21 10:05:32
Scruggs Kitchen _ Boiler is offline	6/10/21 10:35:43
Schweich Hall is too hot	6/10/21 10:36:30
SARF Room 118 Autoclave machine is not working	6/10/21 11:38:04
Jason Hall air conditioning unit is not working properly	6/10/21 11:48:07
Page Library second floor office 232A is too hot	6/10/21 14:03:43
Dame Hall second floor HVAC is not maintaining the office	6/10/21 18:38:05
Young hall basement double Doors (External) are not closing properly	6/10/21 18:41:18
Damel Hall 2nd floor is not closing properly	6/10/21 18:42:49
The Linc three of the gym doors needs maintenance	6/11/21 12:50:27
Young hall 204 double Doors External are not closing properly	6/11/21 15:31:38
Can we please have 116 Stamper Hall (116, 116A & 116B) cleaned	6/14/21 10:03:33
SUC 20 amp Quad to be installed	6/14/21 12:50:29
Page Library fuse box has stopped working	6/14/21 14:35:15
Page Library to be sprayed for pest	6/14/21 14:40:57
Dawson Hall 907 hall air is not working	6/14/21 15:20:31
Dawson Hall RD office does not have Hot Water	6/14/21 15:23:26
Filing Cabinets to be moved from Stamper Hall 116 tp Young Hall 114	6/15/21 16:06:15
Young Hall 309C is not blowing cold air	6/15/21 17:29:01
Shipping and Receiving conference room is not closing on its own	6/16/21 07:36:11
Su Kitchen steamers are not working	6/16/21 11:35:59
SU remove furniture from the bowling alley to the Dining Hall	6/16/21 14:58:35
Remove Hornet/ Wasp Nests	6/16/21 15:43:13
Jason Hall South east stairwell door is not closing properly	6/16/21 16:32:23
Stamper Hall 116B has several broken handles on the desk	6/17/21 14:31:44
Thompkins Health center Lamp Replacement is needed in the main office area	6/21/21 16:59:08
Young Hall 309c the unit is blowing hot air	6/22/21 12:47:31
Doors ExternalThe Linc The door alarm on the north end glass doors in the gym area will not work	6/22/21 16:00:33
Soldiers hall Mens room Urinal, 2 from the left over flows when flushed	6/22/21 16:24:44
Page Library room 120 and 104 Office Area light bulbs needs to be replaced	6/23/21 12:08:06
Page Library light is out in the women restroom	6/23/21 12:27:39
Page Library office 218 has a flickering light	6/23/21 12:47:16
Stamper hall 1st floor has a ligh out in the lobby area	6/23/21 14:02:00
Damel Hall removed piled up dirt and rocks	6/23/21 19:17:53
Damel Hall 3rd floor has wasp in the mens room	6/24/21 09:37:01
The linc Temperature Control Override	6/24/21 10:55:57
Carver farm unit at the back is frozen	6/24/21 13:21:48
Catering Equipment General	6/25/21 09:22:36
Founders hall 304 ceiling is leaking	6/28/21 08:01:57
Foster hall check the deionized water lines	6/28/21 11:07:19
Carver Farm Greenhouse Electrical General Issues	6/29/21 08:21:33
Bennett Hall first floor room 112 needs a bulb replaced	6/29/21 08:36:02
Founder hall room 239 need to be cleaned	6/29/21 10:07:56
Anthony hall trash on the fourth floor needs to be removed	6/29/21 10:59:49
Anthony Hall elevator needs a new light bulb	6/29/21 11:05:38
Flooring Internal	6/29/21 11:21:56
The Humidity in the building is very high is too hot	6/30/21 08:11:52
Pumps and Motor Repairs	6/30/21 10:45:03
Foster Hall B14 move equipment to Dickinson 107	6/30/21 10:49:57
Jason hall 202B office is to be deep clean	6/30/21 17:21:09
soldiers hall room 2 needs to be painted	6/30/21 17:24:53
Jason hall office 115 water hose need to be fix	6/30/21 17:34:00
Jason Hall 115 Spray for roaches	6/30/21 17:35:59
Lorenzo Greene Hall suite A shelves to be removed	7/1/21 09:31:00
Young Hall Women rest room the wall needs to have the anchors retighten	7/1/21 13:53:24
The Linc room 202 door is rubbing	7/1/21 16:43:02
Dickerson Research center double doors in the hallway not closing	7/2/21 07:58:56
Stamper Hall 116 is too cold	7/6/21 09:01:11
Stamper hall 116 desk drawer needs to be set back on the track	7/6/21 09:05:55

Dawson hall 2nd floor has no Hot Water	7/6/21 11:10:54	
Dawson Hall @nd floor needs to be cleaned	7/6/21 11:18:32	
small fans are not working	7/6/21 16:21:02	
Scruggs lights need to be replaced over the min serving stations	7/7/21 09:12:10	
Dickinson Research Center Plumbing Issues	7/7/21 10:19:40	
Bennett Hall second floor trash to be removed	7/7/21 16:49:17	
Young Hall 301 move furniture against back wall	7/7/21 17:29:44	
Page library several Internal Lights in the Office Area needs to be replaced	7/8/21 10:06:45	
Lorenzo Green the blast freezer needs to be checked	7/8/21 12:22:18	
Desk to be moved form Elliff hall to Stamper Hall	7/8/21 15:05:17	
Soldiers Hall 101-E is not working	7/8/21 16:22:36	
Solders hall to be sprayed for brown recluse spiders	7/8/21 16:25:45	
Young Hall Room 101 floors to be cleaned	7/10/21 15:04:05	
Temperature Control Override	7/11/21 15:38:48	
Elliff door 101 and 102 to be repaired	7/12/21 10:34:49	
Soldiers Hall Exit/ Entry door is not closing properly	7/12/21 13:24:17	
Greene hall replace tail lights in refrigerated trailer	7/13/21 09:26:05	
Soldiers hall to be painted lincoln blue	7/13/21 10:00:36	
Foster hall room 106 Table to be assembled	7/13/21 10:01:41	
Soldiers Hall Main Interior Hallway Ceiling tiles need to be replaced	7/13/21 11:25:07	
Flooring Internal- soldiers hall	7/13/21 11:56:26	
Stamper Hall 116 , Reshape Swap Move Office Table	7/13/21 12:32:34	
Dickinson Research Center Rooms 180 and 181: please remove the black plastic tubing from the old DI water system		7/13/21 12:58:14
Dickerson 107 Feed Water Supply fitted with 3/4 NPT male connector and a shutoff valve 7		/13/21 13:05:38
Foster Hall 206A needs to be Vacuumed	7/13/21 13:52:53	
DRC Please check the west air intake of the DOAS unit on the roof	7/13/21 14:10:52	
Anthony and Thompkins Grounds Maintenance PO Required	7/13/21 14:13:10	
Stamper Hall 116B the drawer will not close	7/13/21 18:02:12	
Soldiers Hall room 106 is too hot	7/14/21 07:27:25	
Young Hall B3	7/14/21 08:22:59	
Soldiers hall hang picture frame in room 101-E	7/14/21 09:03:16	
Richardson Fine Arts Center Fan coil units do not have fan working	7/14/21 09:12:42	
Founders Hall 218/218B/217 to be deep cleaned and dispose of items in the desk		7/14/21 11:48:15
Founders Hall Move White board and discard of old carpet	7/14/21 11:51:18	
Dickerson there is a Hole in the cement floor in the bulkhead,	7/14/21 13:21:31	
Bennett hall Humidity is too high	7/14/21 16:50:13	
Bennett Hall room B3 the Carpet is wet it seems to be coming from the HVAC unit		7/14/21 16:51:44
Bennett Hall 1st Floor office hallway & RM 112 light needs to be replaced	7/14/21 16:55:44	
Page Library AHU5 cooling actuator may be stuck open	7/14/21 17:46:26	
Jason Gym Boiler in Remote Setpoint Signal Fault 7/15/21 07:18:27		
Stamper Hall 116 needs several Internal Lighting Office Area to be replaced	7/15/21 10:11:09	
Non Hazardous Waste General Issues	7/15/21 10:52:42	
Assemble new desk and Move old Office Desk to Thompkins health Center room 131	7/15/21 11:06:46	
Jason Gym Office 113 - 118 Air conditioning is not working	7/15/21 12:14:41	
Soldiers Hall - hallways need sweeping. Dead bugs and grass through out.		7/15/21 12:53:13
Soldiers Hall Ladies restroom Toilet seat to be repaired	7/15/21 12:56:06	
Dickerson The restrooms do not have hot water	7/15/21 14:02:14	
Dickinson Research ADA/Entry Swipe post to DRC is very loose and needs to be secured to the ground		7/15/21 14:04:21
Page Library AHU 4 is running in unoccupied	7/19/21 10:53:33	
Young Hall Basement hallway ceiling tiles are stained	7/19/21 11:01:58	
Younh Hall 3rd floor ceiling tiles are stained and need to be replaced	7/19/21 12:15:42	
SARF 1st floor drinking fountain needs filter to be replaced	7/19/21 12:42:00	
Greenhouse Head House (room 180), The floor drain is not draining.	7/19/21 13:20:23	
Busby Cabins the women restroom will not open	7/19/21 13:24:44	
Dickerson Research center several areas to be painted	7/19/21 14:09:29	
Move desk in Jason Hall, Office 202 to Shipping and Receiving	7/19/21 14:13:48	
Elliff hall Book case and Tv bracket to be hung	7/19/21 15:35:41	
Elliff Hall Furniture to be assembled. - waiting on Vicki Honse	7/19/21 15:37:36	
Soldiers hall 106 Hvac is leaking - Duplicated request	7/19/21 16:22:40	
Soldiers hall General Hvac Maintenance	7/19/21 16:27:15	
Jason Hall - Office 202 Move Filing cabinet	7/20/21 13:53:46	
Furniture General Issues- waiting on mt dude	7/20/21 16:13:26	
Young Hall general HVAC General Issues	7/21/21 07:15:27	
Repair Internal Door	7/21/21 08:01:34	

Dickinson Research Center Greenhouse metal screen door needs to be repaired	7/21/21 09:50:46	
Elliff Hall file cabinet and metal shelf needs to be thrown away	7/21/21 17:17:21	
Young Hall 309 reception has HVAC General Issues	7/21/21 17:59:22	
Mitchell Auditorium basement shower heads need to be replaced	7/22/21 09:06:53	
The unit in room 202 is not keeping up with the setpoint.	7/22/21 09:29:24	
Blocked OverflowinRFAC in Lobby men/ women restroom stools and face sinks are back flowingg Toilet Urinal		7/22/21 09:25:31
RFAC Men and Women restrooms on the 1st floor- the hand sinks are not working		7/22/21 09:34:34
Soldiers hall Several rooms to be painted Lincoln blue	7/22/21 09:34:09	
Grounds GeRFAC Mitchell Auditorium: make sure front and back entrance patios to be power washed		7/22/21 10:01:58
Grounds General Issues- Waiting on jim	7/22/21 10:13:26	
RFAC/ Mitchell Auditorium basement floors to be mopped	7/22/21 11:10:23	
RFAC in Mitchell Auditorium: several lamps to be replaced	7/22/21 11:29:15	
The LINC - B02 Floor needs to be vacuumed	7/22/21 15:56:03	
Roof is leaking at Thompkins Health Center down the south wall in Greg Holtmeyer's office.		7/22/21 17:40:15
KJLU the roof is leaking at on the east side of Mike Downey's office in front of the fire place.		7/22/21 17:42:46
Jason Gym roof top Temperature Control Override	7/26/21 07:20:26	
Paige Library roof Temperature Control Override	7/26/21 07:22:02	
Richardson several units are not working	7/26/21 07:45:32	
Please move the carpet tiles from the LINC to Jason for orientation that starts on August 5th		7/26/21 08:55:44
Reed Stadium There is a heater and thermostat at shipping and receiving that needs to be installed/hun		7/26/21 11:13:14
OOS Non Determined Paint Work Requested- waiting dude	7/26/21 11:41:28	
Clean or VacuMens bathroom needs cleaning Foster hall basement um Floor	7/26/21 12:39:21	
Stadium needs to be power washed	7/27/21 07:37:54	
Stadium Confirm if the lights are operating properly	7/27/21 07:46:39	
Reed Stadium Plumbing General Issues- Please ensure that they are operable	7/27/21 07:49:50	
Confirm that the HVAC units in the stadiums are operable	7/27/21 07:52:34	
Dickerson Research center several doors needs to be fixed	7/27/21 08:08:56	
Page Library Suite 232 remove sanitizing wipe machine	7/27/21 09:01:25	
Page Library, Suite 232 internal windows need to be cleaned	7/27/21 09:06:22	
Catering Equipment General	7/27/21 11:40:26	
Mitchell Auditorium Carpet needs to be deep cleaned	7/27/21 13:45:56	
Richardson several dispensers need maintenance	7/27/21 14:09:17	
FAC Removed wood boards from stage corner	7/27/21 14:22:51	
Richardson FAC areas to be painted	7/27/21 14:50:05	
FAC dressing room mirror to be replace- waiting on dude	7/27/21 15:05:28	
Soldiers Hall _ remove vines from building walls	7/27/21 15:43:50	
Dickerson research center - plumbing issues	7/27/21 16:50:34	
Anthony hall room 305 the faucet is broken needs repairs	7/27/21 17:25:38	
Sherman Hall room 411 the outlet is not working	7/27/21 17:27:51	
Sherman Hall suite 311 needs a shower curtain	7/27/21 17:35:07	
Foster hall Ladies room the toilet will not flush	7/28/21 08:20:57	
Foster Hall first floor bathroom has no toilet paper	7/28/21 08:22:54	
Toilet overflowing in the Aquaculture building	7/28/21 10:17:01	
SARF room 100 Shelves needs to be cleaned out -	7/28/21 10:21:18	
Scruggs Kitchen Dishroom - hang the hose box in the dish room.	7/28/21 10:27:19	
page 323 needs to be painted	7/28/21 10:56:41	
Page Library 232 to be painted	7/28/21 10:58:10	
Thompkins health center several items to be disposed of	7/28/21 17:35:11	
Thompkins center windows need to be repaired	7/28/21 17:45:47	
Carver Farm The well needs power connected	7/29/21 09:31:21	
Scruggs Dining Hall Panel needs to be re glued	7/29/21 12:31:17	
SUC double doors is not closing properly	7/29/21 18:01:02	
Foster Hall, B15, Leak from ceiling	8/2/21 10:23:32	
Stamper Hall, Room 116, Investigate Mold/Mould	8/2/21 10:58:15	
Stamper Hall, Rm 116; General Pest Control Issues	8/2/21 11:08:16	
Foster Hall, Men's rooms, Clean or Vacuum Floor	8/2/21 11:08:23	
Thompkins Health Center, Rm 127, Lamp Replacement	8/2/21 11:52:18	
There is a desk at Purchasing that needs to be brought up to room 206 and the one in there needs to be pitched		8/2/21 15:41:12
Jason Gym door 200 needs to be tightened	8/2/21 21:09:08	
Jason Gym several tiles are stained	8/2/21 21:12:47	
Scruggs basement entry door by the parking lot has the door closer broken and hanging		8/3/21 08:20:47
Scruggs Basement lobby area. There is a dry trap somewhere in the area,		8/3/21 08:40:18
electrical outlet underneath the Milk Dispenser Unit in the Dining Hall is not working		8/3/21 08:45:27
Richardson FAC lobby Men restroom door (Entrance /exit door) is Jamming		8/3/21 14:40:50

Richardson - The men bathroom in the lobby needs paper dispenser changed	8/3/21 15:03:14	
Pawley of MLK Lamp Replacement over class seating in theater	8/3/21 15:11:40	
MLK Pawley Theater Auditorium Several lights needs to be replaced	8/3/21 15:20:25	
Waiting on shelly Richardson FAC front entrance lobby carpet needs a good deep cleaning and vacuum		8/3/21 15:48:36
Elliff Hall 105A Outlet that is in the hall way needs to be repaired	8/4/21 09:20:42	
Provide Consumables-	8/4/21 09:31:17	
Internal Lighting Office Area- Willie beatie created the same work order	8/4/21 10:50:28	
Tull Boiler is offline and it is in alarm	8/4/21 22:08:44	
Jason gym door #20 facing the nw parking area has a broken closer.	8/5/21 15:15:44	
Dawson Hal room 807 A/C is leaking	8/6/21 13:20:15	
Dawson Hall Room 919 No Closet Door Knob.	8/6/21 13:24:50	
Leaking Pipes Taps Faucet	8/6/21 13:30:25	
Jason Gym loose stair treads and are missing screws.	8/6/21 14:14:21	
Founder Hall 131 The floors needs to be cleaned	8/9/21 08:31:17	
SU Kitchen several outlets are not working	8/9/21 08:28:44	
Founders hall room 131 plexiglass to be installed	8/9/21 08:35:08	
Dawson Hall Lobby Lighting Controls Override	8/9/21 09:47:40	
Martin Hall Lobby Lighting Controls Override	8/9/21 09:49:32	
Sherman Hall office basement laundry Lighting Controls Override	8/9/21 09:53:30	
SU steamers are not turning on	8/9/21 12:48:51	
Soldiers hall Trash can needs to be empties- it is over flowing	8/9/21 13:15:15	
Soldiers hall room 106 the Hvac is leaking	8/9/21 13:18:06	
Soldiers hall entry door on parking lot side will open	8/10/21 07:42:04	
Side Door Foster Hall by Allen hall will not shut all the way	8/10/21 09:26:20	
Martin Hall room 312 the a/c is not working	8/10/21 11:43:13	
Dawson Hall 817 A/c is not working	8/10/21 11:58:46	
Dawson Hall 610 a/c is not working	8/10/21 12:00:48	
Dawson hall room 920 a/c is not working	8/10/21 12:02:32	
Dawson Hall 805 a/c is not working	8/10/21 12:03:46	
Dawson 415 a/c is not working	8/10/21 12:05:39	
Dickinson Research Center - Room 102 Centrifuge to be moved	8/10/21 14:04:48	
Dickinson Research Center Install Whiteboard in Room 132.	8/10/21 14:16:22	
Dickinson Research Center - Central Greenhouse - Room 181 Casters to be installed on the shelves		8/10/21 14:24:33
Soldiers Urinal is Leaking	8/10/21 14:53:35	
Stamper hall room 116 several fixtures to be Hang / Install Fixtures	8/10/21 16:27:07	
Martin Hall bathroom and stairwell doors needs to be adjusted	8/10/21 17:07:58	
Move boxes to room 107 in Dickerson	8/11/21 07:55:44	
Richardson 205 The unit is leaking on the floor	8/11/21 08:28:59	
Aqua Facility Carver Farm HVAC has little air floor	8/11/21 08:39:54	
Anthony Hall 305 heater doesn't work, also the a/c unit is too cold.	8/11/21 12:47:01	
Anthony room 305-A blinds to be installed	8/11/21 12:51:14	
Young Hall sliding wood cashier cage is not opening properly	8/11/21 14:55:23	
Anthony Hall room 401 is the compressor is leaking	8/11/21 16:03:49	
Dawson Hall room 707 blinds to be installed	8/11/21 16:33:36	
Dawson Hall 817 A/c is blowing hot air	8/11/21 16:54:16	
dawson Hall room 918 A/c is not working it is blowing hot air	8/11/21 18:06:56	
Dawson Hall room 702 the AC is blowing hot hair	8/11/21 18:21:38	
Dawson Hall 610 A/C is not working	8/11/21 18:22:37	
Dawson Hall room 711 A/C is leaking	8/11/21 18:28:06	
Dawson Hall room 1005 the lock needs to be repair	8/12/21 09:15:16	
Sherman Hall room 411 the light is not working	8/12/21 09:20:24	
Sherman Hall room 404c the lights need to be replaced	8/12/21 09:22:25	
Sherman Hall room 207 the unit is blowing out hot air	8/12/21 09:27:14	
Sherman hall room 207 the air is not working	8/12/21 09:29:13	
Sherman Hall room 113 there is not hot water	8/12/21 09:33:24	
Domestic Cold Water Issues- work order duplicated	8/12/21 09:34:44	
Dawson Hall Room 614 the A/C is not working	8/12/21 09:35:17	
Sherman Hall room 113 the outlets are not working	8/12/21 09:36:36	
Martin Hall room 005 the door lock needs to be replaced	8/12/21 09:38:34	
Dawson hall seventh floor bathroom needs shower curtains	8/12/21 09:41:44	
Anthony Hall room 106 the sink stopper needs to be repaired	8/12/21 09:53:11	
Martin Hall room 003 light needs to be replaced	8/12/21 09:56:13	
Martin Hall 006 The lights are not working on the left side	8/12/21 09:57:52	
Dawson Hall room 719 the ceiling tile need to be replace	8/12/21 10:00:21	

Dawson Hall room 719 light needs to be replaced	8/12/21 10:03:08
Dawson Hall First floor RD room the ac is not working	8/12/21 10:14:31
Lorenzo Green hall room 110 mice is in the room	8/12/21 10:31:15
Martin Hall room 312 one of the outlet is not working	8/12/21 11:06:55
Martin Hall Room 312 the light is not working	8/12/21 11:08:37
Dawson hall room 605 has a hole in the wall that needs to be repaired	8/12/21 11:10:48
Dawson Hall room 217 blinds need to be installed	8/12/21 11:18:04
Dawson Hall room 217 two outlets are not working	8/12/21 11:22:05
Dawson Hall room 608 the window trim needs to be repaired	8/12/21 11:26:18
Dawson Hall 4th floor sink is leaking	8/12/21 11:30:20
Dawson Hall room 919 the door handle needs to be repaired	8/12/21 11:33:39
Dawson hall room 1019 the ceiling tile is falling down	8/12/21 11:39:30
Bennett hall Room 209 light needs to be replaced	8/12/21 11:43:37
Anthony Hall room 115 the blinds need to rehung	8/12/21 11:47:31
Dawson Hall room 918 outlets is not working	8/12/21 11:55:07
Sherman Hall room 109 toilet seat needs to be replaced	8/12/21 12:02:05
Martin hall 3rd floor last shower is not draining	8/12/21 12:05:28
Dawson Hall room 818 the baseboard need to be fixed	8/12/21 12:15:56
Dawson Hall room 919 the knob needs to be repaired	8/12/21 12:38:04
Bennett Hall room 209 the lights are flickering	8/12/21 12:41:44
Anthony Hall room 309 blinds needs to be installed	8/12/21 12:44:43
Anthony Hall room 309 Air conditioning is not working	8/12/21 12:46:49
Dawson Hall room 309 the door needs to be fixed - it is jamming	8/12/21 12:52:09
Dawson Hall room 204 blinds needs to be installed	8/12/21 12:53:36
Dawson Hall room 914 needs new blinds installed	8/12/21 13:00:58
Dawson hall room 807 the lock is not locking	8/12/21 13:06:07
Dawson hall 7th floor there is a leak in the restroom ceiling	8/12/21 13:13:15
Anthony Hall room 316 - there is no hot water in the shower	8/12/21 13:19:41
Please move 3 filing cabinets from eliff hall 107 to room 205	8/12/21 13:19:31
Dawson Hall room 601 the door is damaged and need to be repaired	8/12/21 13:25:32
Dawson Hall room 601 the smoke detector needs to be repaired	8/12/21 13:38:40
Anthony Hall room 210 blinds need to be installed	8/12/21 13:40:24
Sherman Hall room 411b - needs the light replaced	8/12/21 13:43:27
Martin Hall room 006 the outlets are not working	8/12/21 13:47:17
Dawson Hall ceiling is leaking and it is making a puddle	8/12/21 13:50:08
Lamp Replacement	8/12/21 13:53:16
Dawson Hall 8th floor the bathroom door is not closing	8/12/21 13:57:45
Dawson Hall 8th floor has a leak	8/12/21 14:02:08
Sherman Hall, RM 314, power went out	8/12/21 14:06:20
Sherman Hall, RM 113, outlets went out needs repairs	8/12/21 14:08:09
Martin Hall, RM 312, outlets do not work	8/12/21 14:09:52
Anthony Hall room 107 the cabinet sink door needs to be repaired	8/12/21 14:15:36
Sherman Hall Apart 414 the toilet is overflowing	8/12/21 14:18:18
Dawson Hall, RM 610 ceiling tiles are missing needs replacement	8/12/21 14:21:12
Dawson Hall, RM 501, outlets not working	8/12/21 14:23:39
Sherman Hall, RM 304 C, door knob doesn't unlock	8/12/21 14:25:24
Bennett Hall, RM 311, hole in wall.	8/12/21 14:27:47
Dawson Hall, RM 307, door does not lock	8/12/21 14:31:09
Dawson Hall, RM 501, outlet is not working	8/12/21 14:35:09
Microwave	8/12/21 14:37:07
Dawson Hall, RM 601, hole in wall	8/12/21 14:41:45
Dawson Hall, RM 817, AC (still) not working	8/12/21 23:08:23
Trash Needs to be emptied in Foster Hall	8/13/21 08:09:35
Between Linc & Chestnut, Call boxes not working	8/13/21 08:41:03
Dawson Hall, RM 412, AC not working	8/13/21 12:33:07
Dawson Hall, RM 412, ethernet cord doesn't work	8/13/21 12:36:09
The Linc, RM 202, Trimming and Column needing repaint	8/13/21 15:48:43
Foster Hall 306 Alarm going off	8/16/21 09:14:26
Page Library is too hot	8/16/21 10:29:30
Dickerson room 122 frost build up on the freezer	8/16/21 10:48:58
Sherman Hall room 411B lights needs to be replaced	8/16/21 12:55:34
Martin Hall room 311 the outlet in the room is not working	8/16/21 13:00:35
Anthony Hall room 310 the unit is not working	8/16/21 13:02:36
Dawson Hall room 820 the air is not working	8/16/21 13:05:02

Sherman Hall room 412 the air unit is not working	8/16/21 13:06:51	
Sherman Hall room 319C the entry door needs to be repaired	8/16/21 13:09:44	
Dawson hall room 1005 the broken floor tile needs to be replaced	8/16/21 13:12:28	
Sherman Hall room 324b the outlets are not working	8/16/21 13:15:36	
MLK room 308 The clock needs a new battery	8/16/21 13:22:26	
Soldiers Hall, RM 105, Tumblers were reset	8/16/21 15:56:38	
Anthony Hall, RM 203, thermostat is broken & air unit is not working	8/16/21 16:10:03	
Dawson Hall, RM 318, A/C not working	8/16/21 16:12:42	
Sherman Hall room 107 the ac is not working	8/16/21 16:14:41	
Anthony Hall Trash needs to be emptied and the elevator carpet needs to be vacuumed		8/17/21 10:01:19
Sherman Hall room 402 the toilet seat needs to be replaced	8/17/21 10:10:56	
Dawson Hall room 201 A/C is not working	8/17/21 10:15:52	
Anthony Hall does not have hot water in room 217	8/17/21 10:20:22	
Anthony Hall room 217 needs blinds installed	8/17/21 10:23:36	
Dawson Hall, room 1010, a/c has a weird smell	8/17/21 10:26:42	
Martin Hall room 204 the outlets need to be repaired	8/17/21 10:29:10	
Bennett Hall room 208 the outlets are not working	8/17/21 10:49:17	
Elliff Hall room 210 refrigerator water line to be hooked up when it is delivered		8/17/21 12:49:39
SARF the breaker needs to be reset 8/17/21 14:39:34		
Jason Hall the Men restroom on the second floor water is coming out of the side of the toilet		8/17/21 15:39:23
Carver Farm, Sheep Barn, outside unit won't kick in & is humming	8/17/21 16:06:21	
Anthony Hall room 303 the ceiling tiles need to be repaired	8/17/21 23:33:37	
Sherman Hall room 204 the a/c is not working	8/17/21 23:37:45	
Dawson Hall 10th floor on the 1011-1020 side the toilet is clogged	8/17/21 23:42:42	
Dawson Hall 9th floor the ceiling need to be repairs	8/17/21 23:49:46	
Dawson Hall room 914 the blinds needs to be replaced	8/18/21 00:12:43	
Dawson Hall bathrooms needs to be cleaned and restocked with toilet paper		8/18/21 00:19:44
Repair Internal Door	8/18/21 00:29:10	
Dawson Hall room 415 the ac unit is leaking	8/18/21 08:48:57	
MLK room 421 Name plate to be installed	8/18/21 09:16:49	
Anthony Hall room 305A is too hot	8/18/21 09:42:38	
Damel Hall 2nd floor temperature is too warm on the floor	8/18/21 10:28:38	
Page Library Men's restroom faucet needs to be repaired	8/18/21 11:34:26	
Sherman Hall room 207 outlets has no power coming from them	8/18/21 13:36:50	
Foster hall B15 Lab ceiling is leaking	8/18/21 15:35:19	
Sherman Hall 406 lights do not work	8/18/21 16:56:32	
Dawson Hall room 707 need the blinds to be replaced	8/18/21 17:00:24	
Martin hall room 309 side closet door is broken	8/18/21 19:53:41	
Martin Hall 3rd floor shower drain is stopped up	8/18/21 20:00:56	
Martin Hall room 312 the left side of the closet door is broken	8/18/21 20:04:30	
Martin Hall room 311 the left side has no power coming from the outlet	8/18/21 20:09:27	
Scruggs kitchen garbage disposal is stopped up	8/19/21 08:42:07	
Soldiers Hall room 106 Dutch door is missing slide bolt to keep doors together.		8/19/21 09:56:26
Anthony hall laundry room tables to be installed	8/19/21 11:49:40	
Sherman Hall room 414 the light bulb needs to be replaced	8/19/21 12:40:22	
Sherman hall room 324 the outlets has no power	8/19/21 12:41:45	
Dawson Hall room 820 closet door handle is broken and needs to be repaired		8/19/21 12:45:15
Dickinson room 170 the door handle is stuck	8/19/21 13:23:15	
The Linc first faucet in the womans restroom has low water pressure	8/19/21 15:34:52	
Sherman Hall room 212A & B ledge needs to be repaired	8/19/21 20:15:47	
Sherman hall room 314c the lights are not working	8/19/21 20:17:57	
Anthony Hall air unit is not working	8/19/21 20:32:09	
Plumbing General Issues	8/23/21 08:36:50	
Repair Internal Door	8/23/21 11:41:14	
Leaking	8/23/21 11:44:15	
Dawson Hall room 219 the core needs to be repaired	8/23/21 11:45:56	
Dawson Hall room 1019 needs a new latch	8/23/21 11:51:14	
Dawson Hall room 314 the unit is leaking	8/23/21 11:52:32	
Dawson Hall room 1001 the ceiling needs to be repaired	8/23/21 11:58:03	
Dawson Hall room 517 Ac is blowing hot air	8/23/21 11:59:27	
Martin Hall 3rd floor shower is clogged up	8/23/21 12:02:43	
Dawson Hall room 805 blinds to be replaced	8/23/21 12:04:18	
Sherman Hall room 303A the light switch is not working	8/23/21 12:05:44	
Sherman Hall room 414 needs the lamp to be replaced	8/23/21 12:07:00	

Dawson Hall room 605 A/C is leaking	8/23/21 12:56:52	
Dawson Hall room 820 The unit is making a strange noise and it has a weird smell		8/23/21 13:10:52
Bennett Hall room 311 the sinks are not draining	8/23/21 13:14:49	
Bennett Hall room 311 the whole in the wall needs to be filled	8/23/21 13:18:34	
Bennett Hall room 311 door needs a new peephole	8/23/21 13:23:48	
RFAC floors to be mopped	8/23/21 15:27:31	
Jason Gym Carpet Squares needs to be discarded	8/23/21 16:43:10	
Plumbing General Issues	8/24/21 08:31:40	
Not Working	8/24/21 08:58:15	
Lift Elevator Not Working	8/24/21 09:00:57	
Not Working	8/24/21 09:01:39	
Not Working	8/24/21 09:02:41	
Not Working	8/24/21 09:43:43	
Internal Lighting Open Plan Area	8/24/21 10:56:42	
Ceiling Tiles	8/24/21 10:59:16	
Spillages Non Hazardous	8/24/21 11:38:21	
Hang / Install Fixtures	8/24/21 12:01:36	
Too Hot	8/24/21 12:04:06	
Soldiers Hall, RM 106, HVAC leaking	8/24/21 15:36:19	
Plumbing General Issues	8/25/21 10:09:29	
Carver Farm, Aquaculture walk-in cooler not cooling properly	8/25/21 10:21:14	
FAC, RM14, remove 2 filing cabinets & a bookcase	8/25/21 10:22:53	
Elliff Hall, 2nd FL women's restroom, dispenser needs new batteries	8/25/21 11:57:33	
Martin Hall, RM 311, outlet is not working	8/25/21 12:58:05	
Martin hall, room 213, AC not blowing	8/25/21 12:59:22	
Dawson Hall, 4th FL - men's restroom, Clogged shower drain and toilet	8/25/21 13:01:35	
Dawson Hall, Rm 418, AC stopped working.	8/25/21 13:03:05	
Dawson Hall, RM 415, AC stopped working	8/25/21 13:04:02	
Sherman Hall, RM 303, possible HVAC Leak	8/25/21 13:06:20	
Dawson Hall, RM 318, AC not blowing out air	8/25/21 13:07:41	
Sherman Hall, RM 401, door will not lock	8/25/21 13:09:11	
Dawson Hall, RM 312, ceiling is leaking	8/25/21 13:10:30	
Dawson Hall, Rm 620, AC not blowing out air	8/26/21 10:46:37	
Bennet Hall, Apt 201, AC does not work	8/26/21 10:48:15	
Dawson Hall, RM 620, AC went out again	8/26/21 10:49:15	
Flooring Internal	8/26/21 10:51:43	
Sherman Hall, RM 423, AC is leaking	8/26/21 10:53:07	
Dawson Hall, RM 812, ceiling is leaking	8/26/21 10:54:27	
Dawson Hall, RM 318, AC not blowing out air	8/26/21 10:57:21	
Dawson Hall, RM 912, AC is leaking	8/26/21 10:59:07	
Dawson Hall, RM 418, AC not blowing out cold air	8/26/21 11:00:26	
Sherman Hall, RM 104, AC is leaking badly	8/26/21 14:54:44	
Dawson Hall, RM 511, spray for cockroaches	8/26/21 15:55:17	
General Pest Control Issues	8/26/21 15:56:02	
General Pest Control Issues	8/26/21 15:56:48	
General Pest Control Issues	8/26/21 15:58:34	
General Pest Control Issues	8/26/21 15:59:40	
General Pest Control Issues	8/26/21 16:01:35	
Sherman Hall, RM 401, entry door knob needs repair	8/26/21 16:03:16	
Founders Hall, RM 304, key hard to turn	8/27/21 07:55:07	
OOS Non Determined IT/Communication Work Requested	8/27/21 09:09:00	
Allen Hall, RM 102A, TV & desk need to be moved to surplus	8/27/21 09:14:24	
Thompkins Health Center, RM 145, Hang/Move Shelf	8/27/21 16:35:44	
Founders Hall, RM 308, classroom lights are flickering	8/30/21 09:41:18	
Martin Luther King, West Stairwell, lights are dim and not working well	8/30/21 09:43:26	
Dawson Hall, 4th FL restroom, restroom by elevator has a clogged toilet	8/30/21 10:56:10	
Lorenzo Green, Paula J. Carter Center; Old files/boxes, 2 broken computer chairs and end table need to be taken to		8/30/21 11:00:02
Bennett Hall, RM 208, No power in room	8/30/21 11:06:15	
Dawson Hall, RM 420, AC is leaking badly	8/30/21 11:09:17	
Anthony Hall, RM 218, No cool air from AC	8/30/21 11:10:27	
Soldiers Hall, RM 101C, Vent needs to be adjusted	8/31/21 09:07:13	
Elliff Hall, RM 104, Door will not stay open	8/31/21 13:12:57	
Scruggs Dining Hall, Outlet is not working	9/1/21 08:23:35	
SUC, Kitchen, screw down floor grating	9/1/21 08:25:20	

Thompkins Health Center, Men's restroom, clogged toilet	9/1/21 11:00:48	
Anthony Hall, 3rd FL - RM 305A, AC still not working	9/1/21 12:14:19	
Young Hall, Office 303, outlet is possibly out	9/1/21 13:11:17	
Young Hall, Office 303 - Conference RM, flickering lights	9/1/21 15:01:50	
Anthony Hall, Apt 104, kitchen/living room light flickers	9/1/21 15:28:57	
Internal Lighting Open Plan Area	9/2/21 12:54:23	
Sherman Hall, RM 307, possible mold on the ceiling	9/2/21 12:56:29	
Sherman Hall, RM 412, AC is leaking	9/2/21 12:57:35	
Sherman Hall, RM 306, needs a new light bulb	9/2/21 12:58:32	
Dawson Hall, RM 920, ac went out again	9/2/21 12:59:48	
Anthony Hall, RM 108, Door does not unlock	9/2/21 13:01:29	
Sherman Hall, RM 221, AC vent is leaking	9/2/21 13:02:47	
Dawson Hall,	9/2/21 13:04:00	
Sherman Hall, RM 204, closet door is missing	9/2/21 13:06:15	
Sherman Hall, RM 204, Ceiling Fan makes loud knocking sound	9/2/21 13:09:01	
Dawson Hall, RM 403, door knob hard to lock	9/2/21 13:10:13	
Not Working	9/2/21 13:11:05	
Dawson Hall, RM 704, AC makes loud noise when turns on	9/2/21 13:12:09	
Dawson Hall, RM 318, AC not working	9/2/21 13:12:59	
Dawson Hall, RM 1008, Possible mold on the ceiling	9/2/21 13:14:04	
Sherman Hall, RM 221, AC vent is leaking badly	9/2/21 13:15:33	
Dawson Hall, 8th FL - Restroom, paper towel dispenser is broken	9/2/21 13:18:05	
Dawson Hall, RM 913, AC Not working	9/2/21 13:19:03	
Sherman Hall, RM 307, outlets do not work in living room	9/2/21 13:20:18	
Dawson Hall, RM 301, AC not blowing air	9/2/21 13:21:24	
Sherman Hall, RM 218, AC is leaking	9/2/21 13:22:56	
Martin Hall, all floors need tissue	9/2/21 13:24:52	
Bennett Hall, RM 304, door doesn't lock	9/2/21 13:26:11	
SUC, Dining Hall, 5-6 Wooden Wall Panels need repair	9/3/21 08:13:04	
Sherman Hall, RM 109, shower light is out	9/3/21 08:44:01	
Allen Hall, 1st FL - steps, light on wall is out	9/3/21 11:01:47	
SUC, Scruggs Kitchen, Severe leak around large steam kettles	9/7/21 08:39:59	
Catering Equipment General	9/7/21 12:11:27	
Young Hall, RM 117/Lobby; cleaned and polished	9/7/21 12:17:25	
Dawson Living & Learning Center, Vacuum & shampoo carpets in the Offices & main student area		9/7/21 12:20:05
Dawson Living & Learning Center, create and hang Signs External	9/7/21 12:22:47	
Dawson Living & Learning Center	9/7/21 12:31:46	
Page Library, Lower Level - large tutoring area, shampoo carpets	9/7/21 12:38:30	
Schweich Hall, RM 201, shelf needs to be anchored to concrete wall	9/7/21 13:19:09	
Martin Luther King, RM 317, Check lock (key no long works for door)	9/7/21 16:19:18	
Ceiling Tiles	9/8/21 11:16:40	
Carver Farms, East door needs fixed	9/8/21 15:31:21	
Anthony Hall, 4th Fl - Women's Restroom, needs cleaning and toilet tissue		9/8/21 15:32:30
Bennett Hall, RM 112, spray for spiders	9/8/21 16:18:52	
Dickinson Research Center, Event Set- up	9/8/21 16:38:44	
Sherman Hall, RM 121, Suite entry door does not lock	9/9/21 09:27:34	
Dawson Hall, RM 517, AC is emitting an odor (possibly)	9/9/21 09:30:36	
Bennett Hall, RM 311, clogged sink	9/9/21 09:32:47	
Sherman Hall, RM 104, AC is not working	9/9/21 09:34:21	
Sherman Hall, RM 221 - Suite B, lights went out - no power	9/9/21 09:40:20	
Dawson Hall, RM 511, spray for roaches	9/9/21 09:42:23	
Sherman Hall, RM 218, AC is leaking	9/9/21 09:43:42	
Dawson Hall, RM 709, AC is leaking (bring shop vac just in case)	9/9/21 09:45:24	
Sherman Hall, RM 122, lights are out in common area	9/9/21 09:49:50	
Sherman Hall, RM 112, tub and sink in living room drain slowly	9/9/21 09:52:04	
Young Hall, 1st FL, OCC Sensor switch is not functioning	9/9/21 12:10:40	
Jason Gym, RM 117 - Women's Locker room , Install Whiteboard	9/9/21 12:18:49	
Anthony Hall, Front door facing success center does not lock	9/9/21 18:10:47	
Thompkins Health Center, RM 115, Hang large whiteboard	9/10/21 09:20:46	
Soldiers Hall, Rm 106, Floor tile is curling up	9/10/21 10:33:58	
Soldiers Hall, Mop all floors and lobby space	9/10/21 10:42:10	
Martin Hall, 3rd Fl - bathrooms, replenish toilet tissue & paper towels	9/10/21 15:28:32	
SUC, Scruggs Kitchen, floor grates near steam kettles are loose again	9/13/21 08:12:54	
Dickenson Research Center, RM 110, collect trash (packing material)	9/13/21 10:29:38	

Not Working	9/13/21 12:12:34	
Electrical General Issues	9/13/21 12:58:43	
Provide Consumables	9/13/21 13:00:23	
Not Working	9/13/21 14:15:17	
Sherman Hall, RM 406 A & B, outlets do not have power	9/14/21 10:53:43	
Sherman Hall, RM 307, outlets are not working	9/14/21 10:55:05	
Dawson Hall, RM 605, possible mold/mildew	9/14/21 10:58:02	
Sherman Hall, RM 304 B, lights do not work	9/14/21 11:00:10	
Internal Lighting Open Plan Area	9/14/21 11:02:07	
Martin Hall, RM 013, outlets are not working	9/14/21 11:50:49	
Dawson Hall, RM 617, AC is blowing hot air	9/14/21 11:53:25	
Dawson Hall, RM 219, key does not work	9/14/21 11:54:55	
Sherman Hall, RM 211 D, outlet is not working	9/14/21 11:56:09	
Dawson Hall, RM 605; AC won't turn on, no cover plate, wet floor	9/14/21 11:57:26	
Dawson Hall, RM 602, AC blows out hot air	9/14/21 12:00:12	
Dawson Hall, 2nd Fl, bathrooms need to be clean	9/14/21 12:03:05	
Dawson Hall, RM 208, outlets do not work	9/14/21 12:04:02	
Internal Lighting Open Plan Area	9/14/21 12:04:55	
Pest Control PO Required	9/14/21 12:18:17	
Sherman Hall, RM 407 A & B, lights do not work	9/14/21 12:23:15	
Sherman Hall, RM 221D, door can only be open from the outside	9/14/21 12:26:58	
Bennett Hall, RM 216, master key is not working & difficult to turn handle	9/14/21 12:32:20	
Internal Lighting Open Plan Area	9/14/21 12:33:31	
Martin Hall, RM 007, lights do not work	9/14/21 12:36:28	
Anthony Hall, RM 310, bathroom sink does not drain	9/14/21 12:43:09	
Anthony Hall, RM 307, bathtub does not drain	9/14/21 12:44:25	
Sherman Hall, RM 324 A & B, sink handle is broken	9/14/21 12:53:36	
Power	9/14/21 12:56:33	
Sherman Hall, RM 324C, lights are out in living room area	9/14/21 12:57:56	
Sherman Hall, RM 304, main suite door does not lock	9/14/21 12:59:11	
Scruggs, Dock Door hinge is not attached (keeps falling off)	9/15/21 08:26:29	
SUC, Scruggs Dining Hall, Light is out above Pepsi Machine located in island	9/16/21 09:39:55	
Young Hall, RM 303 D, AC is not working	9/16/21 12:43:09	
Anthony Hall, RM 212, AC is not working	9/16/21 12:44:44	
Power	9/16/21 12:46:27	
Power	9/16/21 12:48:40	
Sherman Hall, RM 311 A & B, outlets went out	9/16/21 12:49:46	
Anthony Hall, RM 107, Window won't stay closed	9/16/21 12:51:14	
Allen Hall; mop all floors, offices and hard wood floors	9/16/21 13:17:59	
Allen Hall, 1st Fl - Women's Restroom, handicapped stall is out of toilet set covers	9/16/21 13:20:06	
Page Library, Downstairs Women's Restroom, clogged toilet in first stall	9/16/21 13:56:56	
Martin Luther King; Main entrance, hallway & family restroom. Treat for cockroaches	9/17/21 16:23:43	
Dwight Reed Stadium, Move treadmill & elliptical	9/20/21 08:45:21	
SUC, B-10, Magnet is falling off on Brown door in hallway	9/20/21 08:48:21	
SUC, Scruggs B-10, Replace ceiling tiles in GM's office	9/20/21 09:11:15	
Carver Farm, Sheep Bar, Front door will not fully close	9/20/21 09:49:11	
Elliff Hall, 1st Fl - Lab, Nursing Dept; repair/replace cart wheels	9/20/21 10:05:55	
Martin Luther King, RM 215 & 216, clean chalkboards	9/20/21 10:55:09	
Page Library, East entrance door (round glass entrance) has trouble opening y	9/20/21 11:28:52	
Repair/Replace Gas Equipment	9/21/21 11:11:52	
Founders Hall, Mechanical RM 26, Boiler isn't operating and alarm is going off	9/21/21 12:44:58	
Founders Hall, RM 104, adjust/fix draining system	9/22/21 10:26:33	
Founders Hall, RM 130, replace bulb	9/22/21 10:32:31	
SUC, Scruggs Kitchen, inspect dishwasher outlet (no power to dishwasher)	9/22/21 11:23:54	
Repair Internal Door	9/22/21 11:40:36	
Repair Internal Door	9/22/21 11:41:16	
Elliff Hall, RM 102, 106, & 205; remove old glove holders and mount new ones	9/23/21 13:36:40	
Sherman Hall, RM 406, replace toilet seat	9/23/21 14:00:19	
Internal General Cleaning Issues	9/23/21 14:38:56	
Strange Noise or Smell	9/24/21 09:25:51	
Grounds General Issues	9/24/21 12:21:38	
Plumbing General Issues	9/24/21 14:36:17	
Founders Hall, 3rd FL, AC not working	9/27/21 08:13:19	
Transport General Requests	9/27/21 11:39:22	

Young Hall, 3rd Fl - Hallway, move all high bar tables to FAC	9/27/21 11:47:38
SUC, Move all high bar tables from cafe lounge to FAC art gallery	9/27/21 11:49:39
Dawson Hall, needs 5 tables & 10 chairs	9/27/21 11:53:18
Reed Stadium, Track needs 50 chairs & 5 tables	9/27/21 11:57:09
Empty Bins/Trash Cans	9/27/21 12:26:33
Internal General Cleaning Issues	9/28/21 08:27:30
Sherman Hall, RM 109, lights are out in shower area	9/28/21 13:17:23
Anthony Hall, RM 311, Outlets do not work	9/28/21 13:19:35
Dawson Hall, RM 509, Light bulb blew out	9/28/21 13:20:59
Sherman Hall, RM 221 D, door is still stuck on the inside (door frame))	9/28/21 13:22:39
Anthony Hall, RM 312, Bathroom light is flickering	9/28/21 13:25:41
Move Office Equipment	9/28/21 15:27:57
Dickenson, Lab 123, help with lifting a fridge to place wheels	9/30/21 11:05:56
Carver Farm, Hydroponics Greenhouse 1 & 2, Install electrical circuits (see notes)	9/30/21 16:32:53
Jason Gym, RTU 1 Sa fan runs constantly even when not scheduled	10/2/21 09:04:37
Page Library, AHU4 Ra fan is running constantly, even when its not scheduled	10/2/21 09:07:46
Page Library, AHU5 Ra fan runs constantly, even when its not scheduled	10/2/21 09:08:41
Perry Hall, continues to have problems cooling	10/2/21 09:09:56
Richardson Fine Arts, AHU2 Sa fan runs continuously & isn't responding to controls.	10/2/21 09:15:35
Soldiers Monument at Quad, failed seals (see notes)	10/4/21 08:18:08
Jason Gym, RTU 4 has a Sa temp of 75F & is not cooling the space	10/5/21 08:10:45
Schweich Hall, Entrance door hard to open but slams shut	10/5/21 09:34:27
Bennett Hall, RM 311, toilet handle leaks after flushing	10/5/21 11:19:11
Dawson Hall, RM 601, outlets do not work	10/5/21 11:20:16
Bennett Hall, RM 209, lights are out	10/5/21 11:21:56
Anthony Hall, RM 202, AC is leaking	10/5/21 11:22:51
Dawson Hall, 8th Fl - Bathroom, needs tissue	10/5/21 11:24:35
Dawson Hall, 8th Fl - leak in bathroom	10/5/21 11:28:18
Lift Elevator Not Working	10/5/21 11:31:21
Sherman Hall, RM 201C, entry door does not lock	10/5/21 11:32:55
Anthony Hall, RM 203, AC is leaking badly	10/5/21 11:34:33
Faulty Blinds Curtains	10/5/21 11:43:15
Dawson Hall, RM 805, Needs new blinds	10/5/21 11:44:19
Dawson Hall, RM 817, rehang blinds	10/5/21 11:45:51
Stamper Hall, Main Entrance, replace ceiling tile	10/6/21 09:02:41
Memorial Hall, Front Lobby, needs 1 table & 20 chairs	10/6/21 09:17:52
Schweich Hall, 1st Fl, replace filter for water fountain	10/7/21 13:03:12
Lift Elevator Not Working	10/11/21 08:15:18
Move items from Allen Hall to Bennett Hall	10/11/21 11:30:24
Move computers from Allen Hall to Bennett Hall	10/11/21 11:46:57
Move items/furniture from Allen Hall - RM 303 to Bennet Hall - RM 103	10/11/21 11:49:16
Power	10/11/21 14:26:23
Curtains And Blinds	10/11/21 14:28:31
Curtains And Blinds	10/11/21 14:31:10
Dawson Hall, RM 612, Remove/Spray for Spiders	10/11/21 14:34:18
Martin Hall, 3rd Fl, sink is "still" broken	10/11/21 14:37:06
Sherman Hall, RM 322, Fire Alarm goes off at random times	10/11/21 14:40:00
Dawson Hall, RM 805, AC is leaking badly	10/11/21 14:41:23
Dawson Hall, Basement floor is leaking	10/11/21 14:48:00
Sherman Hall, RM 412, entry door does not lock	10/11/21 14:52:47
Anthony Hall, RM 212, toilet is not flushing	10/11/21 14:54:54
Martin Hall, RM 313, power went out	10/11/21 14:56:10
Sherman Hall, RM 106, Living room light went out	10/11/21 14:59:28
Anthony Hall, RM 209, replace air filter	10/11/21 15:00:42
Sherman Hall, RM 104, vent is leaking	10/11/21 15:05:23
Lorenzo Green Building, Suite A, discard trash and boxes	10/11/21 15:09:17
Dickenson, RM 180 & 181, install water pipes (see notes))	10/11/21 15:34:02
Dickinson Center, RM 170, Repair handle (see notes)	10/12/21 15:39:59
Page Library, RM 100, room is extremely hot (& possible mold)	10/13/21 10:13:49
Soldiers Hall, RM 107, set of lights are out	10/13/21 15:33:00
Dickinson Center, East Breezeway Door, remove ants	10/13/21 16:09:55
Jason Gym, Main Arena, Install New Shot Clocks	10/14/21 14:45:24
Stamper Hall, RM 116, Office is too cold	10/14/21 15:13:21
Elliff Hall, RM 204 & 210, need cleaned & mopped	10/14/21 15:40:27

Founders Hall, RM 228, sweep and mop floor	10/15/21 08:32:54	
Founders Hall, RM 232, sweep and mop	10/15/21 08:57:06	
Founders Hall, RM 237, vacuum floor	10/15/21 09:01:04	
Founders Hall, RM 234, clean floor/carpet	10/15/21 09:04:52	
Founder Hall, RM 121, sweep and mop	10/15/21 09:08:17	
Founders Hall, 2nd Fl - Hallway near elevator, Take fridge to surplus	10/15/21 09:35:07	
Founders Hall, RM 111, dispose of fridge (outside of RM)	10/15/21 09:39:42	
Founders Hall, RM 228, Clean surfaces	10/15/21 10:32:13	
Plumbing General Issues	10/15/21 11:14:27	
Internal General Cleaning Issues	10/15/21 11:24:50	
Founders Hal, Rm 252, sweep and mop	10/15/21 12:46:23	
Page Library, The humidity sensor is not responding causing the humidification system to be disabled. AHU1		10/15/21 20:42:52
Tull Hall, Neither boiler appear to be operating	10/15/21 20:54:31	
Damel Hall, boiler return temps shows 250F, but the supply is only 115F	10/16/21 10:18:20	
SUC, HWP#1 continues to run without a run command	10/16/21 13:11:22	
Schweich Hall, P1, Temps not reaching setpoint in Schweich Hall for heat	10/18/21 08:23:37	
Repair Internal Door	10/18/21 13:05:22	
Damel Hall, RM 316, clean whiteboard	10/18/21 13:35:54	
Elliff Hall, RM 210, clean room	10/18/21 14:15:45	
Young Hall, RM 309 & 310; Dispose of filing cabinets, shelves, & plotter/printer	10/18/21 15:13:18	
Carver Farm, Hydroponics Greenhouse #1, Vent Pad keeps blowing fuse	10/19/21 07:48:47	
Carver Farm, Hydroponics Greenhouse #2, two solenoids are leaking (see notes)	10/19/21 07:53:52	
Founders Hall, 3rd Fl - Women's Restroom, refill soap dispenser	10/19/21 08:23:35	
Soldiers Hall, RM 105, Leak in ceiling near MRE storage(AC?)	10/19/21 09:00:07	
Page Library, Main FL - Career Center, paint blue & white walls	10/19/21 10:49:16	
Dickenson, Research Greenhouse - RM 170, outside exterior door handle came off	10/19/21 13:32:46	
Linc, Basketball rim on court 2A needs replaced (see notes)	10/19/21 13:36:39	
Martin Luther King, 1st Fl - Women's Restroom, emitting a smell	10/20/21 11:26:53	
Founders Hall, 3rd Fl - Elevator side, sauce spilled at left hallway	10/20/21 13:02:50	
Electrical General Issues	10/21/21 09:05:54	
Foster Hall, Office B12, issues with door knob	10/21/21 12:37:13	
Carver Farm, Hydroponics Greenhouse #2 - Line #7, Solenoid not wired correctly	10/21/21 13:17:52	
SUC, Kitchen, Steamers are not working	10/21/21 13:53:53	
General Pest Control Issues	10/21/21 14:00:59	
Allen Hall, 3rd Fl - Women's Restroom, running toilet	10/21/21 15:46:54	
SUC, Kitchen, Tilt Skillet not igniting (unsure if gas or steam problem)	10/22/21 08:20:57	
Allen Hall, RM 102A, discard tv and typewriter	10/22/21 09:57:08	
Toilets Showers	10/25/21 10:06:38	
Door Needs Unlocking	10/25/21 13:26:23	
Internal Lighting Open Plan Area	10/25/21 13:30:47	
Dawson Hall, RM 612, remove spiders	10/25/21 13:35:50	
Power	10/25/21 13:39:50	
Power	10/25/21 13:45:27	
Mop Floors	10/25/21 13:52:15	
Dawson Hall, RM 818, Remove Spiders	10/25/21 13:56:36	
Dawson Hal, RM 509, Remove Spiders	10/25/21 14:00:57	
Transport General Requests	10/25/21 14:42:29	
Bennett Hall, RM 103, move cubicles from wall	10/25/21 15:14:56	
Lift Elevator Not Working	10/25/21 15:20:40	
Martin Hall, 3rd FL, Right side shower is clogged	10/26/21 00:08:15	
Anthony Hall, 2nd Fl, sink is broken	10/26/21 00:46:49	
Repair Internal Door	10/26/21 11:08:47	
Dawson Hall, RM 908, light by the door went out	10/26/21 12:36:39	
Martian Hall, RM 306, repair closet door	10/26/21 20:19:33	
Sherman Hall, RM 423, repair ceiling light	10/27/21 13:11:49	
Dawson Hall, 7th Fl - restrooms, spray for gnats	10/27/21 13:20:48	
Carver Farm, Hydroponics Greenhouse #2, nonfunctioning solenoid valve	10/27/21 16:03:53	
Jason Gym, Main Arena - south end, flickering backboard lights	10/27/21 19:36:55	
SUC, Kitchen, clogged handing washing sink	10/28/21 10:30:33	
Bennett Hall, Common Areas, Empty Bins/Trash Cans	10/28/21 11:05:54	
Bennett Hall, RM 212, shower head fell off	10/28/21 11:13:15	
Sherman Hall, RM 211, left sink is clogged	10/28/21 11:18:54	
Martin Hall, RM 10, power is out	10/28/21 11:24:18	
Electrical General Issues	10/28/21 12:01:04	

Dawson Hall, RM 617, Window door does not close properly	10/28/21 13:05:12
Electrical General Issues	10/28/21 13:52:37
Founders Hall, RM 226 Replace Ceiling Tiles	10/28/21 15:42:09
Founders Hall, 3rd Fl - Men's Restroom, out of toilet tissue	10/29/21 08:33:00
Page Library, near vending machine, broken bottle shards	10/29/21 11:21:37
Thompkins Center, NE employee door not closing properly	10/29/21 14:09:56
Martin Hall, RM 007, power and lights went out	10/29/21 21:19:14
Catering Equipment General	11/1/21 08:30:30
Lift Elevator Not Working	11/1/21 13:05:04
Martin Hall, 1st Fl - Restroom, sink making strange loud noise	11/2/21 10:52:09
Dawson Hall, RM 215, bad leak from heater pipes	11/2/21 13:32:33
Dickinson Research Center, Breezeway security door are not closing properly	11/2/21 13:52:57
Young Hall, RM 304B, install tv wall mount	11/2/21 14:01:59
Jason Gym, RTUs 1&2 have errors & are not shutting off	11/3/21 06:44:42
Power Plant, P1 Boiler is down	11/3/21 06:52:54
Richardson Fine Arts, several heat coil units not working properly	11/3/21 06:56:35
SUC, Lower Level Bathrooms; clean, empty trash, and mop hallway	11/3/21 07:07:56
Page Library, AHU 1, discharging 51 F air at the Sa Temp	11/3/21 09:16:38
Page Library, AHU2, Sa temp is 43F	11/3/21 09:19:06
Page Library, AHU4, Sa temp is 48F	11/3/21 09:21:03
Elliff Hall, RM 207C, is too cold	11/3/21 11:13:06
Jason Gym, P1 - RTU 1, not providing heat	11/3/21 11:18:23
Jason Gym, 2nd Fl - P1, RTU 5 is not providing heat	11/3/21 11:22:54
Richard Fine Arts, P1 - AHU 5, has a fan fail alarm	11/3/21 14:57:32
Leaking Pipes Taps Faucet	11/3/21 15:56:04
Jason Gym, Roof, ceiling insulation in NW corner of gym is loose	11/3/21 17:58:54
Schweich Hall, RM 204 & 205, heat is not working	11/4/21 09:36:22
Dawson Hall, RM 1008, Investigate Mold/Mould	11/4/21 11:50:34
Dawson Hall, 10th Fl - Restroom, replace shower curtain	11/4/21 11:53:14
Anthony Hall, RM 214, repair door hinge	11/4/21 11:55:16
Anthony Hall, RM 112, Sink cabinet door is broken	11/4/21 12:02:58
Anthony Hall, RM 112, spray for roaches	11/4/21 12:04:55
Dawson Hall, RM 710, Heat is not working	11/4/21 12:07:24
Dawson Hall, RM 617, heat is not working	11/4/21 12:08:54
Dawson Hall, 8th FL, restrooms need toilet tissues	11/4/21 12:12:01
Dawson Hall, RM 817, rehang blinds	11/4/21 12:14:01
Dawson Hall, RM 817, heat not working	11/4/21 12:15:26
Bennett Hall, RM 214, clogged toilet	11/4/21 12:16:56
Dawson Hall, RM 215, AC is leaking	11/4/21 12:18:41
Dawson Hall, RM 802, heat not working	11/4/21 12:20:18
Bennett Hall, Main Office room, lights went out again	11/4/21 12:23:24
Lift Elevator Not Working	11/4/21 12:26:00
Anthony Hall, RM 311, outlets are not working	11/4/21 12:27:44
Sherman Hall, 211A, shelf in closet is broken	11/4/21 12:30:00
Dawson Hall, RM 913, spray for bugs	11/4/21 12:32:19
Dickinson Research Center, RM 180, P Trap is leaking & PVC nut is broken	11/4/21 14:23:46
Dickenson Research Center, Foyer, replace water fountain filter	11/4/21 14:26:46
Elliff Hall, 1st Fl - Restrooms, need toilet tissue	11/5/21 09:49:45
Anthony hall, Replace elevator light	11/5/21 10:14:26
Anthony Hall, RM 401, replace water filter	11/5/21 10:17:44
SUC, Bowling Alley B9, change out lock (see notes)	11/5/21 16:44:12
Power Plant, Old Boiler Rm, Return temp sensor shows 250F	11/6/21 09:23:50
Perry Hall, #2 Boiler faulted (see notes)	11/7/21 08:43:06
Damel Hall, #1 Boiler faulted (see notes)	11/7/21 08:46:05
Founders Hall Boiler System, HW alarm failed and needs repair	11/7/21 08:51:21
Fire General Issues	11/8/21 10:31:53
Soldiers Hall, RM 106, not warming up	11/9/21 08:10:01
Jason Gym, Main Arena, clean gym floor	11/9/21 09:57:51
Schweich Hall, 1st Fl - Men's Restroom, toilet not flushing	11/9/21 10:24:11
Provide Consumables	11/10/21 08:49:07
Bennett Hall-Room 103-Move Cubicle Walls back in place	11/10/21 15:19:08
Foster Hall, Basement Entrance, door not closing properly, triggers alarm	11/11/21 08:5:59
Freeman Farm, Gas furnace not working (see notes)	11/11/21 09:35:38
Martin Luther King, 4th Fl - toilet filling with brown water	11/11/21 12:08:42

Lorenzo Green Hall, Commercial Kitchen - Suite B, Mop Floors	11/12/21 09:47:10
Thompkins Health Center, RM 103 - Bathroom, leaky pipe	11/12/21 14:50:42
Elliff Hall, 1st Fl - Rear door, confirm if ANO key (see notes)	11/15/21 07:52:41
Fine Arts Center, 1st & 2nd FL - Stairwell (see notes)	11/15/21 08:29:38
Fine Arts Center, Office 2A, needs t-state removed (see notes)	11/15/21 10:47:04
Empty Bins/Trash Cans	11/15/21 11:16:31
Marin Hall, RM 232, no power in room	11/15/21 11:22:10
Bennett Hall, RM 106, 2 cubicle walls need be moved to the basement	11/15/21 11:37:42
Bennett Hall, RM 103, install outlet (see Dude)	11/15/21 11:48:11
SUC, Kitchen, Hand sink is leaking	11/15/21 13:12:36
SUC, Kitchen, repair sink sprayer	11/15/21 13:13:45
Schweich Hall, Entrance Door has issues locking/unlocking	11/15/21 16:22:02
Schweich Hall, RM 323 & 223, ceiling may have mold	11/15/21 16:27:32
Toilets Showers	11/16/21 12:23:49
Page Library, Main Fl - Women's Restroom, clogged toilet	11/16/21 12:30:43
Damel Hall, Office 115, deep clean	11/16/21 16:37:34
Founders Hall, RM 304, wet carpet spot	11/17/21 08:11:29
Empty Bins/Trash Cans	11/17/21 08:35:45
Out Of Scope Work Requested	11/17/21 10:21:39
Anthony Hall, RD apt, broken bathtub handle	11/17/21 10:32:14
Richardson Fine Arts, chilled water return temp is reading negative	11/17/21 10:45:21
Repair/Replace Gas Equipment	11/17/21 10:45:58
Richardson Fine Arts, York Chiller remote data is not reading in the BAS	11/17/21 10:46:29
Martin Hall, The Ra Humidity sensor is reading negative	11/17/21 10:49:08
Young Hall, HHW pump #1 showed failed in the BAS	11/17/21 10:52:11
Martin Luther King, HHP #2 shows failure on the BAS	11/17/21 10:53:48
Jason Gym, HHP #2 shows failure on the BAS	11/17/21 10:54:50
Jason Gym, RTU #1 shows filter change is needed in the BAS	11/17/21 10:55:53
Page Library, AHU4 is calling for 100% heat but Sa temp is 48F	11/17/21 11:03:08
Allen Hall, RM 214, heat is not working	11/17/21 13:54:28
Dickinson Research Center, Rm 131 & 102, install projectors (see notes)	11/17/21 13:58:42
Jason Gym, RTU 1, Sa Fan running while unoccupied and without a command	11/18/21 06:40:48
Damel Hall, Boiler not operating	11/18/21 06:41:42
Dickinson Research Center, RM 123, Plug in & Turn on freezer (please see notes)	11/18/21 09:28:16
Dickinson Research Center, Greenhouse - RM 160 & 162 (please see notes)	11/18/21 09:43:55
Page Library, Main Fl - Career Center, extremely cold	11/18/21 10:24:49
SUC, Kitchen, Basement & 1st Level, very cold	11/18/21 12:55:26
Carver Farm, Hydroponics Greenhouse #2, fertigation line #9 is leaking (see notes)	11/19/21 06:54:00
Carver Farm, Hydroponics Greenhouses 1 & 2, install shut off valve (see notes)	11/19/21 07:04:36
Lift Elevator Not Working	11/19/21 09:07:05
Lift Elevator Not Working	11/19/21 13:37:39
Damel Hall, Boiler is down again	11/21/21 19:48:11
Jason Gym, temps sensor on RTU 2 is reading 53 degrees while RTU1 is reading 74	11/22/21 07:08:05
Linc, main door will not secure (see notes)	11/22/21 07:53:21
Linc, check all door alarms (see notes)	11/22/21 07:54:58
Damel Hall, Boiler has stopped working	11/24/21 06:44:27
Furniture General Issues	11/26/21 12:19:14
Stamper Hall, RM 116, too hot	11/29/21 08:43:14
Elliff Hall, 1st Fl - Restroom, need toilet tissue	11/29/21 10:43:01
Jason Gym, door closest to the parking lot, does not secure	11/29/21 11:35:52
Richardson Auditorium, hang 6 wreaths	11/29/21 12:18:21
Carver Farms, Replace 4 injectors (see notes)	11/29/21 14:12:53
SARF, RM 119, dispose of items in room	11/29/21 15:04:33
Martin Hall, RM 002, outlets do not work	11/29/21 19:39:40
Anthony Hall-Room 104-Washer stopped working-Needs Repair	11/29/21 19:42:05
Sherman Hall, RM 211 A, repair closet door	11/29/21 19:43:36
Bennett hall, RM 203, out stopped working	11/29/21 19:57:16
Bennett hall, RM 203, no heat	11/29/21 20:00:01
Dawson Hall, RM 1018, no heat	11/29/21 20:11:33
Page Library, Career Center, Hang pictures	11/30/21 09:27:40
Damel Hall, RM 109 - Mechanical RM, alarm going off	11/30/21 09:32:08
Doors External	11/30/21 16:34:14
Plumbing General Issues	12/1/21 10:16:42
Soldiers Hall, RM 2, Clean up area outside weight room	12/1/21 16:47:56

Elliff Hall, 1st fl - restroom, clogged toilet	12/3/21 10:56:17	
Dawson Hall, clean laundry room	12/3/21 16:19:08	
Jason Gym, men's locker RM, entry door has a broken handle	12/5/21 20:33:10	
Jason Gym, RM 115, door won't open with a key	12/5/21 20:34:09	
Jason Gym, Women's Locker RM, exit doors are not securing properly	12/5/21 20:35:53	
Page Library, AHU4 Ra fan is not functioning	12/5/21 20:44:48	
Jason Gym, P1 HWP #2 has shut off (This is a repeat)	12/7/21 20:52:57	
Lorenzo Green, Kitchen Hallway, replace water fountain filter	12/7/21 20:55:34	
Lorenzo Green, Training RM, thermostat stuck on cool	12/7/21 21:05:07	
Damel Hall, Boiler is not working	12/8/21 06:28:19	
Thompkins Health Center, RM 114, assemble workstation	12/8/21 08:42:42	
SUC, Kitchen, leaking hand sink	12/8/21 08:54:08	
Bennett Hall, RM 103, patch holes and repaint	12/8/21 10:33:19	
Allen Hall, RM 214, hang whiteboard	12/8/21 11:09:23	
Repair Internal Door	12/8/21 13:12:26	
Internal General Cleaning Issues	12/8/21 14:43:03	
Damel Hall, boiler is not working	12/9/21 06:23:20	
Schweich Hall, 2nd Fl, water fountain is constantly running	12/9/21 10:09:16	
Jason Gym, RTU 1 & 2, Rh and CO2 sensors are not displaying values	12/10/21 07:49:07	
Jason Gym, Right side door not latching (see notes)	12/10/21 08:27:09	
Soldiers Hall, service restrooms	12/10/21 08:56:34	
Damel Hall, RM 115, deep clean	12/10/21 09:30:40	
Soldiers Hall, flag pole	12/10/21 09:55:49	
Page Library, trash removal	12/10/21 16:00:57	
Page Library, RM 218, vacuum floor	12/10/21 16:02:26	
Not Working	12/12/21 07:46:58	
Jason Gym, RTU1, Sa fan running without a command in Unoccupied mode	12/12/21 07:52:36	
Page Library, Zone temps on AHU1 are reading 0, causing the unit to run all the time	12/12/21 08:04:05	
Young Hall, 2nd Fl - trophy case, replace light	12/13/21 10:42:05	
Young Hall & Founders Hall, Move Office Equipment	12/13/21 10:51:11	
Infrastructure General Issues	12/13/21 15:03:21	
Leaking Pipes Taps Faucet	12/13/21 15:05:23	
Transport General Requests	12/13/21 15:08:47	
Doors External	12/13/21 15:51:27	
Allen Hall, trash removal	12/14/21 08:11:08	
Allen Hall, RM 100, Hang/anchor clock	12/14/21 08:12:39	
Elliff Hall, trash removal	12/14/21 09:08:23	
Young Hall, Vice Pres Office, lights are not working	12/14/21 10:30:01	
Stamper Hall, trash removal & vacuum floors	12/15/21 08:35:46	
Stamper Hall, Overhead exit door alarm is chirping (please see notes)	12/15/21 08:40:31	
Young Hall, RM 204 & 205, mop floor	12/15/21 08:43:39	
Linc, Football Office, Water is leaking from ceiling	12/15/21 09:21:42	
Jason Gym, Main Arena, Score table lights are out	12/15/21 09:25:20	
Out Of Scope Work Requested	12/15/21 11:55:45	
Toilets Showers	12/16/21 16:15:41	
Allen Hall, RM 103 & 104, hang clocks	12/16/21 16:29:34	
Allen Hall, 3rd Fl - Restroom, remount trash container	12/17/21 08:09:39	
Elliff Hall, 1st Fl- hallway, restroom & main office; Spray for roaches	12/17/21 08:22:37	
Clean or Vacuum Floor	12/17/21 12:06:34	
Founders Hall, boiler appears to be down	12/19/21 22:24:21	
Jason Gym, Rh sensor in Gym RTU1 is not responding	12/20/21 07:36:32	
Clean or Vacuum Floor	12/20/21 08:51:14	
Lorenzo Green, Suite B - RM 123, no heat	12/20/21 09:14:16	
Richardson Fine Arts, RM 2, front & rear lights went out	12/20/21 13:11:15	
Richardson Fine Arts, Basement - Custodial Closet,	12/20/21 13:24:15	
Richardson Fine Arts, Basement - Custodial Closet, clogged sink	12/20/21 13:45:04	
Richardson Fine Arts, Basement - Dressing rooms, get quote for painting floors (per Dude)	12/20/21 14:28:25	12/20/21 14:23:58
Richardson Fine Arts, Lobby, Replace stained/bad ceiling tiles	12/20/21 14:42:04	
Richardson Fine Arts,	12/20/21 14:31:46	
Perry Hall, Basement, shows a Fan Run on alarm	12/20/21 14:34:42	
Thompkins Center, Boiler is not operating	12/20/21 14:52:01	
Temperature Control Override	12/20/21 15:01:13	
Snow Ice	12/20/21 20:16:51	
Jason Gym, RTU 2 is showing a Sa Fan alarm; The fan is not running.		

Founders Hall, Boilers are down	12/20/21 20:27:27
Martin Hall, RD apt - Kitchen area (there is a hole), spray for roaches	12/20/21 23:15:03
SARF, RM 110, Hang dry erase board (wall/location is marked w/paper)	12/22/21 09:51:27
Richardson Fine Arts, move all t-stats on coil units (please see notes)	12/23/21 09:38:21
SUC, Dining Hall, Smoke detector is chirping (see notes)	12/27/21 11:16:32
SUC, Kitchen, too cold	12/27/21 15:18:33
SUC, Catering RM, ceiling is leaking (above freezer to the left of shelving)	12/28/21 09:48:19
Richardson Fine Arts, RM 10 & 11, not heating (see notes)	1/1/22 20:38:59
Richardson Fine Arts, RM 112, not heating	1/1/22 20:42:26
Jason Gym, Lobby - West Corridor, VAV 1-4 not heating	1/1/22 20:47:49
Signs Internal	1/3/22 12:07:04
Fire Detection	1/3/22 15:14:15
Leaking Pipes Taps Faucet	1/3/22 15:17:50
Ceiling Tiles	1/3/22 15:21:52
Internal Lighting Open Plan Area	1/3/22 15:23:57
Plumbing General Issues	1/3/22 15:34:09
Leaking Pipes Taps Faucet	1/3/22 15:40:45
Internal Carpentry Requirements	1/3/22 15:39:32
LUPD, 1st Fl, too cold	1/3/22 22:51:51
Page Library, AHU4 is in fault mode & not operating	1/4/22 08:37:13
Leaking Pipes Taps Faucet	1/4/22 13:12:44
Internal General Cleaning Issues	1/4/22 13:16:43
HVAC General Issues	1/4/22 14:50:37
Request for Special Events	1/4/22 16:27:57
Young Hall, Move filing cabinet from RM 114 to Rm 206	1/5/22 09:36:11
Soldiers Hall, RM 101, repair/replace baseboard	1/5/22 10:26:13
Soldiers Hall, RM 101 D, investigate/repair hole in floor (see notes)	1/5/22 10:29:52
Infrastructure General Issues	1/5/22 11:51:41
SUC, Dining area, clogged pipe/drain	1/5/22 11:54:53
Plumbing General Issues	1/5/22 13:36:50
Soldiers Hall, 1st Fl - women's restroom, 1st leaking pipe	1/5/22 16:00:02
Richardson Fine Arts, Auditorium, Remove 6 Xmas Wreaths	1/6/22 09:56:36
Office Equipment	1/6/22 11:53:17
Dickinson, remove trash and clean restrooms	1/7/22 08:14:53
Damel Hall, RM 216, too cold (please see notes)	1/7/22 09:11:39
Founders Hall, Basement - Women's restroom, sewer odor came back (see notes)	1/7/22 10:07:50
Page Library, Career Services, put screw back into desks	1/7/22 15:47:10
MLK, RM 216, clean chalkboard	1/10/22 09:55:58
Damel Hall & Young Hall - RM 300, replace wipes	1/10/22 13:53:22
Electrical General Issues	1/10/22 15:24:22
Too Cold	1/10/22 15:42:20
Plumbing General Issues	1/11/22 14:23:58
Infrastructure General Issues	1/11/22 14:27:04
Dickinson, Greenhouse 162, check light/ballast (see notes)	1/11/22 16:16:02
Dickinson, RM 131, shift/move projector	1/11/22 16:18:23
ROTC, Football Practice Field, deliver 3 rectangle tables by Jan 20 by 4pm	1/12/22 10:32:19
Electrical General Issues	1/12/22 11:51:24
Carver Farm, Hydroponics Greenhouse #2, Replace 4 injectors (see notes)	1/12/22 13:46:50
Carver Farm, Hydroponics Greenhouse #2 (Left), Replace 4 injectors (see notes)	1/12/22 13:47:25
Carver Farm, Hydroponics Greenhouse #1 (Left), Install 4 injectors (see notes)	1/12/22 13:48:48
Lamp Replacement	1/12/22 14:41:08
Lamp Replacement	1/12/22 14:43:04
Repair Internal Door	1/12/22 14:47:45
Smoke	1/12/22 14:51:10
Plumbing General Issues	1/12/22 14:52:40
Windows Internal	1/12/22 14:55:15
Internal Lighting Open Plan Area	1/12/22 14:56:39
Repair Internal Door	1/12/22 14:59:36
Not Working	1/12/22 15:01:52
Leaking Pipes Taps Faucet	1/12/22 15:17:17
Not Working	1/12/22 15:21:32
Not Working	1/12/22 15:22:46
Dawson Hall, RM 908, Window is broken	1/12/22 15:24:39
Sherman Hall, RM 211 A, repair closet door (off railing/tracks)	1/12/22 15:27:27

Bennett Hall, RM 311, replace bathroom light	1/12/22 15:30:06
Dawson Hall, RM 507, door does not lock	1/12/22 15:31:33
Sherman Hall, RM 303, replace light	1/12/22 15:33:20
Sherman Hall, RM 202, Replace Light	1/12/22 15:35:39
Out Of Scope Work Requested	1/12/22 15:36:10
Sherman Hall, RM 418 A & B, need an entry key	1/12/22 15:39:13
Dawson Hall, RM 407, A/C not heating	1/12/22 15:42:35
Internal Lighting Open Plan Area	1/12/22 15:46:24
Dawson Hall, RM 717, A/C not heating	1/12/22 15:50:23
Dawson Hall, RM 201 - 210 side, door is locked from the inside	1/12/22 15:53:23
Dawson Hall, RM 218, making strange noise & blowing cold air	1/12/22 15:55:01
Internal Lighting Open Plan Area	1/12/22 15:57:50
Not Working	1/12/22 15:59:46
Founders Hall, RM 127 (STM department), clean office	1/14/22 16:31:26
Martin Hall, 3rd Fl - Women's Restroom, clean restroom	1/15/22 15:44:22
Dawson Hall, RM 420, repair/replace blinds	1/15/22 15:46:35
Lift Elevator Not Working	1/15/22 15:48:50
Sherman Hall, RM 404, shower light went out	1/15/22 15:51:15
Sherman Hall, RM 402, clogged tub	1/15/22 15:53:09
Dawson Hall, RM 1008, repair door knob (lock won't turn)	1/15/22 15:54:43
Too Cold	1/18/22 13:16:21
Too Hot	1/18/22 14:45:08
Empty Bins/Trash Cans	1/18/22 14:55:28
Plumbing General Issues	1/18/22 14:59:01
Richardson Center, building is not heating (see notes)	1/19/22 07:42:05
SARF, Break RM 113, remount magazine holder	1/19/22 09:26:46
Lamp Replacement	1/19/22 14:17:47
Plumbing General Issues	1/19/22 14:21:38
Lamp Replacement	1/19/22 14:24:00
Anthony Hall, RM 301, replace shower curtain	1/19/22 14:25:30
Too Cold	1/19/22 14:26:39
Hang / Install Fixtures	1/19/22 14:28:35
Repair Internal Door	1/19/22 14:29:58
Clean or Vacuum Floor	1/19/22 14:31:24
Lift Elevator Not Working	1/19/22 18:45:22
Shipping & Receiving, Custodial Sink (near front office), not draining	1/20/22 05:59:26
SUC, Main Service Line, clogged drains	1/20/22 06:08:23
Dawson Hall, Basement Gate doesn't close properly (see notes)	1/20/22 07:55:49
Elliff Hall, RM 101, 201, 202, 203, 204, & 206; refill sanitizer wipes	1/20/22 14:37:31
Damel Hall, RM 302, please clean room	1/21/22 08:29:19
Damel Hall, RM 202, check lights (some are out, see notes)	1/21/22 08:31:07
Dickinson, RM 124, outlet behind biosafetv cabinet is not working (see notes)	1/21/22 14:44:00
Dawson Hall, 10th Fl - Elevator side, repair shower head	1/21/22 15:21:12
Dawson Hall, RM 502, rehang/fix blinds	1/21/22 15:22:43
Dawson Hall, RM 805, heat is not working	1/21/22 15:24:03
Bennett Hall, RM 307, change smoke detector battery	1/21/22 15:25:29
Sherman Hall, RM 324 A, outlets do not work	1/21/22 15:26:57
Sherman Hall, RM 302, replace bathroom light	1/21/22 15:28:40
Anthony Hall, RM 115, heat is not working	1/21/22 15:30:28
Sherman Hall, RM 202, right sink is clogged	1/21/22 15:32:18
Anthony Hall, RM 203, window will not shut completely	1/21/22 15:34:59
Anthony Hall, Water in building is not heating	1/21/22 15:38:33
Anthony Hall, RM 111, heat is not working	1/21/22 15:39:43
Martin Hall, RM 313 (RA RM), Door hard to shut (door frame)	1/21/22 15:41:14
Alan Busby Farm, Fix all lights in building & farm	1/23/22 18:55:40
Alan Busy Farm, Beef Barn, Front door not working properly	1/23/22 18:58:13
SUC, building is too hot	1/24/22 09:16:37
Damel Hall, RM 215, loose floor tiles	1/24/22 12:47:54
Elliff Hall, 1st fl, Empty trash & clean/replenish restrooms	1/24/22 13:06:59
SUC, Ballroom, set up 10 round table - each w/5 chairs. Set up on Jan 26th after 12pm	1/24/22 15:54:01
Internal General Cleaning Issues	1/25/22 08:39:24
Internal General Cleaning Issues	1/25/22 08:49:16
Elliff Hall, 1st - restrooms, replenish paper towel dispensers	1/25/22 10:58:18
SUC, Ballroom, Set up 5 rectangle tables & 25 chairs	1/25/22 11:27:27

Richardson, Auditorium - Lighting/Tech Booth, sink not working (no water)	1/25/22 14:10:32	
Richardson, blow off leaves and debris outside/around building	1/25/22 14:25:17	
Richardson, Auditorium Ceiling, replace bulbs (8 are out)	1/25/22 14:35:34	
Richardson, Center Stage, Check 4-plex receptacle (need replaced?)	1/25/22 14:54:55	
Richardson, Pawley - Stage exit door, install safety light	1/25/22 15:06:56	
SUC, Catering RM, replace ceiling tile	1/27/22 08:32:34	
Repair/Replace Steam Equipment	1/27/22 08:41:23	
move furniture	1/27/22 09:49:26	
Dickinson, Breezeway & Greenhouse - RM 180 & 190, install pipe insulation (see notes)	1/28/22 10:05:16	
Internal Lighting Open Plan Area	1/28/22 14:01:33	
Plumbing General Issues	1/28/22 14:02:59	
Not Working	1/28/22 14:04:11	
Not Working	1/28/22 14:06:05	
Lift Elevator Not Working	1/28/22 14:07:13	
Not Working	1/28/22 14:08:15	
Repair Internal Door	1/28/22 14:10:35	
Not Working	1/28/22 14:11:48	
Repair Internal Door	1/28/22 14:13:44	
Teachers are asking for a sink at the teachers launched is next to the restrooms by the clinic because there's no spac		1/31/22 07:19:30
Repair Internal Automatic Door	1/31/22 08:33:36	
Soldiers Hall, RM 101 D, lights are too bright	1/31/22 09:43:18	
Jason Gym, Place down carpet squares	1/31/22 09:53:12	
Stamper Hall, RM 206, clean and vacuum room	1/31/22 11:06:20	
Blocked Smelly Drains	1/31/22 11:49:19	
Pumps and Motor Repairs	1/31/22 14:16:22	
Dawson Hall, 8th Fl - bathrooms, spray for bugs	2/1/22 12:00:42	
Dawson Hall, 8th Fl - restroom, clogged toilet	2/1/22 12:03:06	
Sherman Hall, RM 103, replace bulb	2/1/22 12:05:38	
Sherman Hall, RM 103, repair garbage disposal	2/1/22 12:08:29	
Sherman Hall, RM 109, toilet is leaking when flushed	2/1/22 12:11:09	
Sherman Hall, RM 324, repair outlets	2/1/22 12:13:31	
Windows Internal	2/1/22 12:18:41	
Sherman Hall, RM 424, repair outlets in living room	2/1/22 12:21:22	
Repair Internal Door	2/1/22 12:35:05	
Ceiling Tiles	2/1/22 12:37:49	
Sherman Hall, RM 203 A, B, & C; Investigate possible Mold	2/1/22 12:41:03	
Leaking Pipes Taps Faucet	2/1/22 13:47:48	
Dawson Hall, Basement Gate stays open & will not lock	2/2/22 12:17:28	
Jason Gym, Dance Studio, left door is not locking	2/2/22 12:18:56	
Young Hall, 1st Fl - North Exterior Door, leaks rainwater into the building (repair seal?)	2/2/22 12:23:24	
SUC, Back Door - Dock Area, not closing/securing properly	2/3/22 17:49:50	
Jason Gym, 2nd Fl, VAV 5-1 in the corridor has a discharge temp of 63F	2/5/22 08:15:21	
Page Library, RM 100; clean room, walls, and carpet	2/7/22 09:58:34	
Internal General Cleaning Issues	2/7/22 10:27:33	
General Electrical Issues	2/7/22 13:52:04	
HVAC General Issues	2/7/22 14:00:22	
Plumbing General Issues	2/7/22 14:17:49	
Blocked Smelly Drains	2/7/22 14:19:25	
SUC, Pizza Prep Area, hand sink is clogged	2/8/22 07:47:37	
Young Hall, RM 101 B, hang frames	2/8/22 09:08:53	
Allen Hall, 2nd Fl - Men's restroom, replenish soap	2/8/22 11:55:33	
Allen Hall, deep clean building and floors	2/8/22 11:57:07	
Founders Hall, 1st fl - women's restroom, spill (soda)	2/8/22 13:39:58	
Carver Farm - Hydroponics Greenhouse #2, cabinet is hard to open (oil lock if possible))	2/8/22 15:28:29	
Carver Farm, Hydroponics Greenhouse #2, fish feeder electrical connector is not working	2/8/22 15:45:45	
Dickinson, RMs 132 & 134, Doors are losing their stuffing (investigate)	2/9/22 15:30:53	
Request for Special Events	2/10/22 09:29:31	
Schweich Hall, 2nd Fl - men's restroom, replenish consumables	2/10/22 10:43:04	
FAC to Memorial Hall, move electronic piano	2/14/22 08:22:18	
Linc, women's restroom (inside locker RM), door is hard to open (lock?)	2/14/22 08:56:04	
Request for Special Events	2/14/22 12:25:38	
Spillages Blood Hazardous	2/14/22 12:44:15	
Mechanical General Issues	2/14/22 13:06:39	
Grounds General Issues	2/14/22 14:56:21	

Allen Hall; clean RMs 101 & 109, sweep 1st & 3rd hallways	2/14/22 16:08:02	
Pages Library, Downstairs men's restroom, clean up vomit	2/14/22 16:52:44	
FAC, 2nd Fl, Fan Coil not communicating w/BAS	2/15/22 07:46:37	
Martin Hall, Humidity Sensor is reading -25	2/15/22 07:52:07	
MLK, Boiler 1, HWP-2 shows failed command	2/15/22 07:54:39	
FAC, Stairwell, Fan coil not heating properly	2/15/22 08:04:32	
Page Library, remove trash & clean spill	2/15/22 08:51:09	
Dickinson, RM 132 & 143, Remove Vermin	2/15/22 11:09:30	
Jason Gym, Event set up (please see notes)	2/16/22 10:01:10	
Spillages Blood Hazardous	2/16/22 14:16:37	
Dickinson; Boilers are offline w/falling temps	2/21/22 07:55:10	
MLK, HWP2 boiler shows failure	2/21/22 07:59:11	
Stamper Hall, AHU2 supply fan failed to start	2/21/22 08:00:53	
Founders Hall, HHW supply temp showing 30 degrees	2/21/22 08:03:52	
Shipping to Dickinson, move display cabinet	2/21/22 08:27:50	
DRC, Central Greenhouse RM 181, deliver chairs	2/21/22 09:26:41	
Allen Hall, 2nd Fl - men's restroom, replenish paper towel dispenser	2/22/22 09:40:46	
Page Library, 3rd Fl - restrooms, clean and sanitize	2/22/22 10:00:03	
Founders Hall, RM 238, too hot	2/22/22 10:53:57	
Alarm Panel Fault	2/22/22 12:21:52	
Internal General Cleaning Issues	2/22/22 13:01:52	
Anthony Hall, 4th fl - kitchen area, repair garbage disposal	2/22/22 16:29:59	
Stamper Hall, AHU 3 & 4, freeze stat trip alarm and fan units are locked out	2/23/22 07:46:02	
Bennett Hall, 1st fl, East Door not closing properly (see notes)	2/23/22 07:59:44	
DRC, Greenhouse - RMs 160, 162, 170, & 190; remove lime & check water level (see notes)	2/23/22 08:34:23	
Young Hall, RM 303, discard filing cabinets	2/23/22 12:28:40	
Stamper Hall, AHU 2 not running (see notes)	2/28/22 08:22:02	
Carver Farm, multi-purpose building - RM 105, Repair right door of double door (in hallway)	2/28/22 08:43:24	
Young Hall, south vestibule coil unit is not reaching setpoint	2/28/22 08:43:22	
Not Working	2/28/22 11:58:13	
Repair Internal Door	2/28/22 13:48:04	
General Fabric Internal Issues	2/28/22 13:52:00	
Provide Consumables	2/28/22 15:39:01	
OOS Non Determined Work Requested	2/28/22 16:53:53	

Attachment D – POTENTIAL EVENTS CALENDAR

The items below are those that typically have had the most impact on the facilities unit.

Ongoing	
Various Scholarship Luncheons	Fine Arts Events (concerts, recitals, lectures, etc.)
Various Greek Events	All LU Athletic Events
Event set ups in the Student Union	Blue Tiger Day Events
601 Jackson Residence Events	Last minute table and chair needs for unscheduled events

January	July
Greenhand FFA	Summer Camps on campus
Spring semester classes begin	Other leadership groups (outside agencies) using Res Halls
Presidential tailgate (basketball)	Orientation days (5)

February	August
Board of Curators meeting	Fall Faculty/Staff Institute
HBCU King's Competition	ROAR Week
Founder's Day	Orientation days (2)
Presidential tailgate (basketball)	

March	September
President's Gala	Board of Curators meeting
FFA Event	Opening Convocation
Career Fair	Presidential tailgating Events
Presidential tailgate (basketball)	

April	October
Convocation	Presidential tailgating Events
Board of Curators meeting	HOME COMING (numerous events)
Spring Fest Week activities	
Casino Night	
Staff Appreciation Luncheon	
Mr and Miss LU Pageant	
Spring Football Game	
Senior Recital set ups	

May	November
Graduation	Presidential tailgating events
Other leadership groups (outside agencies) using Res Halls	
Various Summer Camps on campus	
Nurse Pinning Ceremony	
ROTC Commissioning	

June	December
Board of Curators meeting	Faculty/Staff Holiday Lunch
Other leadership groups (outside agencies) using Res Halls	Nurses Pinning Ceremony
Summer Camps on campus	Presidential tailgate
Orientation Days (6)	Presidential tailgate (basketball)

Attachment E - FLOOR PLANS FOR WELLNESS CENTER



Attachment F - RFP TERMS AND CONDITIONS

LINCOLN UNIVERSITY PURCHASING DEPARTMENT

TERMS AND CONDITIONS -- REQUEST FOR PROPOSAL

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by Lincoln University. Lincoln University is also responsible for payment.
- b. **Amendment** means a written, official modification to an RFP or to a contract.
- c. **Attachment** applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Proposal Opening Date and Time** and similar expressions mean the exact deadline required by the RFP for the physical receipt of sealed proposals by Lincoln University in its office.
- e. **Offeror** means the person or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- f. **Buyer** means the procurement staff member of Lincoln University. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an RFP for the offeror to complete and return with the sealed proposal **prior to** the specified opening date and time.
- j. **Request for Proposal (RFP)** means the solicitation document issued by Lincoln University to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a proposal being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and returned by the offeror with the sealed proposal prior to the specified proposal opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of Lincoln University.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. The offeror shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the offeror and Lincoln University.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the RFP or resulting contract shall be in the Circuit Court of Cole County, Missouri.
- f. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

- a. It shall be the offeror's responsibility to ask questions, request changes or clarification, or otherwise advise Lincoln University if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from offerors regarding specifications, requirements, competitive procurement process, etc., must be directed to the buyer from Lincoln University, as indicated on the first page of the RFP. Such communication should be received at least ten calendar days prior to the official proposal opening date.
- b. Every attempt shall be made to ensure that the offeror receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all offerors will be advised, via the issuance of an amendment to the RFP, of any relevant or pertinent information related to the procurement. Therefore, offerors are advised that unless specified elsewhere in the RFP, any questions received by Lincoln University less than ten calendar days prior to the RFP opening date may not be answered.
- c. Offerors are cautioned that the only official position of Lincoln University is that position which is stated in writing and issued by Lincoln University in the RFP or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. Lincoln University monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among offerors, price-fixing by offerors, or any other anticompetitive conduct by offerors which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The RFP is available for viewing and downloading on Lincoln University's Purchasing Department webpage. E-mail notifications will be sent to potential offerors at the current address maintained on the vendor registration file in Lincoln University's Purchasing Department. Any subsequent amendment to an RFP shall be e-mailed to the same address as the original RFP unless otherwise notified.
- f. Lincoln University reserves the right to officially modify or cancel an RFP after issuance. Such a modification shall be identified as an amendment.

4. PREPARATION OF PROPOSALS

- a. Offerors **must** examine the entire RFP carefully. Failure to do so shall be at offeror's risk.
- b. Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the RFP, any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The offeror may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the proposal. In addition, the offeror shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Proposals which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Proposals lacking any indication of intent to offer an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the RFP.
- e. The following is only applicable to state agencies and political subdivisions submitting a proposal. In the event that the offeror is an agency of Lincoln University or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an RFP, such an offeror may submit a proposal which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between Lincoln University and the offeror, if such offeror is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the RFP. Any such offeror needs to include in the proposal, a complete list of statutory references and citations for each provision of the RFP which is affected by this paragraph.
- f. All equipment and supplies offered in a proposal must be new and of current production and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the RFP.
- h. Proposals, including all prices therein, shall remain valid for 90 days from proposal opening unless otherwise indicated. If the proposal is accepted, prices shall be firm for the specified contract period.
- i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their proposal in order to be considered for award.

5. SUBMISSION OF PROPOSALS

- a. A proposal submitted by a offeror must (1) be signed by a duly authorized representative of the offeror's organization, (2) contain all information required by the RFP, (3) be priced as required, (4) be sealed in an envelope or container, and (5) be mailed or hand-delivered (not faxed) to the Purchasing Department at Lincoln University located at 1002 Chestnut Street and officially clocked in no later than the exact opening time and date specified in the RFP. It shall be the responsibility of the offeror to ensure their proposal is in the Purchasing office no later than the exact opening time and date specified in the RFP.
- b. The sealed envelope or container containing a proposal should be clearly marked on the outside with (1) the official RFP number and (2) the official opening date and time. Different proposals should not be placed in the same envelope, although copies of the same proposal may be placed in the same envelope.
- c. A proposal may only be modified or withdrawn by signed, written notice which has been received by Lincoln University prior to the official opening date and time specified. A proposal may also be withdrawn or modified in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw or modify a proposal shall not be honored.
- d. Offerors must sign and return the RFP cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the offeror of all RFP terms and conditions. Failure to do so shall result in rejection of the proposal unless the offeror's full compliance with those documents is indicated elsewhere within the offeror's response.
- e. Electronic submission of proposals shall not be accepted. Faxed proposals shall not be accepted. However, faxed and e-mail no-bid notifications shall be accepted.

6. PROPOSAL OPENING

- a. Proposal openings are public on the opening date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening. The contents of the proposals shall not be disclosed.
- b. Proposals which are not received by Lincoln University prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late proposals may only be opened under extraordinary circumstances.

7. PREFERENCES

- a. In the evaluation of proposals, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the state of Missouri, and to all firms, corporations of individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.
- d. In the evaluation of proposals, a service-disabled veteran business preference shall be applied in accordance with Section 34.074 RSMo.

8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the offeror and request written clarification of the intended proposal. The correction shall be made in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a offeror but not reflected on the pricing page shall be subject to evaluation if deemed by Lincoln University to be in the best interests of Lincoln University.
- c. The offeror is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit Lincoln University. However, unless otherwise specified in the RFP, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the offeror whose proposal (1) complies with all mandatory specifications and requirements of the RFP and (2) is the lowest and best proposal, considering price, responsibility of the offeror, and all other evaluation criteria specified in the RFP and any subsequent negotiations and (3) complies with Sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all offerors fail to meet the same mandatory requirement in a RFP, Lincoln University reserves the right, at its sole discretion, to waive that

requirement for all offerors and to proceed with the evaluation. In addition, Lincoln University reserves the right to waive any minor irregularity or technicality found in any individual proposal.

- f. Lincoln University reserves the right to reject any and all proposals.
- g. When evaluating a proposal, Lincoln University reserves the right to consider relevant information and fact, whether gained from a proposal, from a offeror, from offeror's references, or from any other source.
- h. Negotiations may be conducted with those offerors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing offerors.
- i. Any award of a contract shall be made by written notification from Lincoln University to the successful offeror. Lincoln University reserves the right to make awards by item, group of items, all or none, or a combination thereof on a geographic and/or statewide basis with one or more suppliers. The grouping of items awarded shall be determined by Lincoln University based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Lincoln University.
- j. Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected.
- k. Lincoln University reserves the right to request written clarification of any portion of the offeror's response in order to verify the intent of the offeror. The offeror is cautioned, however, that its response shall be subject to acceptance or rejection without further clarification.

9. CONTRACT/PURCHASE ORDER

- a. By submitting a proposal, the offeror agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the RFP and any exhibits or amendments thereto, (2) the contractor's response (proposal) to the RFP including the contractor's best and final offer and (3) Lincoln University's acceptance of the response (proposal) by "notice of award" (for ongoing provision of equipment, supplies, and/or services) or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized Purchase Order or other approved form of authorization.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the contractor and Lincoln University or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment/change order to the contract.

10. INVOICING AND PAYMENT

- a. Lincoln University does not pay state or federal taxes unless otherwise required under law or regulation.
- b. Each invoice submitted must reference the contract or purchase order number and must be itemized in accordance with items listed on the purchase order and/or contract. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the written consent of Lincoln University.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFP.
- e. Lincoln University assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the University's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by Lincoln University shall be subject to late payment charges as provided in Section 34.055 RSMo.
- g. Lincoln University reserves the right to purchase goods and services using the Lincoln University Purchasing Card.

11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by Lincoln University pursuant to a contract shall be deemed accepted until the University has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. Lincoln University reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. Lincoln University's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the University may have.

13. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by Lincoln University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of Lincoln University's acceptance of or payment for said equipment, supplies, and/or services.

14. CONFLICT OF INTEREST

- a. Officials and employees of Lincoln University, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall

acquire any other contractual relationships which create such a conflict.

15. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by Lincoln University of any existing or future right and/or remedy available by law in the event of any claim by the Lincoln University of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to Lincoln University of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with Lincoln University.

16. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, Lincoln University may cancel the contract. At its sole discretion, Lincoln University may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide Lincoln University within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, Lincoln University will issue a notice of cancellation terminating the contract immediately.
- c. If Lincoln University cancels the contract for breach, Lincoln University reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as Lincoln University deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon Lincoln University for any period in which funds have not been appropriated, and Lincoln University shall not be liable for any costs associated with termination caused by lack of appropriations.

17. COMMUNICATIONS AND NOTICES

Any written notice to the offeror/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail, or hand-carried and presented to an authorized employee of the offeror/contractor.

18. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify Lincoln University immediately.
- b. Upon learning of any such actions, Lincoln University reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless Lincoln University, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or, veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, Lincoln University shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, removal from all contractor's lists issued by the division until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

22. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.