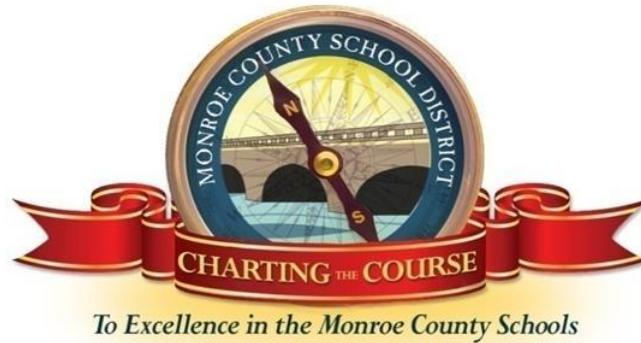


THERESA AXFORD
Superintendent of Schools



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District # 4
JOHN DICK

Bid No: RFP 2023001
Name of Bid: Custodial Services
Post Date: 3/9/2023
Notice Post Time: 12:30 p.m.

Q&A Response No: 1

Q1. Please provide a copy of checklist mentioned on page 7.

A1. This is developed by the contractor for each site to confirm that the work for that day was completed.

Q2. How many students are there per school?

A2. See school demographics on district webpage.

<https://app.powerbi.com/view?r=eyJrIjojODc3OGQ0ODktNDgyZi00MjFkLWlzMGZlZDI5M2M1ZjAzMWQ5IiwidCI6ImEwZDc4MDQ0LTNkMGMtNDIkdjY1hYmY0LWQ1NjUwNWY4YmZiYyIsImMiOjF9>

Q3. How many employees are there per school?

A3. See school employees on district webpage.

<https://app.powerbi.com/view?r=eyJrIjojMjk3NjMyNjktMzEyMC00YWVzLTgyMTctMzhhMmEyYWM1ZGZlIiwidCI6ImEwZDc4MDQ0LTNkMGMtNDIkdjY1hYmY0LWQ1NjUwNWY4YmZiYyIsImMiOjF9>

Q4. Can you please provide a copy of ABM's invoices for July 2022, December 2022, January 2023, and February 2023?

A4. The current contract was awarded for \$2,905,692.00 annually for Custodial Services scheduled price.

Q5. Is there a log or estimate of how many chair glides are replaced per year?

A5. No records are kept on this item as it is normally performed by the current contractor.

Q6. Is there a specific chair glide type currently used?

A6. In general it is replacements from the chair manufacturer. Some after-market glides are used at times. The goal is to have clear single source responsibility on this as it directly relates to floor condition

and required floor care. The contractor is to provide the best product to help them maintain the best overall floor care.

Q7. Is there a log or estimate of how many light bulbs are replaced per year per school or total?

A7. No records are kept on this item as it is performed by the current contractor.

Q8. Total square feet per school listed in RFP includes the covered exterior walkways. Can you please confirm how much of the total square footage provided for each school is exterior walkway?

A8. See added Florida Inventory of School Houses (FISH) reports. Net square footage for covered walkways are listed for each school.

Q9. Are the large, cemented courtyard areas not covered by roof part of the total square footage of each school?

A9. These areas are not included in the school square footages listed but they are included in the areas to be cleaned by the custodial contractor.

Q10. Page 13 paragraph IV. A. states 1 custodian per 26,000 gross square feet. Is this custodian a full time (8-hours)?

A10. Yes

Q11. What time of day does the night cleaning shift begin?

A11. This start time varies by school and must be coordinated with each school administration. Night cleaning shift normally begins within 30 minutes of school student release for the afternoon, generally between 2-4PM.

Q12. Page 15 paragraph 5 states "Second shift custodial staff". What is the start and end time of this shift?

A12. This start time varies by school and must be coordinated with each school administration. It normally begins within 30 minutes of school student release for the afternoon., generally between 2-4PM. It is an eight hour shift.

Q13. How many "Day Custodian" are there per school and how many hours per day are they onsite? Are they fulltime?

A13. The minimum is one full time custodian per school, on site 8 hours per school day. The work load described in the specification may require more than the minimum. Contractors may take different approaches, and are encouraged to describe this approach in their response.

Q14. Appendix D states 68.8 custodians to clean all sites based on the formula of 26,000 square feet per 1 custodian. Is this current amount of custodians used by ABM?

A14. No, the current contract for custodial services is based on 67.9 minimum full time custodian positions. This number is only a minimum.

Contractors may determine that more than the minimum number of custodians is needed to correctly perform the specified work.

Q15. Are the 68.8 custodians listed on Appendix D full-time?

A15. Yes, full time, eight hours per day.

Q16. What is the cost of badging an employee?

A16. The cost changes with time. The current cost is \$73.83 per employee fingerprinted. Contractor personnel who have already undergone a background check with a Florida public school district within the past five (5) years may be exempt from this cost.

Q17. How many times in the last 12-months has the current contractor been charged \$20 for leaving a building unsecured?

A17. None

Q18. As per pg. 24 paragraph 7, there's normal school 196 days + 58 days of just office and support staff areas cleaned. Those 58 days of cleaning only office and support areas, will the contractor be permitted to decrease the regular daily cleaning staff?

A18. Full staff is to be kept throughout the summer. Due to the nature of summer school activities, MCSD may request Contractor reassign staff to different sites during the summer to expedite and assist with the summer cleaning program.

Q19. Is the current custodial staff part of a labor union? If so, can you please share the collective bargaining agreement?

A19. Custodial staff are not part of a labor union, no applicable collective bargaining agreement.

Q20. During pre-bid site visits we noticed 2-day porters in the Cafeteria at Stanley Switlik Elementary. Should the "Annual Cafeteria Services" for this school be based on 2-day porters 4 hours each?

A20. Day Custodian staffing shall be 1 eight hour custodian per school minimum. Contractor is encouraged to evaluate whether the work load described in the specification requires more than the specified minimum staffing level. Each contractor will need to determine the appropriate staffing level to complete the work needed based on their experience.

Q21. Which schools are summer school sites mentioned in paragraph i. page 14?

A21. Summer school programs vary in duration and location from year to year. The full minimum staffing levels for spring/fall semester will be needed to address summer activities and the summer cleaning program.

Q22. Page 7 states there is a 4-hour day porter for cafeterias. Is this what is referred to in the RFP pricing sheets as "Annual Cafeteria Services"?

A22. Contractors must provide pricing for day custodian services that includes coverage of the cafeteria. For MCSD internal budgeting purposes, Contractors should separately provide pricing for 4-hour day porter services. School Food Services will pay that amount from their funds separately. In the event MCSD elects to utilize four-hour day porter pricing, MCSD would like two separate invoices each month.

Q23. Page 14 paragraph i states day-custodians duties include "minimum of 3.5 hours per day in Cafeteria School Food Service Duties". Should the cost of this also be included in the "Annual Cafeteria Services" column on the RFP price sheets?

A23. Yes. That time is also included in the 4 hours charged to School Food Services, described in response to Question 22 above.

Q24. Please confirm the cost of equipment listed on page 19 paragraph C. "Cleaning Apparatus & Equipment" should NOT be included in the custodial service pricing? The school board will pay for this equipment separately?

A24. The Annual Equipment Budget is a separate line item in the pricing. It should not be included in the Annual Services pricing.

Q25. Is litter control of parking lots and athletic fields part of the contractor's scope of work?

A25. Yes

Q26. Is there an inventory of how many bathrooms there are per school?

A26. See link below for Florida Inventory of School Houses (FISH) reports. The last page of each report has the numbers of different types of spaces including the various restrooms.

<https://monroe.filebound.com/public/search?shareid=E6964B66-7EFF-37A5-1C91-7513D8D5B888>

Q27. Is the intention of the school district to award all sections to 1 contractor?

A27. Award will follow the procedures detailed in Section X, found on page 24 of the specifications.

Q28. Does the school district have any type of living wage ordinance or set pay rate requirements?

A28. None provided by the school district. Please see item 5 on page 29. Contractors should research local wage requirements that may be mandated by other agencies..

Q29. Pg. 3 states hard copies/emailed proposals will not be accepted. Pg. 28 asks for 6 copies mailed. Please confirm 6 copies are to be mailed and what date should they be scheduled to arrive.

A29. See addendum No. 1 which removed the reference of mailed copies. Proposals are required to be submitted on DemandStar only.

Q30. Regarding weekend events, should these be included with the proposal or will the contractor bill separately each month?

A30. See Section IX. Special Activities starting on page 22 and continuing to page 23. A very detailed delineation is provided.

Q31. What is the district's expectation regarding the coverage of games and events that are outside of the hourly staff's normal work schedule, Monday – Friday?

A31. See Section IX. Special Activities starting on page 22 and continuing to page 23. A very detailed delineation is provided.

Q32. On a side note, when one clicks on the hyperlink in the RFP document, it populates the email addressed to Jessica Bailey.

A32. To clarify, the name and email that is shown in the document is correct but the hyperlink was not working correctly. Below is the working hyperlink.

Taylor.Gandolfo@KeysSchools.com