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Bid No: RFP 2023001
Name of Bid: Custodial Services
Post Date: 3/16/2023
Notice Post Time: 2:00 p.m.

Q&A Response No: 2

Q1. How many "weather days" are built in at the district for the upcoming school year? What is the custodial service expectation for those days that are unused?

A1. There are no "weather days" built into the school schedule. Section IX.A.5. covers weather related staffing and billing.

Q2. The RFP calls for 254 working days at the admin. sites. What is the districts expectation for number of annual working days including summer/winter/midwinter/spring breaks for the other facilities?

A2. The full custodial staff shall work a minimum of 254 days, even during summer/winter/spring breaks, and may be required to work additional days if needed to meet program standards. Please see section II.A. on page 5. Staff assigned to sites not in full operation during these breaks may be relocated from their regularly assigned sites to address summer deep cleaning, summer school, break projects, or other special projects. Section 4.C.7. on page 16 reviews crediting the District proportionately on days without a full staff.

Q3. Will all supplies, including paper, plastic, chemicals, floor care wax/stripper be purchased by the incoming company, or are there any supplies provided by the district?

A3. The selected Contractor is expected to provide all supplies, including paper, plastic, chemicals, floor care wax and stripper. See sections VI. Starting on page 18 and VII. starting on page 20.

Q4. Are there any supplies and/or products that the district provides to the vendor such as light bulbs, ceiling tiles, batteries, etc.?

A4. The selected Contractor's obligations regarding provision of consumable products is carefully detailed in section VII. 1 and 2 on page 20.

Q5. Is the district opposed to a chemical product change to include new mixing and dilution stations inside the custodial closets?

A5. No. The chemical selection is up to the contractor as long as it meets the criteria of the specification. Section VI.A on page 18 covers this topic. Any and all costs associated with a chemical change will be the responsibility of the selected contractor.

Q6. What is the district's current minimum wage for district employees?

A6. There is not a current official district minimum wage. Our district salary schedules are located at the following link.

<https://www.keysschools.com/site/handlers/filedownload.ashx?moduleinstanceid=1554&dataid=30103&FileName=2022-2023%20Salary%20Schedule%20Ver.%205.pdf>

Q7. What is the districts stance on getting ahead of the required minimum wage (outside of Florida law)?

A7. Compliance with applicable minimum wage laws is the responsibility of the selected Contractor. Prospective Contractors are expected to account for reasonably anticipated changes to applicable Florida and Federal minimum wage laws in their proposals, as well as research local cost of living considerations for the Monroe County area. The selected Contractor is expected to provide wages that ensure consistent staffing levels for the full duration of the contract.

Q8. Does the district require the vendor to offer any specific number of days of PTO, holiday pay, etc.?

A8. This specification does not delineate these requirements.

Q9. What are the hourly and management wages paid by the current contractor?

A9. This information is not maintained by MCSD.

Q10. Section VI: Cleaning Supplies Part C: Cleaning Apparatus & Equipment: States that *"the district is current stocked with most durable cleaning apparatus required."* Please provide a list with current make/model, quantities, and ages of equipment provided by the district.

A10. We encourage vendors to visit the sites to confirm the exact equipment there. A custodial equipment inventory as reported by ABM in February 2023 can be found at the link below.
<https://monroe.filebound.com/public/search?shareid=5D0EBE49-41A0-7EDB-ED54-ECE2E5531CC4>

Q11. Equipment section states: *"Contractor is expected is to provide all cleaning devices including but not limited to:"* – Is the equipment listed in that section in addition to the district supplied equipment, or part of the annual budget for replacement equipment?

A11. If any equipment is needed beyond the district supplied equipment, the contractor is to include in the cost of that equipment in their annual budget and provide at no additional cost to the owner.

Q12. Addendum 1, Tab 5 update: Please provide the current vendors management/supervision structure, and if the district wishes to retain that level of management as a minimum level of management.

A12. The minimum desired management/supervision structure acceptable to the district is described in section IV.C.. starting on page 13. Vendors may choose to exceed this minimum to ensure adequate levels of service based on their individual proposal.

Q13. Please provide a list of all sites hosting College of Florida Keys evening classes, and how many, if any, days these classes are held beyond the normal K-12 schedule.

A13. Evening class schedule for College of the Florida Keys varies. Classes are typically held Monday through Friday evenings during the school year with a lighter schedule in the summer. Currently only the Marathon HS campus is hosting College of the Florida Keys (CFK) evening classes. Their CFK suite square footage is included in that of MHS building 5 in Appendix D. This following is the link to the CFK Academic Calendar. <https://www.cfk.edu/academics/calendar/>

Q14. Appendix D: Please confirm that "TRMS" is the abbreviation for "Tommy Roberts Memorial Stadium/Rex Weech" on the pricing page.

A14. TRMS is Tommy Roberts Memorial Stadium/Rex Weech on the pricing sheet.

Q15. Appendix D: Please confirm that "MAINT – UK Building 1", all 3 lines of "ADMIN", and all three lines of "TRANS", are part of the "Upper Keys Area" "Administration Annex, Maintenance, and Transportation" on the pricing page.

A15. Appendix D, MAINT – BLDG 1 is the Administration Annex, Maintenance, and Transportation on the price sheet located in the upper keys at 90050 Overseas Highway, Tavernier FL. Appendix D all 3 lines of ADMIN and KW ADLT Ed are the Administration/Adult Education on the price sheet in the Key West Area at 241 Trumbo Road/927 Eaton Street, Key West FL.

Q16. Appendix D: Please confirm that "MAINT – KW" is the only line used for "Maintenance" on the Key West Area pricing list.

A16. Confirmed correct.

Q17. Appendix D: Please confirm that "KW- AdultEd" is the only line used for "Administration/Adult Education" on the pricing page.

A17. Appendix D all 3 lines of ADMIN and KW ADLT Ed are the Administration/Adult Education on the price sheet in the Key West Area at 241 Trumbo Road/927 Eaton Street, Key West FL.