

ADDENDUM NO. 2

April 13, 2020

RFP: CUSTODIAL SERVICES

HALL COUNTY BOARD OF EDUCATION

To: ALL PROPOSERS OF RECORD

Upon issuance, this Addendum forms a part of the RFP and modifies said RFP dated March XX, 2020. Acknowledge receipt of this Addendum in the space provided on the form of proposal; failure to do so may subject the proposer to disqualification.

I. ADDITIONAL INFORMATION TO PROPOSERS

A. MINUTES OF PRE-PROPOSAL CONFERENCE

- Minutes of Conference (including sign-in sheet) attached.

B. FACILITY FLOOR PLANS

- Floor Plans for school facilities are provided (attached) to assist the Proposers in assembling their price.
- Instructional Units (IUs) listed may be used in assisting the Proposers in assembling their prices where specifically referenced in Responses to Proposers' Questions in this Addendum.
- Proposers are reminded that these plans may not fully represent the conditions on site. Proposers are responsible for verifying the existing conditions and confirming all "counts"; price adjustments after submission of proposal that are due to lack of verification of existing conditions will not be considered.

C. DEADLINE FOR QUESTIONS

- Deadline for questions has been extended to **midnight, Tuesday, April 14, 2020.**

II. PROPOSER QUESTIONS / OWNER RESPONSES (Owner responses in *bold italic*)

- QUESTION NO. 1: Who is the incumbent contractor and how long have they been providing their services?
Owner response: Current contract is with The Budd Group; contract started June 01, 2015.
- QUESTION NO. 2: What is the current contracted monthly price and yearly price?
Owner response: \$ 4,575,007.43 (annual).
- QUESTION NO. 3: Can you provide us with the bid tab sheet form the last bid opening?
Owner response: 2015 RFP was not in the format of a bid, thus no bid tab exists (award was based on highest scoring proposer where cost was one of many factors in selection).

- QUESTION NO. 4: Is it possible to get the current supply usages from the current contractor?
Owner response: HCSD does not have this information.
- QUESTION NO. 5: a) Is the scope/size of this bid identical with the current contract?; b) Have there been any changes from the previously awarded contract to current request for bid?
Owner response: a) Current RFP is not identical to the current contract; b) Changes have occurred during the contract period. A few examples being: properties have been added; some buildings have been added or enlarged, and annual cost increases have been allowed each year.
- QUESTION NO. 6: Are there any significant changes from the last bid?
Owner response: HCSD will not list changes from previous RFP. Proposers should carefully review the information released in the RFP and assemble their response to the current RFP accordingly.
- QUESTION NO. 7: Who provides bulbs and ceiling tiles?
Owner response: Hall County School District will provide bulbs and ceiling tiles; custodial services provider to install.
- QUESTION NO. 8: page 15, BB Light Maintenance- What is the maximum height that vendor requires to replace bulbs or ceiling tiles and HVAC return/Air grills?
Owner response: approximately 12'.
- QUESTION NO. 9: Are the day porter and night manager included in the total hours required?
Owner response: Yes.
- QUESTION NO. 10: Page 24, hours of day porter, for CBHS, will have 2 day porters of 8hour, total 22 hours/day - it should be 16 hour instead of 22hr unless you add 1 6 hr day porter to 2 DP. Please clarify.
Owner response: CBHS should have three (3) day porters for total of 22 hours / day.
- QUESTION NO. 11: a) Page 27, # of Portables- Does Bldg Square Footage include the Portable sizes?; b) If not, what is the cleanable sizes of portables?
Owner response: a) portable square footage is not included in the building square footage; b) assume 1,000 square feet per classroom at portables.
- QUESTION NO. 12: Can you provide the flooring type breakdown of all locations? Carpet, Concrete, VCT, Tile, etc.?
Owner response: HCSD cannot provide a breakdown of flooring surfaces.
- QUESTION NO. 13: What is the size of Central office?
Owner response: 3 floors, approximately 12,000 sf per floor (roughly 36,000 sf total).
- QUESTION NO. 14: Why did these facilities come up for bid at this time?
Owner response: end of contract extensions.
- QUESTION NO. 15: Has the Scope of Work under the new solicitation remained the same, decreased or increased compared to the current contract?
Owner response: Increased.
- QUESTION NO. 16: Can you provide the contract price if it has been increased for the past years?
Owner response: FY2016 = \$ 3,544,075; FY2017 = \$ 3,713, 459.63; FY2018 = \$ 4,102,306.67; FY2019 = \$ 4,230, 522.94; FY2020 = \$ 4,575,007.43.
- QUESTION NO. 17: Who is responsible for providing event set up and post event cleaning if you have?
Owner response: All to be included in the proposer's base price.

- QUESTION NO. 18: Can a breakdown by building of estimated number of events per year that the contractor will need to set up by provided if you have? Can you provide the number of average events was occurred for the past year?
Owner response: A list of events is not available. Proposers should include coverage of all events in their base cost.
- QUESTION NO. 19: Will it be awarded a single bidder or multiple bidders?
Owner response: At this time, HCSD anticipates awarding to a single proposer.
- QUESTION NO. 20: Page 16, Under Qualification, Proposer must be licensed to do business in Hall County, Georgia. - Our company has license in City of Buford GA, which is near Gainesville. Do you still require us to have a Hall county license?
Owner response: License may be obtained after award.
- QUESTION NO. 21: NOT USED.
- QUESTION NO. 22: How many working days should the day porters expected to work?
Owner response: 246 days / year.
- QUESTION NO. 23: How many working days are the Building Supervisor expected to work?
Owner response: 246 days / year.
- QUESTION NO. 24: How many working days are the trainers expected to work?
Owner response: 246 days / year.
- QUESTION NO. 25: What is the mandated pay rate for the trainers?
Owner response: \$ 12.00/hour minimum.
- QUESTION NO. 26: What shift do you want the trainers to work?
Owner response: Trainers are to work evening shift (same shift as night managers).
- QUESTION NO. 27: Does Hall County Schools require an employee recruiter?
Owner response: HCSD stops short of requiring an employee recruiter; however, our experience has shown that this position is highly advantageous based on the number of custodial employees the district needs and the rate of "turn-over" that is typical of these employees.
- QUESTION NO. 28: How many full time recruiters does the current vendor utilize?
Owner response: One (1).
- QUESTION NO. 29: How many annual hours does the current vendor utilize for covering non-school and school related events such as athletic events, dances, and regional competitions?
Owner response: HCSD does not have this information.
- QUESTION NO. 30: Does the surplus equipment for the warehouse need to be new?
Owner response: Yes.
- QUESTION NO. 31: How many soap, paper towel and toilet paper dispensers are in the district?
Owner response: HCSD does not have a detailed count of these items. Proposers are responsible for all counts, and covering all needed supplies in the base contract.
- QUESTION NO. 32: What are the hours being run today under the current contract?
Owner response: Current contract is 1,171 hours / day; however, required hours for new contract are higher than this.
- QUESTION NO. 33: How many waterless urinals are in the District.
Owner response: Approximately 160 (proposers responsible for all counts).

- QUESTION NO. 34: Is this contract considered an hourly contract or a performance contract?
Owner response: Both. While quality of cleaning is highest priority, HCSD will require tracking of “hours” required.
- QUESTION NO. 35: Is there a requirement to have the elementary schools summer cleanup completed by a specific date in the summer?
Owner response: HCSD requires summer cleaning to be prioritized, with elementary schools completing first. Elementary schools are typically required to be complete NO LATER THAN second week in July each year.
- QUESTION NO. 36: Page 22 - It is stated that pressure washing is to be completed at all school entrances. What other areas need to be pressure wash?
Owner response: No other areas.
- QUESTION NO. 37: Page 19 - When does the YMCA meet and what schools do they meet in?
Owner response: YMCA meets immediately after school at most elementary schools throughout the district.
- QUESTION NO. 38: Is it the responsibility of the vendor to provide washer and dryers at each school?
Owner response: Yes.
- QUESTION NO. 39: Can you change the current dispensers for soap, paper towel or toilet paper?
Owner response: No.
- QUESTION NO. 40: Do you require ALL day porters work 246 days? For example, High Schools typically have several day porters.
Owner response: Yes.
- QUESTION NO. 41: In light of the federal and state declarations of emergency and the shelter in place orders in various jurisdictions limiting movement, we respectfully request permission to submit our custodial service bid proposal with electronic signatures. We will follow up with wet signatures upon request as soon as practicable. We appreciate your timely response to this matter.
Owner response: Electronic signatures are acceptable; however, hard copies of Proposals are still required to be submitted for record. Proposers may submit electronically to meet the deadline, but hard copies should be submitted as soon as possible. Electronic submittals to be sent to Eric Radich at eric.radich@hallco.org.
- QUESTION NO. 42: What are the anticipated hours for summer and winter breaks?
Owner response: Historically, reduction has equaled approximately 60% of normal required hours. Proposers are reminded that the intent during these times is for the listed work to be accomplished TO THE SATISFACTION OF HCSD. Additional hours may be required.

End of Addendum No. 2

ATTACHMENTS:

- **Floor Plans of Facilities**
- **Minutes of Pre-Proposal Conference with Sign-in Sheet**