



MEMORANDUM

Business & Finance Services

William V. Husfelt III, Superintendent - Jess Snyder, Chief Financial Officer

TO: Prospective Proposers

FROM: Rick Young, Purchasing Agent

DATE: April 11, 2017

RE: RFP Request #17-04 Contract Cleaning Services
ADDENDUM NO. 1

Addendum for Contract Cleaning Services, RFP #17-04, is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addendum issued by Bay District Schools. This Addendum is hereby made part of the bid documents.

This Addendum addresses meeting minutes from the Pre-Proposal Conference meeting that was held on March 31, 2017 and questions from vendors. All vendors are responsible for receiving and reading Addendums. All Addendums will be posted at <http://www.bay.k12.fl.us/business/Purchasing/BidRequests.aspx>.

Present:

Representative

Evan Troupe
Vernon Tobias
Tyler Emery
Tonia Lawson
Rick Young
John Brand
Michael Wenrich
Art Durning
David Davvs
Matt Sowell
Dawn Piparo
David Davis
Tim Hagenburger
Christy Redmond
Scarlett Guidry

Contractors

Able Business Services
American Facility Services
Aramark
BDS
BDS
GCA Services
GCA Services
GCA Services
General Maintenance Building (GMB)
General Maintenance Building (GMB)
Marsden Services
PESG Facility Services
SSC Services
Tribond
360 Diversified

All contractors signed-in on the prebid sign-in sheet.

Today's pre-proposal conference was held in the Media Center, Room M107. Attendance at this meeting was highly recommended for all potential proposers, with points being awarded to the proposal of those in attendance.

Mr. Young address several key points through the RFP specifications including the timeline table of events and the following items:

- Encourage ALL contractors to read the document
- Last day for questions is April 7, 2:00 PM CST
- Questions will be answered in an Addendum and issued no later than April 11, 4:00 PM CST
- RFP Due April 25, 2:00 PM CST
- Currently 18 of the 40 sites are being services
- POC: Rick Young – No Phone Calls
- Our current services are a hybrid, which is made up of both in-house and/or outsourced
- Additional sites visits must be pre-arranged with David Bozeman, BDS Contract Manager
- Acceptable – is a keyword through this entire document
- Evaluation Committee is made up of 5 BDS employees
- Cost of keys, with regarding of replacement or duplicates
- Contract must include a we based software – must be up and running within 30 days of contract
- 90-day trial period (11.4, page 38)
- Start-up meeting with be conducted for each site with the appropriate Site personnel and contractor (1113, page 38)
- BDS is looking for a “PARTNERSHIP”
- 6 coats of wax is required on the floors
- Cafeterias (dining areas) are include, kitchen are NOT.
- Site Visits:
 - o Springfield ES
 - o Everitt MS
 - o Bay HS

Question & Answers from Pre-Proposal Meeting:

Q 1. How many multi level schools with elevators?

Answer There are three (3) schools that a multi level and they all have elevators.

- **Nelson Building – 4 floors**
- **Bay High School – 2 floors**
- **Arnold High School – 2 floors**

Q 2. Can we get schematics of school sites?

Answer No due to security reasons.

Q 3. Is the initial clean-up the same as the summer cleaning?

Answer Yes

Q 4. Can we get a copy of the RFP?

Answer Yes. The RFP and the F.I.S.H. reports can be obtained from our Purchasing website. Go to <http://www.bay.k12.fl.us/business/Purchasing/BidRequests.aspx>.

Q 5. Is this a single award?

Answer Yes

Q 6. Can we include additional services?

Answer No. Do not include any additional services you provide with your proposal. Just provide a proposal on contract cleaning services.

Q 7. Do you have a listing of current Contractor employees per site?

Answer We do not have this information. We want you to tell us in your proposal the number of staffing needed based on the scope of services and square footage.

Q 8. How is the pricing to be determined?

Answer In the RFP package, there are three (3) separate price sheets:
a. Bid Pricing Sheet PSF Annual Price, Page 55
b. Labor Rates, Page 56
c. Initial Cleaning Services, Page 57

Q9. Is pressure washing included in the scope of services?

Answer No. Pressure washing would be considered special services.

Q10. What is the enrollment at each Site Location?

Answer See attached document titled Enrollment Counts.

Q11. What is the percentage of carpet/VCT flooring at each Site Location?

Answer This information was provided in the FISH reports that were provided to vendors initially as well as listed on the website at <http://www.bay.k12.fl.us/business/Purchasing/BidRequests.aspx>.

Questions & Answers received prior to the Pre-Proposal Meeting:

Q12. Does Bay District currently outsource?

Answer Yes

Q13. Can you provide a copy of the current contract?

Answer Yes, I can provide you a copy of the previous contract. However RFP #17-04 will become the contract once it is awarded. See previous RFP #11-12 and addendums for current contract.

Q14. Can you provide the current price per square footage for the current cleaning contract?

Answer Roughly \$0.11 cent per. It varies from site to site.

Q15. What is the current pricing?

Answer Roughly \$0.11 cent per. It varies from site to site.

Q16. Who is the current vendor?

Answer The current vendor/contractor is GCA Services.

Q17. The RFP states to coordinate the visits with the BDS Contract Manager, but doesn't give that person's name and/or email address. Can I get that please or do we go through you?

Answer The BDS Contract Manager POC information will be provided at the pre-proposal meeting.

Q18. How late in the day can we visit the sites?

Answer No additional site visits will be allowed prior to the pre-proposal meeting. We will visit three (3) schools as part of the pre-proposal meeting. All other site visits will require prior scheduling due to on-going student testing.

Q19. How long do you think the pre-proposal meeting will be so I can try and visit a few more site before I have to leave?

Answer Site visits will be completed by 1:00 PM.

Q20. On Page 8, Section 1.3, References; it reads "School District: Proposer must present a minimum of three (3) school district references, located in the United States, for which they were the primary supplier of similar size contract for cleaning services for within the last three (3) years." This requirement will eliminate most if not all local small business cleaning service providers because the current Contractor has been in place with Bay District Schools for the last three (3) years. Can this requirement be eliminated or may proposers substitute other similar references?

Answer The requested information in Section 1.3 is the minimum requirement for this RFP. You may also submit additional references for possible consideration. See bullet #3 Optional.

Q21. On Page 17, Section 3.3, Awards; it reads, "Reserves the right to award contract to a single or multiple Contractors . . ." My concern here is that most if not all local small business Contractors are organizationally and financially unable to serve as a single Contractor for Bay District Schools.

Answer It is the District's intent to make award to a single Contractor.

Q22. May proposers bid only on certain locations?

Answer Yes

Questions & Answers received after the Pre-Proposal Meeting:

Q23. What is the current cost of the district run background and fingerprint checks?

Answer: \$75.00 per employee

Q24: From a FOIA standpoint, what is the current annual spend on this contract with your provider?

Answer: 1M per year

Q25: Please confirm the district is providing soap and plastic bags along with the paper towels and toilet paper.

Answer: Yes. The bid clearly states this.

Q26: Are the Day Porters going to be added to the contract schools or will they be billed separately?

Answer: Pursuant to the bid. Please read Section 9, Section 10, # 10.2, 10.3, 10.4 and 12.5, 12.6

Q27: What are the assigned duties? Grounds work?

Answer: Pursuant to the bid. Please read Section 9, Section 10, # 10.2, 10.3, 10.4 and Section 12, 12.5, 12.6

Q28: Is this for contract schools and non-contract schools?

Answer: Pursuant to the bid. Please read Section 12, 12.6

Q29: Is this contract going to be started with the square footage on the FISH report (including cafeterias) or the square footage currently being cleaned at each facility?

Answer: Pursuant to the bid. Please read Section 12, # 12.2.

Q29: Will the summer clean be included in the monthly contract pricing or billed separately? Please clarify exactly how summer cleaning pricing should be presented.

Answer: Pursuant to the bid. Please read Section #9, 9.5

Q30: Will BDS control which chemicals are utilized in the facilities?

Answer: Pursuant to the bid. Please read Section #10, 10.9, 10.10 and 10.11

Q31: If the chosen vendor is responsible for outside common area duties, please clarify scope of work for that area. (Distance from building, services provided, time requirements, etc

Answer: Pursuant to the bid. Please read Section #11, 11.3, Section #12, 12.5

Q32: Do carpets require steam cleaning or is cold water ok.

Answer: Hot water extraction only

Q33: During the presentation, one section said terms and pricing can be negotiated, later it was stated that terms are not negotiable. Please clarify if certain terms can be negotiated.

Answer: Pursuant to the bid. Please read Section #8, 8.7

Q34: Will sqft to be cleaning be able to be locked in for an agreed upon period of time, up-to and including the duration of the districtwide contract?

Answer: Pursuant to the bid. Please read Section #9, 9.1

Correction/ Addition to:

Page 20, Section-5 Public Records

Trade Secrets. All records made or received in connection with the School Board's official duties, including all records received by the School Board from Contractor in response to this RFP or during the performance of any resulting contract, are governed by Florida's Public Records Law, Chapter 119, Florida Statutes. In accordance with Florida law, no documents related to this procurement process will be presented, disclosed, or otherwise made available to the public until after an award has been publicly posted.

The School Board recognizes that some of the information that Contractor must submit in response to this RFP or during the performance of any resulting contract may be trade secret

or otherwise protected from Florida's broad public record laws. All records received by the School Board from Contractor will be presumed public unless Contractor has taken affirmative steps to protect the confidentiality of any record by, at very least, conspicuously marking as "confidential" the parts of Contractor's proposal or other documents that Contractor believes to be protected proprietary information.

Upon receipt of a public records request by a third party for Contractor's purported confidential information, the School Board shall e-mail a copy of such request to Contractor at the primary e-mail address provided on Contractor's Proposal Acknowledgement Form. If Contractor does not object in writing within five business days of the School Board's e-mail, this shall be a waiver and the School Board may release the requested records as public records without liability. If Contractor objects, but the School Board determines nonetheless that it must disclose such information under Florida Public Records Law, then the School Board will provide Contractor written notice ten business days prior to the proposed disclosure such that Contractor may seek court intervention concerning the potential disclosure of Contractor's confidential information. The failure of Contractor to seek such intervention shall be a waiver entitling the School Board to release the requested documents as public records without liability. If the School Board is required to release Contractor's confidential information, it nevertheless shall use any available authorities to redact information that is conclusively confidential from such records, as may be consistent with applicable law.

Attached for your information:

- Pre-Proposal Sign in Sheet
- Pre-Proposal Power Point Presentation
- Enrollment Count

Rick Young, CPPB, FCCM
Purchasing Agent