ADMINISTRATIVE SERVICES
Purchasing

1551 ROCK QUARRY ROAD
BUILDING F
RALEIGH, NORTH CAROLINA 27610
PHONE: 919.588.3444

WAKE COUNTY PUBLIC SCHOOLS BID ADDENDUM UPDATE

BID Number: **251-24-32**

COMMODITY/SERVICE:

REEL SHARPENING & LANDSCAPE EQUIPMENT REPAIR

ADDENDUM Number: **QA1**

ADDENDUM NAME:

QUESTION-ANSWER & PRE-BID MEETING NOTES

BUYER: Jim Jaeger

RFP DUE DATE/TIME:
April 26, 2023 12:00 pm ET

INSTRUCTIONS: **PLEASE SEE ALL INCLUDED: BID UPDATES, ANSWERS TO RFP QUESTIONS AND PRE-BID MEETING NOTES**

WITH THE POSTING OF THIS ADDENDUM, THIS RFP WILL BEGIN A "QUIET PERIOD" UNTIL IT IS OPENED

NO NEW QUESTIONS CAN BE ANSWERED

PRE-BID MEETING FOR 251-24-01 to 251-24-05, 251-24-12 to 251-24-37 & 251-24-54- 4/12/23 9:00 am – HMS for Cust. Svc & RM

Jim – Intro and welcome, sign in sheets passed around for attendees to sign. Debra Wallace, Sr. Director of Purchasing, to discuss regulations and Purchasing information, Robert Duarte to give information covering Scope of Work and additional info as needed, site visit immediately after meeting including a sample of schools.

Debra – Thanked all in attendance for their interest and for taking the time to attend the meeting today.

- Noted that Robert Duarte is now the Custodial Services Director
- Emphasized that bids put out using federal funds as a possibility must be completed in entirety as the business portion of submitted bids had not been completed at times. A checklist is provided to initial, sign, and submit with fully completed Execution Page and any additional information specified.
- All questions concerning bids should be directed to and communicated through Jim Jaeger, the buyer of record.
- New staff is on board this year and some retirements could mean more new staff to be involved.
- WCPSS wants its partners to get to know staff with whom they will be working.
- WCPSS's goal is to bring quality services at the best value offered.
- Encouraged vendors to provide all necessary information and anything that could be taken into account when bids are being reviewed- really no such thing as too much information.

Jim --

- Meeting is not mandatory pre-bid, all information covered here, Q & A will be uploaded on websites.
- Sign-in sheets are floating around and need to be signed.
- Review all RFPs ASAP as question "window" ends soon.
- Reminded vendors to sign original and copy of execution page so as not to be deemed unresponsive.
- Reemphasized communication regarding bid should be directed to Jim Jaeger via email.
- Due dates and times are firm. Refer to pp 2-3 for schedules.
- All proposals should be fully executed and sealed. Bids can be hand-delivered, mailed, or sent via courier. EMAILED OR FAXED BIDS ARE NOT ACCEPTED.
- Vendors should allow extra time if having delivered via courier.
- Bid #(s) should be written on the outside of the package.
- Multiple RFPs in the same outer envelope must be marked with all bid numbers within the envelope.
- When hand-delivering sealed bids, if vendor wants proof of delivery, they may bring a receipt that will be stamped by Purchasing staff or may take a picture of bid after Purchasing staff has stamped the bid with the received date.
- If bids are sent via courier and vendor cannot verify delivery, vendor may email Jim Jaeger to verify receipt.
- Questions must be submitted by Friday, April 14th at 11:59PM.
- Addendums will include notes from pre-bid meeting on 4/12/23 as well as any questions emailed to Jim Jaeger.
- After the addendum is posted by 10AM on 4/19/23, the quiet period begins.
- All proposals are due by noon on 4/26/23.

- Public opening of all submitted bids will be done in numerical order at noon on 4/26/23 at 1551 Rock Quarry Road, Building F. The companies and requested pricing will be read. (Jim noted that if vendors who have numbers late in the list would like to come in after noon someone will be available to escort them to where the openings are being held with Petra reiterating the bids MUST be submitted by noon even if vendor plans to come later than noon for opening.)
- Page 3 explains how to submit further questions.
- All information concerning the bids are posted on IPS and WCPSS websites.
- Discussions w/ anyone outside of Purchasing about the bids is strictly prohibited.
- Page 5 lists terms and conditions which cannot be changed. Requested adjustments may be noted but WCPSS terms and conditions cannot be crossed out.
- Pages 2, 11, 12, 13, and 16 are information pages that should be completed and submitted in addition to any departmental documents.
- Include all necessary forms with your original proposal, a copy, and a thumb drive.
- After review, bid tab will be created.
- Contracts will start 7/1/23.
- All contracts $100K+ must go before the Board for approval (Deb).
- Awarding process – Purchasing review and separates documents, sends copy to department(s) for review, clarifications will be made if necessary, Department(s) recommends vendor(s) for approval, Purchasing reviews and if agrees it meets requirements passes on to BOE for approval if necessary or receipt of intent to award letter. Non-awards will not be issued. Awards will be posted on IPS and WCPSS websites once finalized.
- If the departments ask for clarification, please respond quickly.
- Requests for bid tabs under $100K will be sent after award and requests for bid tabs $100K+ will be held until after 7/1/23.

Robert Duarte

- Introduced himself as the Custodial Services Director and Lisa Smith as the Contract Administrator noting that Lisa would handle ~90% of the paperwork.
- Reiterated that bids must be filled out completely for consideration.
- Suggested adding all paperwork for each bid submitted.
- Asked vendors to read the bid document thoroughly.
- Scope of work is important, and standards must be met.
- Scope of work is found on page 2-
    - Subcontracting can be at Level 1 only so awarded vendor can hire a subcontractor, but that subcontractor cannot sub out work. WCPSS needs to know who is inside schools.
- Cost of floor maintenance is included in contract (detailed in Attachment C)
- Attachment F2 - If an in-house school becomes available, it will be added to contract so both should be priced in case of shift. The total amount section should be the total for contracted schools, not in-house.
- Some schools are 100% contract, some are not.
- Vendors should consider square footage and staffing needs when pricing.
- After questions are taken, vendors are invited to participate in site visits at NGMS and Hodge Rd.
- Attachment B – Lists detailed schedule of tasks to be performed and the frequency to be performed. If schedule is not followed, vendor will probably be pulled from the entire region, not just one school.
- Attachment G – Non-Routine Services – vendors should complete just in case services are needed.

Jeri Preddy - Director of Regional Maintenance

- Jeannie Hoffman - Maintains buildings & fleet.
- Ron Hall – Autos
- Reminded vendors to fill out bid proposal entirely.
- End of FY1, vendors will be offered the option to renew – replying yes will result in honoring current prices through contract terms and replying no will probably result in rebidding of contracts if no vendor who submitted proposal previously can pick it up.

Question and Answers

Q: If federal funds are being used, do specific wages have to align?

A: No, items can be priced as vendor wishes.

Q: How would a vendor know if a contract would have to go to the Board for approval for bids being priced by the hour?

A: That would be based on the amount of the total contract and does not affect the vendor.

Q: Are contracts $100K+ common?

A: Yes, larger services can surpass $100K.

Q: After the actual award, how long before bid tabs will be received?

A: After 7/1/23 responses for bid tab requests will be sent.

Q: Are increases in prices and/or inflation considered during contract terms to renegotiate?

A: No, bids are done often to help account for price increases and/or inflation but increases are not allowed during the contract term and will result in termination of the contract.

Q: Attachment A – Custodial – WCPSS will not provide vacuum cleaners and uprights are not to be used?

A: Correct. WCPSS does not provide vacuum cleaners or burnishers for evening custodial services. Daytime custodial staff can use what is available onsite while the school is open.

Q: Are there any changes to invoicing?

A: WCPSS has a new CFO who is in the process of reviewing the invoice processes to make sure invoicing requirements meet both the district's and the vendors' needs for doing business. More information will be provided when it is made available.

Q: How many fleet vehicles and/or other items for fabric upholstery are there for bid?

A: Vendors should submit bids for vehicles and other seating separately. Pricing should be quoted per hour and materials. Also, keep in mind that auditorium seating includes other repairs such as hardware, wood seating, plastic seating, and fabric upholstery. WCPSS will send specifics and work to create individual work orders for each issue and if increases are needed, WCPSS and the vendor will work together to reach an agreement.

Q: Does WCPSS outsource fleet management?

A: Not at this time.

Q: For painting, will there be site visits or should quotes just be priced by the hour?

A: Price by the hour. Once a scope of work is determined there would be a site visit allowed to the awarded vendor to estimate project hours.

Q: Is it possible to see the bid tabs of previous awards?

A: Yes, email Jim Jaeger with the RFP# and he will include them with the questions in the addendum on 4/19/23.

Q: What are the total numbers or sizes of fleet?

A: Fleet includes vans, box trucks, small trucks, SUVs, and sedans.

Q: Do fleet vehicles that are to be detailed go to the vendor for services or does the vendor come to WCPSS to perform services?

A: The vendor would come to WCPSS to perform services.