



ADMINISTRATIVE SERVICES  
*Purchasing*

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

**WAKE COUNTY PUBLIC SCHOOLS**

**BID ADDENDUM UPDATE**

***BID Number:***                    **251-24-56**

**COMMODITY/SERVICE:**

**LANDSCAPE MATERIAL SUPPLY-BULK DELIVERY**

**ADDENDUM NAME:**

***ADDENDUM Number:***                    **QA1**

**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**

**RFP 251-24-56**

**M+O Bid Title: Landscape Material Supply-Bulk Delivery**

VENDOR QUESTIONS	WCPSS ANSWERS
<i>I was looking at this bid and noticed you were requesting three materials. If we only have one of the three, could we still do a submission?</i>	Yes, you are welcome to. Our preference will be to work with one vendor for all three items, if at all possible. Pricing will determine that.

## **PRE-BID MEETING FOR 251-24-06 to 251-24-11 and 251-24-38 to 251-24-53 and 251-24-55 to 251-24-56 4/13/23 9:00am – HMS for E&G and E&PP**

**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.

**Debra** – Thanked all in attendance for their interest and for taking the time to attend the meeting today. Stated Purchasing's role is to be thorough, diligent, and by the book.

- Noted bids will use local, state, and federal funds.
- 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.
- Reminded contractors that the execution page must be signed by someone authorized to do so on behalf of the company.
- Contractors must be registered, and in good standing with, the Secretary of State to conduct business with WCPSS.
  - If working towards that or if excluded per an attorney, submit documentation of progress with proposal.
- All questions concerning bids should be directed to and communicated through Jim Jaeger, the buyer of record.
- In the event of Purchasing procedures questions, email them to Jim Jaeger who will forward them to Debra Wallace for answers.
- 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.
- If contacted by WCPSS for clarification concerning your proposal, please respond promptly with clarification. Explaining what is asked is fine, enhancing submitted proposal is not.
- All contracts \$100K+ must go before the Board for approval. For informal bids (<\$90K), bid tabs can't be sent until award. For formal bids (>\$90K), the bid opening is public. If under, contractor(s) will receive intent to award letter, over must have Board approval prior to moving forward.

**Jim** –

- Sign-in sheets are floating around and need to be signed.
- Due dates and times are firm. Refer to pp 2-3 for schedules and Jim's contact information. Jim suggested communication through email since all questions should be written.
- Questions must be submitted by Friday, April 14<sup>th</sup> at 11:59PM. (Which won't be opened until Monday morning so questions submitted through Sunday evening will be included and answered.
- Addendum, including meeting notes and questions, will be posted by 10AM on 4/19/23 which will be the beginning of the quiet period.
- Review all RFPs ASAP as question "window" ends soon.
- Pre-bid meetings were not mandatory, and all information covered during those meetings as well as all Q&A will be uploaded to WCPSS and IPS websites.

- Prior to submitting proposal, contractors are encouraged to check WCPSS and IPS websites for any updates.
- When submitting questions, please note the Bid # (including the name with the bid number is good, too) to ensure the question is properly answered.
- Page 5 lists terms and conditions which cannot be changed. Requested adjustments may be noted but WCPSS terms and conditions cannot be crossed out.
- Discussions with anyone outside of the Purchasing Department concerning the bid proposal(s) are prohibited.
- All pages of the bid proposal are not required when submitting. Pages 2, 11, 12, 13, and 16 are information pages that should be completed and submitted in addition to any departmental documents.
- All proposals are due by NOON on 4/26/23.
- 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.
- The proposal with the original signature, a copy, and a thumb drive (if possible) should be submitted in sealed bid packet.
- 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.
- 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 included bid numbers within the envelope.
- 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.)
- 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.
- Contracts will start 7/1/23.

#### NO QUESTIONS ASKED CONCERNING PURCHASING PROCEDURES

#### **Chad Lamm**

- Bid 251-24-50 – Landscape Svcs – Fuquay Cluster – the current contractor was unable to continue services at current price for 1 cluster in the contract so that cluster is being bid out again.
- Bids awarded with this cycle and option to renew 1 time at the same price before bidding out again.

## **Fred Forthofer**

- Exhibit A – Preventive Maintenance – there is a sheet provided with many places to fill in requested prices, contractors should list price in every line not assuming WCPSS will presume the same price should be used.
- Contractors should review required licenses and certifications and have them.
- For Energy & Physical bids, job orders costs are requested to be quoted as an hourly rate which should be an all-inclusive rate (incidentals, drive-time, etc.)

## **CJ Dykes**

- WCPSS will request samples of landscaping materials before awarding bids.

## **QUESTIONS**

- 1) RFP 251-24-40 – Mold remediation – How is that to be priced without specs on what is needed?  
-Stephen McLoughlin – Price as requested since mold remediation will be performed only as needed. The contractor awarded the bid will be taken to the site as to assess the problem to estimate the job hours.
- 2) RFP 251-24-53 – Hazmat/ Lab Pack Disposal – Is the proposal to include every school, specific regions, areas, etc.  
-Stephen McLoughlin – The proposal is for the whole district on an as-needed basis. Should the need arise, the contractor will visit to assess if necessary.
- 3) Is historical data available to see (bills of lading, shipments, etc.)?  
- Email Jim requesting the data, including the RFP #, and he will include these in the addendum with the Q&A
- 4) RFP 251-24-39 – IAQ Duct Cleaning – How to propose prices?  
- Prices should be all inclusive.
- 5) RFP 251-24-10 – HVAC Installation and repair of chillers included?  
- Repair of air sites, does not include chillers.
- 6) 251-24-45 – Septic Tank Pumping – How to price bid?  
- Bid per 1000 gallons
- 7) Is WCPSS tax exempt?  
- No. There is a sample tax form in the RFP to illustrate how to complete the tax form to be submitted with invoices. The tax form must be filled out, notarized, and submitted before payment.

## Debra Wallace

- WCPSS is looking for more resources, so submit proposals for the services you the capacity to perform. Don't be intimidated if you can handle only a portion. If you have questions or concerns about the load you can manage versus the scope of work in the RFP, email Jim any questions you have about them.
- Contractors are selected by best service, best value provided. Prices are considered, of course, but your reputation, the way you conduct business, references, etc. are also weighed during consideration. References will be checked.
  - Jim reminded contractors not to use WCPSS as a reference. If you are currently conducting business with WCPSS, we are aware of that.
- Accounting will kick back anything that is not submitted as requested/required before paying. Using public funding, so we are accountable.