



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: **251-25-08**

COMMODITY/SERVICE:

CUSTODIAL SERVICE – WAKE FOREST REGION

ADDENDUM NAME:

ADDENDUM NUMBER: **Rev. F-F1 DOCS**

REVISED CUSTODIAL DOCUMENTS F and F1

BUYER: **Jim Jaeger**

RFP DUE DATE/TIME:
April 10, 2024 1:00 pm ET

INSTRUCTIONS:

PLEASE REPLACE THE FOLLOWING RFP CUSTODIAL FORMS:
ATTACHMENT F and ATTACHMENT F1 IN THE ORIGINAL RFP DOCUMENT

*** PLEASE COMPLETE AND RETURN THE ATTACHED F1 SHEET AS PART OF THIS BID SUBMISSION'S REQUIRED FORMS ***

2024-2025 fiscal year

Instructions for Routine Services Bid Sheet for Individual Schools

1. WCPSS reserves the right to award contracts solely at its discretion.
2. Bid on all of the schools you wish to. There is no requirement to bid on all of them.
3. Bid on schools individually, using the Attachment **F(1)** Routine Services Bid Sheet for Individual Schools.
4. Mobile/Modular Classroom Cost is the amount your invoice will be adjusted per room if WCPSS adds or removes any classrooms outside of the permanent facility structure. These rooms are approximately 900 Sq.Ft. each. Modular buildings will vary in the number of classrooms depending on size and will usually have two student hallway restrooms and one staff restroom.
5. Column Headings on the Routine Services Bid Sheet Definitions
 - a. School – Name of School
 - b. Level – Refers to Elementary (K-5), Middle (6-8), High (9-12), Academy (Varies), College & Career (9-12), Early College (9-12)
 - c. Assigned Area Named
 - d. School Schedule – Refers to the master calendar for that school: Traditional (T), Year-Round (YR), Single Track Year-Round (YR- Single), Modified Year Round (M-YR), Variable refers to locations used to house schools during a construction phase and will use that school's calendar.
 - e. # Work Days refers to the number of days the “after-hours” or “night” crews will work based on the number of school days plus teacher work days.
 - f. Current # Full-Time “Day” Custodians refers to the number of contractor supplied custodians that work during the academic day and serve as “day porters” in place of having a WCPSS assigned custodian. These custodians work every weekday, year-round, except for the 11 holidays on the WCPSS calendar. These positions are not guaranteed but continue to grow as a sizeable portion of a contractor's portfolio.
 - g. 100% Contract refers to those schools where a contractor currently provides all custodial services, to include the full complement of day-time custodians. No WCPSS custodians work at these sites.
 - h. Net Cleanable Sq.Ft. refers to the total amount of square footage at a location that the contractor will be responsible for cleaning.
 - i. Hard Surface Floors refers to the total Sq.Ft. of non-carpeted floors (VCT, LVT, Linoleum, Concrete, Terrazzo, Wood). These numbers do not include student restroom floors in hallways or locker rooms.
 - j. Carpet Sq.Ft. refers to the total amount of floor that is carpeted (Carpet tiles or roll carpet).
 - k. Current # of Modular Buildings refers to the total number of modular buildings. Each building may have between 1 & 8 classrooms, 2 student hallway restrooms and 2 staff single restrooms.

- l. Current # of Modular Building Classrooms refers to the total number of classrooms in “non-permanent” (usually multi-room) structures on campus. There are a varied number of classrooms in each building.
- m. Current # Mobile Unit Classrooms refers to the number of single-room “mobile” or “trailer” units on the campus.

Instructions for Routine Services Bid Sheet for Schools by Area

- 6. WCPSS reserves the right to award contracts solely at its discretion.
- 7. Schools are grouped in each area geographically and by level. All areas have a mix of High, Middle and Elementary Schools. The areas were created for use by Custodial Services and strategically grouped to balance the number of schools for each Area Manager and to insure a balance of school levels in each Area. Some areas will not reflect that balance in considering only the current contract cleaned schools. Bid the areas based on the current contract schools. If more schools are converted in that area, the individual school price from Attachment F(1) will be used to increase the contract.
- 8. Bid on all of the school areas you wish to. There is no requirement to bid on all of them.
- 9. Bid on school areas by using the Attachment F(1) Routine Services Area Bid Sheet.
- 10. Column Headings on the Routine Services Bid Sheet Definitions
 - a. Area – Name of the geographical area where most of the schools are located.
 - b. Contract Schools – The number of schools currently using contract services. These are the schools that will begin service on July 1, 2024.
 - c. Annual Bid Amount \$ - The amount you will charge to perform the required services as outlined elsewhere in these documents. This amount is for the Contract Schools only.
 - d. In-House Schools – Refers to the number of schools in a geographic area that are currently cleaned by WCPSS In-House staff. If any of these schools convert to contract services during the term of the contract, they will automatically be included in the contract with a change order. The amount of the change order will be based on the bid submitted on Attachment F(1) Routine Services Bid Sheet For Individual Schools and prorated for the remainder of the fiscal year.

Company Name _____

WCPSS RFP#251-25-08 School	Level	Area	School Schedule	# Work Days	Current # Full- Time Contract "Day" Custodians	100% Contract	Net Cleanable Sq.Ft.	Hard Surface Floors Sq.Ft.	Carpet Sq.Ft.	Current # Modular Buildings	Current # Modular Building Classrooms	Current # Single Room Mobile Unit
Forest Pines	Elementary	Wake Forest	T	194		No	88,523	30,400	39,700			
Heritage	Elementary	Wake Forest	YR	240		No	74,817	31,400	38,378	2	ADMIN + RESTROOM	7
Heritage	High	Wake Forest	T	194		No	243,537	100,499	82,226			
Heritage	Middle	Wake Forest	YR	240		No	136,002	51,153	54,632			
Jones Dairy	Elementary	Wake Forest	YR	240		No	71,203	30,506	37,293			4
North Forest Pines	Elementary	Wake Forest	YR	240		No	88,604	30,400	39,700			
North Wake College & Career	Academy	Wake Forest	T	194		No	51,013	34,550	14,315	1	8	
Richland Creek	Elementary	Wake Forest	T	194		No	87,752	39,587	43,821			
Rolesville	Elementary	Wake Forest	T	194		In-House	84,971	43,005	35,186			4
Rolesville	High	Wake Forest	T	194	2	No	318,982	104,000	93,330			
Rolesville	Middle	Wake Forest	YR	240		No	182,790	83,440	70,993			14
Sanford Creek	Elementary	Wake Forest	YR	240		No	88,669	30,400	39,700			
Wake Forest	Elementary	Wake Forest	T	194		In-House	92,646	44,709	29,179			
Wake Forest	High	Wake Forest	T	194		No	323,477	153,309	65,892			
Wake Forest	Middle	Wake Forest	T	194		In-House	124,494	50,217	61,377			14

* Instructions See Attachment F
Prices needed for all Contract and In-house schools.
Total Price needed for all Contract school.

Total Cost for Wake Forest Contract Only
\$

Price not included in Total Area Cost
Price not included in Total Area Cost
Price not included in Total Area Cost

Bidding Company Name:
Company Rep(Print):

Signature:
Date: