



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:** 251-25-09

**COMMODITY/SERVICE:**

**CUSTODIAL SERVICE – KNIGHTDALE 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#251-25-09 School	Level	Area	School Schedule	# Work Days	Full-Time Contract "Day"	100% Contract	Net Cleanable Sq.Ft.	Surface Floors Sq.Ft.	Carpet Sq.Ft.	Current # Modular Buildings	Modular Building Classrooms	Single Room Mobile
Beaverdam	Elementary	Knightdale	T	194		No	93,515	46,734	38,236			4
Brentwood	Elementary	Knightdale	T	194		In-House	79,349	17,078	31,028	1		5
Douglas	Elementary	Knightdale	T	194		No	63,210	28,559	23,115	1		2
East Millbrook	Middle	Knightdale	T	194		No	149,889	64,452	85,437	2		
E.Millbrook Modular Site	Variable (Mid)	Knightdale	T	194		No	56,984	48,436	8,548	8	40+ Café, Admin, Gym	
Forestville	Elementary	Knightdale	T	194		In-House	94,446	41,405	36,836			6
Fox Rd.	Elementary	Knightdale	T	194		In-House	64,740	36,567	28,415	2	6 & CAFETERIA	5
Harris Creek	Elementary	Knightdale	YR	240	1	Yes	93,732	44,979	36,624			6
Knightdale	High	Knightdale	T	194	3	Yes	251,150	104,789	68,299	1		
Lockhart	Elementary	Knightdale	YR- single	194		In-House	80,037	37,866	46,281	2	6 + RESTROOM	9
Neuse River	Middle	Knightdale	T	194		In-House	194,369	99,450	66,300			
River Bend	Elementary	Knightdale	T	194		No	95,908	36,836	41,405			
River Bend	Middle	Knightdale	T	194		No	186,222	83,900	56,570			
Wilburn	Elementary	Knightdale	YR- single	194	1	Yes	98,641	36,836	41,405			4
Wildwood Forest	Elementary	Knightdale	T	194		No	76,564	43,357	36,216	1		7

School	Level	Area	Contract / in-House	Cost Per School
Beaverdam	Elementary	Knightdale	Contract	\$
Douglas	Elementary	Knightdale	Contract	\$
East Millbrook	Middle	Knightdale	Contract	\$
East Millbrook Modular Site	Variable (Mid)	Knightdale	Contract	\$
Harris Creek	Elementary	Knightdale	Contract	\$
Knightdale	High	Knightdale	Contract	\$
River Bend	Elementary	Knightdale	Contract	\$
River Bend	Middle	Knightdale	Contract	\$
Wilburn	Elementary	Knightdale	Contract	\$
Wildwood Forest	Elementary	Knightdale	Contract	\$
Brentwood	Elementary	Knightdale	In-House	\$
Forestville	Elementary	Knightdale	In-House	\$
Fox Rd.	Elementary	Knightdale	In-House	\$
Lockhart	Elementary	Knightdale	In-House	\$
Neuse River	Middle	Knightdale	In-House	\$

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

Total Cost for Knightdale Contract Only  
\$

Price not included in Total Area Cost  
Price not included in Total Area Cost  
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): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_