



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 SERVICES-KNIGHTDALE REGION

ADDENDUM NUMBER: **QA-1**

ADDENDUM NAME:

QUESTION-ANSWER

BUYER: Jim Jaeger

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

INSTRUCTIONS: **ADDENDUM INCLUDES WCPSS RESPONSES TO ANY
VENDOR RFP QUESTIONS AND PRE-BID MEETING NOTES**

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

NO NEW QUESTIONS CAN BE ANSWERED

VENDOR QUESTIONS	WCPSS ANSWERS
<i>How long has the current vendor been providing their services?</i>	Over 10 years or more with WCPSS
<i>How many vendors are currently servicing the WCPSS?</i>	5
<i>Can you provide us with the bid tab sheet from the last bid opening?</i> <i>I would like to request a copy of the current pricing for custodial services being provided to WCPSS by current vendors</i>	Bid Tab 251-23-106 is included with this addendum.
<i>Can you provide the latest monthly invoice including past 3 months (Dec 2023, Jan 2024, & Feb 2024) for the current contract?</i>	\$60,095.23 monthly
<i>Is the scope/size of this bid identical with the current contract?</i>	Yes
<i>Can you clarify the cost price of school for 194 days and 240 days? Is it daily or weekly?</i>	Monthly
<i>Can you clarify the RFP 251-25-09 page 45 column 100% contract with No & Yes?</i>	<p>(Yes) 100% Contract = 100 of the custodial staff is provided by the Contractor (Day and Night)</p> <p>(No) Not all custodians at the school belong to the Contractor. There maybe 1 or more WCPSS Custodial Staff working in the same school, either day and night.</p>
<i>Can you clarify the Total Cost for Wake Forest Contract Only on page 45? Is it including all schools marked with contracts?</i>	<p>\$1,033,228.48</p> <p>Yes, only contract schools.</p>
<i>Mobile/Modular Classroom Cost (Approx. 900 Sq Ft each) is it additional to net cleanable Sq Ft?</i>	No
<i>With regard to the number of days; 194 / 240 on page 45 of the bid spec., is this included in teachers' work days, and the cost of Summer / Winter / Spring Break?</i>	Yes
<i>Is a day porter for the following schools required?</i> <i>East Millbrook, Forestville, Riverbend Middle & Elementary</i>	<p>East Millbrook = No, but the Contractor may be called to use a Day Porter at this location if the WCPSS Custodian is out of work.</p> <p>Forestville ES = Yes, but only when the Head Custodian is out and a WCPSS Custodial Manager calls for you to provide a Day Porter.</p> <p>Riverbend MS and ES = No, but the Contractor may be called to use a Day Porter at this location if the WCPSS Custodian is out of work.</p>

<p><i>Can you specify the point/percentage system for each category of the "Bid Award Criteria" of the bid spec.?</i></p>	<p>Per RFP pages 4 & 6:</p> <p>METHOD OF AWARD: All qualified proposals will be evaluated and awards will be made to the Vendor(s) meeting the RFP requirements and achieving the highest and best final evaluation which is best for WCPSS. Vendors SHALL not be considered who are not approved or authorized by The State of North Carolina to do business with The State of North Carolina. WCPSS reserves the right to waive any minor informality or technicality in proposals received.</p> <p>Proposal Evaluation: All proposals will be evaluated by representatives of WCPSS. WCPSS may, at its sole discretion, ask for additional information and/or elect to conduct interviews with finalists to clarify information provided in the proposals.</p> <p>The services that are the subject of this RFQ/P are not required to be bid under North Carolina law, and none of the statutory requirements regarding public bidding apply to this RFQ/P. This document, and not those statutes, will govern the selection process.</p> <p>WCPSS shall not be required to award the contract to the lowest proposed compensation; nor shall WCPSS have any obligation to explain its decision to recommend or not to recommend any particular vendor or to invite or exclude any particular vendor from consideration at any stage of the process. Instead of recommending that contracts be awarded to one or more vendors who presented proposals, WCPSS may, at its sole discretion, reject the proposals and repeat the process, enter into direct contract negotiations with one or more vendors (possibly including vendors who have not previously submitted proposals) or take any other action WCPSS deems advisable under all the circumstances.</p> <p>WCPSS is expected to make any final selection(s) based upon any factors or considerations WCPSS deems relevant. Factors often considered include qualifications, relevant experience, fee, and ability to perform work in a timely manner. WCPSS retains sole discretion to award the contract to the vendor(s) it believes will best serve the interests of WCPSS and may consider any factors, documents, or information it deems relevant in making that determination. WCPSS shall not have any obligation to explain its decision to select or not select any individual vendors or to invite or exclude any individual vendors from consideration at any stage of the process. The decision of WCPSS to accept or reject any proposals and to award contract(s) to any one or more vendor(s) shall be final and not subject to further review.</p>
<p><i>Effective date of the contract is 07/01/2024. What is the term of the contract?</i></p>	<p><u>1 year contract from July 1 until June 30 the next year. There may be an option for you to renew up to two more years. Remember: contracts are only good for 1 year at a time.</u></p>
<p><i>Is there a Bond requirement?</i></p>	<p>No</p>

<i>The Forestville Elementary 100 Lawson Ridge Road Knightdale, NC I would like to know the Currents Starting Bidding Price for that location ? Also The Payment Amount The Last Contract Was Offered. And The Square Footage?</i>	Bid Tab 251-23-106 is included with this addendum. The SQFT is on the Bid Tab for the Knightdale area.
<i>I would like to know If I Hired a 3rd Party Temp Agency Company to Hire My Employees that I would need would I have to have their backgrounds submitted with the bid first or only if I get awarded for this specific contract for that specific School?</i>	Yes, but only if you get awarded.
<i>Also, I have a Subcontractor who will be taking care of nothing but the floors, would both of our insurances need to be submitted?</i>	No
<i>Could you please furnish the most recent monthly invoice, encompassing the preceding three months (December 2023, January 2024, and February 2024) for the ongoing contract for the following Regions</i>	\$60,095.23 Monthly
<i>Who are the incumbents for each cluster of schools?</i>	CMG and JBM Building Contractors are the two Companies in place now.
<i>What is the annual spend for each cluster of schools?</i>	Bid Tab 251-23-106 is included with this addendum.
<i>Is the day porter situation resemble a co-employment type setup, or are the day porters 100% employees of the contracted supplier?</i>	All Contractor Day Porter <u>belong 100% to the Contractor.</u>
<i>Can you please confirm that day porter wages are established by the county school system or not?</i>	Day Porter wages are set by the Contractor, <u>Not WCPSS.</u>
<i>If wages for day porters are set by the county school system, does the county provide insurance, benefits, etc.?</i>	Day Porter wages are set by the Contractor, <u>Not WCPSS.</u> <u>Contract Day Porter receive no WCPSS benefits.</u>
<i>What is the current headcount for night time cleaners and leads for each cluster?</i>	Night Staff Cleaners vary from school to school and day to day. Contractors do not have a set limit of night staff custodians. Here is an example of most but NOT all school Night Staff Cleaners. <u>(This is only an average)</u> Elementary school: 2-3 night staff custodians Middle School: 3-4 night staff custodians High School: 3-5 night staff custodians
<i>Does the county school system plan to convert to a fully 100% contracted cleaning model at some point?</i>	No

251-23-106 Bid Tabulation

	omnico	CMG	AK Bldg.	A+	Kreative Concepts Inc	Jay's Building Maint.
Apex	\$1,003,000.00	\$1,136,901.92		\$2,212,811.32		\$1,036,061.21
Cary	\$834,000.00	\$935,366.88	\$823,741.00	\$1,520,868.74		\$854,947.83
DWN East	\$723,000.00	\$871,889.34	\$739,222.00	\$1,466,909.68		\$784,007.17
DWN West	\$795,000.00	\$833,763.42		\$1,215,977.53		\$739,552.19
East Wake	\$614,400.00	\$670,297.46	\$646,981.00	\$1,175,223.26	\$623,540.00	\$613,199.70
Fuquay	\$702,000.00	\$694,444.66		\$1,339,221.10		\$672,357.14
Holly Springs	\$885,000.00	\$959,341.60		\$1,750,978.56		\$848,666.47
Knightdale	\$797,000.00	\$797,775.86	\$737,801.00	\$1,434,448.86	\$1,353,319.00	\$721,142.80
Leesville	\$630,000.00	\$720,716.50		\$1,247,001.09	\$2,874,048.00	\$693,201.64
Millbrook	\$996,000.00	\$982,941.96		\$1,771,809.66		\$983,863.95
Morrisville	\$1,208,000.00	\$1,256,319.82		\$2,664,096.55		\$1,248,370.67
SE Raleigh	\$968,000.00	\$1,040,603.20		\$2,012,526.37		\$961,521.95
Wake Forest	\$1,073,000.00	\$1,112,453.86	\$1,114,362.00	\$2,496,816.71		\$1,033,228.48

	40	30	20	50
Amt. of sq.ft possible				
3 area regions	90 schools/20msq.ft	30/3 million sqft	15/2.5m	900k sq. ft
80 schools/10m sq.ft				
Technical Scores	27	36	25	24
				20
Total cost and tech	67	66	44	70
Responsiveness	5	5	3	3
				5
Total	72	71	47	75

index
low

	2nd low	3rd low	4th	5th low
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Non routine services

Hrly Rate for full time, day-shift custodian to replace WCPSS custodian	\$15.00/hr	\$17.50	\$17.50	\$19.63	\$17.00
Hrly Rate for substitute custodian to cover for a WCPSS custodian absence	\$15.00/hr	\$17.50	\$17.50	\$21.24	\$19.95

Floor Work

Carpet cleaning: extraction method	\$0.12	\$0.18	\$0.11	\$0.12	\$0.12
Resilient tile floor strip and finish	\$0.15	\$0.22	\$0.15	\$0.16	\$0.15
Resilient tile floor top scrub and re-coat	\$0.10	\$0.15	\$0.11	\$0.14	\$0.13
Linoleum floor strip and finish	\$0.10	\$0.15	\$0.11	\$0.16	\$0.15
Linoleum floor scrub and re-coat	\$0.08	\$0.15	\$0.09	\$0.14	\$0.13
LVT scrub and finish	\$0.10	\$0.15	N/A	\$0.14	\$0.15
Terrazzo/polished concrete floor strip to remove old finish	\$0.10	\$0.40	Site specific	\$0.28	\$0.85
Terrazzo polished concrete floor burnish with diamond pads	\$0.03	\$0.15	Site specific	\$0.32	\$0.85

March 20, 2024 9:00 am

Pre-Bid Meeting for Custodial, Environmental & Grounds, Regional Maintenance (RFP's: 251-25-05 to 251-25-11, 251-25-13 to 251-25-27 and 251-25-70)

Jim Jaeger

- Introduction
- This pre-bid meeting is for service contracts that will start July 1, 2024 for the 2024-2025 school year
- Welders – note that there are 3 welding bids this year
- Some changes/revisions to custodial bids have been done – they have been attached as an addendum

Debra Wallace

- Introduction of herself and Nate Slavik
- There are rules and regulations – don't hesitate to ask questions
- This is a fair and competitive market
- Disclosure – very important – all questions and any discussion needs to go through Jim Jaeger
- This meeting will be posted on website with question and answers
- Registration with the Secretary of State – if you are not registered please provide a letter from your attorney as to why – if you are not active, you will need to clear up

Jim Jaeger

- We have two separate dates for pre-bid meetings and the bid openings – Check your bids
- Make sure you look on the second and third pages for those important dates and times
- You can submit multiple bids together – make sure you mark the outside of your envelope with Bid #'s
- Change in submission - We are asking for one original copy and one electronic copy such as a thumb drive – we “Prefer” a wet signature on original copy
- All proposals are to be sealed – write all Bid #'s on outside envelope
- No email or fax submissions will be accepted
- Drop off in person to Purchasing Bldg F – front entrance
- Purchasing staff will date stamp your submission package
- No receipts will be given – you can bring your own receipt form to be date stamped or you can take a cell phone picture with the date stamp on your submission package
- Last minute phone and email inquires about “received bids” risk going unanswered
- Give enough time for delivery if using a courier service, as we still see courier service delays
- Make sure you review the bid document completely
- You will have 9-10 days to ask your final questions – email all questions to Jim Jaeger “The sooner, the better). If you wait until last minute, remember the required time frame
- We will not respond to individual emails, just post all questions/answers as an addendum to WCPSS, eVP
- Responses to questions will be posted as an addendum on our website & EVP by April 2nd at 5:00pm
- The only time we will make any changes after that date will be due to a technical error in RFP
- Terms & Conditions cannot be altered or negotiated by vendor – make sure you agree before you sign
- All communication must go through Jim Jaeger via email
- Current vendors are able to communicate with Departments regarding current 23-24 contracts but “Purchasing only” for upcoming 24-25 bids
- Make sure to return pages 2, 13, 14, 15, 16 and the Departmental documents i.e. Form of Proposal, Exhibit A thru G
- Other informational only RFP sheets need to be reviewed but do not need to be returned in your submission
- Any documents asking for completion, your signature or initials need to be completed & returned
- Do not wait until the last minute to send by courier, as delivery delays still are common

Debra Wallace

- Our US Mail does not arrive until 3:00-5:00, mail early if you use the postal service
- Fed ex is not consistent
- Bids are due by 1:00pm on the specified date on the bid- See RFP Pages 2 and 3
- Bringing your Bid in person is your best option if you can

Jim Jaeger

- **Public opening will be here in same location as this meeting, Purchasing Bldg. F**
- **Award process – after bids are open and read Purchasing will review, then Departments will review – they may ask for clarification – will come back to Purchasing for recommendation – Bid tabs will go to Departments to issue contracts**
- **Bid tabs will not be sent until after July 1st – you can request opening day results bid info immediately via email to Jim**
- **We encourage to only watch either of the 2 websites (WCPSS, NC eVP) for updates**
- **No “Electronic” Custodial Service Proposal sheets will be available**

Environmental & Grounds

- **No questions**

Regional Maintenance

Jerri Preddy

- **All information is in the Bid documents**

Q: For General Contractor Bids – will there be one vendor or multiple?

A: You are bidding on region for district – contract based on hourly rate – the goal is to have two General Contractors per region

Q: Can we list breakdown of price?

A: One hourly rate for General Contractors – can not charge for gas, etc – may require documentation such as receipts and time sheets

Q: How do you activate once selected?

A: Once we select a contractor, you will be notified – can not work until PO received – will have meeting prior to starting – we work off a work order repair system – will send documentation as things arise – we can not predict what the needs will be

Q: Bid 25 – PM service on lift inspection?

A: Going to bid PM rate – all exclusive – and then bid for hourly rate for repairs – there is a list of equipment in Bid – Standard Genie lifts- several makes and models

Q: Frequency of PM?

A: Annually

Q: PM service on lifts – do you need separate inspection report?

A: Yes, we require an ANSI inspection

Q: Fire Extinguishers – cost of just inspections?

A: Monthly cost includes repair and PM – contracted by cluster – list will be provided

Q: Fire Extinguishers – will they be delivered to one site for the vendor?

A: We currently have one location – will work out efficiency location/drop off

Q: Maintenance Fire Extinguishers – exchange of extinguisher or do you want yours back?

A: You can include exchange rate – must be same make/model

Q: Where is the graffiti removal?

A: That is custodial – it is not due to be bid at this time

Jim Jaeger

- Some bids are on a cycle

Debra Wallace

- When you sign in – write in comment section – we will use this to build resource list

Custodial

Robert Duarte

- Dust mop service – include everything in price for dust mop – no additional fees during the year

Q: What is the frequency of service?

A: Will be weekly right now

Q: Will you provide contact list and locations?

A: Drop off locations for each school and Manager list will be provided to coordinate

Drapery Cleaning & Fire Proofing

- No questions

High Dusting & Window Cleaning

Robert Duarte

- Hourly rate, lift fees and such need to all be included in price
- Make sure contractor has all tools and ladders when they arrive on site

Regional Cleaning

Robert Duarte

- Locations are on Bid documents
- Breakdown of schools – contractor versus inhouse schools – asks for total
- Prices on contract list – also has section on it for inhouse rate
- For full time day – we use your full time person year round
- Must speak English and able to communicate with staff and sign documents
- There is an addendum posted on this – F & F1 instructions page

Q: Millbrook – 100% contract column

A: If you see no 100% contract – usually WCPSS staff there as well – 100% contract includes your staff day and night

Robert Duarte

- Goes out every 3 years unless you drop your performance in that area

Q: Do you use out of state contracting?

A: Anyone can bid – no restrictions

Q: Is it bidding by region?

A: Yes – each region

Robert Duarte

- Bid every 3 years

Q: What is the contract term?

A: 1 year contract – potential renewal

Debra Wallace

- Cannot guarantee contracts over one year at a time – we always give notice if contract cancels

Q: Will there be tour locations?

A: Custodial Service site visits are optional immediately after this pre-bid meeting. No other bids.

Q: Can we see current pricing?

A: Request through website and Communications – will send out from there – will be posted as an addendum

Robert Duarte

- Going to visit schools after this meeting
- Read all documents and scope of work – requirements listed – need scope of work completed by end of year
- Lisa Smith is my contract administrator

Q: Explain in house versus contractor

A: In house – employees belong to WCPSS – contractor belongs to you

Q: Will there be a schedule app for service?

A: Maximo will keep up with on our end – feel free to use your own program

Q: When onboarding new employees – does WCPSS do their own background check?

A: All have to have a background check – on every contract employee

Q: Is there a cost to the vendor for the background check?

A: No additional cost

Q: What do you need for the background check?

A: I just need their full legal name and email address – send to Lisa Smith – you can do your own check but WCPSS will as well

Q: Substitutes day porter – is there pricing separate for this?

A: There is a section in the bid

Debra Wallace

- If you are having difficulty with documents, we will help – ask Jim through email

Jim Jaeger

- Ask questions – don't delay – March 29th 10am is question submission deadline