



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:***                **251-25-11**

**COMMODITY/SERVICE:**

**DRAPERY CLEANING & FIRE PROTECTION**

**ADDENDUM NAME:**

***ADDENDUM NUMBER:***    **QA-1**

**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**

RFP 251-25-11

M+O Bid Title: Drapery Cleaning & Fire Protection

VENDOR QUESTIONS	WCPSS ANSWERS
<i>Is it possible to visit a school to take a look at the drapery to provide an accurate quote? If that's not possible, can you please provide the size of the drapery.</i>	<p>Yes, we offered a two school walk through on March 20 Pre-Bid meeting. There were no drapery companies that came along on the walk throughs.</p> <p>Drapery sizes vary from school to school. An hourly quote will be needed , not a quote built on SQFT.</p>
<i>RFP #251-25-11 (Drapery Cleaning and Fire Protection), Form of Proposal; Bid Specifications for 2024-2025, final page 17 Our services are priced by the SQFT and not by hourly labor. Should we attach a separate sheet with pricing info?</i>	<p>An hourly quote will be needed, not a quote built on SQFT.</p>

**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 2<sup>nd</sup> 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 1<sup>st</sup> – 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 four 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 29<sup>th</sup> 10am is question submission deadline