



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: **251-25-18**

COMMODITY/SERVICE:

AUDITORIUM SEAT REPAIR

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

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