



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: 251-25-20

COMMODITY/SERVICE:

FIRE EXTINGUISHER PREV. MAINT.-REPAIR

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
Question 1 REF: Page 17 Exhibit A- Are all fire extinguishers currently barcoded and uploaded into an electronic reporting system?	No.
2. Question 2 REF: Page 17 Exhibit A- For the 1800 fire extinguishers that require maintenance, do they currently need a 6 year inspection or a 12 year hydro test?	Some will need 6 year inspection. Some will need 12 year hydrotest.
Question 3 REF: Page 17 Exhibit A- Are the 1800 Fire extinguishers that need to be serviced currently identified, or is this an estimated number of the amount that will be found during the inspections throughout the school district?	1800 is the estimated amount that will need to be serviced.
4. Question 4 REF: Page 17 Exhibit A- Will the contractor be responsible for providing temporary replacement extinguishers for those found out of service during inspections, or will the school district provide these temporary replacements?	The school system will provide temporary replacements.
5. Question 5 REF: Page 17 Exhibit A- Will work need to be completed during school business hours with an employee escort? Or will master keys be provided to the vendor allowing them the availability to operate inside the school after hours and possibly on weekends?	Currently we take the fire extinguishers to a local office. If the vendor does not have a local office then we will have a pick up point. Contractor is not expected to pull fire extinguishers. WCPSS maintenance staff will pull fire extinguishers that need to be serviced.
6. Question 6 REF: Page 17 Exhibit A- When the fire extinguishers are delivered to the vendor for inspection/servicing, what is the time frame that they are expected to be completed and ready for pickup by Wake County?	2-3 weeks.
7. Question 7 REF: Page 17 Exhibit A- What is the estimated amount of Class K, ABC, and other type extinguishers that are due for 6 year, 12 year, and 5 year maintenance?	We do not have the fire extinguishers identified down to that level.

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 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 29th 10am is question submission deadline