



Guilford
County Schools

**Request for Proposals # 5692
Custodial Cleaning Services**

Addendum 1

Additional Information and Clarification for Contractors

June 24, 2014

The following questions were asked by attendees of the Pre-Proposal meeting and site visits for RFP 5685, which took place on June 17, 2014. We are providing answers/clarifications here to those items for your convenience. Questions specifically incorporated into the new RFP have been deleted from this list.

- 1) The Criminal Record Check requirements referenced on p. 9, item d), are correct, rather than those listed in the NC General Terms and Conditions, p. 3 item 24. The CRC must extend back ten (10) years, and include any and all states of residence.
- 2) All cleaning supplies, materials and equipment are to be provided by the contracted services vendor. This includes cleaners, mops, brooms, rags, buckets, vacuums, etc. If the awarded vendor elects to store equipment at the school, GCS will provide a storage area.
- 3) Guilford County Schools is responsible for the purchase of the following Custodial paper products:
 - a. Toilet tissue for all restrooms
 - b. Paper towels for all restrooms and classroom needs
 - c. Facial tissue
 - d. Hand Soap
- 4) The service provider will have access to all keys and/or entry codes necessary to perform required duties.
- 5) A GCS custodial employee will be assigned to each school during regular school hours, to perform duties at the direction of the principal, such as emergency clean-ups, etc. This person will not have regularly scheduled general cleaning duties.
- 6) All "special events" occurring before or after regular school hours will be covered by a GCS employee.
- 7) All ceiling tiles will be provided by and replaced by GCS employees.
- 8) All light bulbs will be provided by and changed by GCS employees.
- 9) The contractors who are building/renovating the schools will clean (and finish if required) the floors at the conclusion of their work. Tile floors will receive 2 coats of wax.
- 10) The annual attrition rate for Custodial staff in Guilford County Schools is 10-15%.
- 11) School calendars for 2014-15 have been posted with the RFP.



12) Clarification of “Time of Service” – item 13, page 7 of Proposal Document.

Question: This statement implies that the contractor would be billing for holidays in their pricing. Is that the intent? Most vendors who are familiar with school pricing do not build holidays into their pricing structure. If that is the case then the scenario below will unfairly penalize the contractor.

Answer: Vendors should submit a monthly billing amount that includes all potential work days in a month, Monday – Friday, regardless of calendar holidays. School holidays sometimes vary from traditional holiday schedules observed by businesses. The individual school calendars will reflect those days the vendor should deduct from their invoice.

Question: Inclement weather- will the contractor be paid additional fees if these days are made up in future months?

Answer: The vendor will be paid for days worked, but not “additional” fees, except when performing special tasks. Inclement weather days, depending upon severity, are typically classified as “optional teacher workdays,” meaning the school is closed for students; but, open for staff choosing to work, while those opting to stay home must either use annual leave or make up time at a later date. You would likely coordinate working/not working on an inclement weather day with the GCS Point of Contact. If the day is not worked, you would deduct from your monthly billing; but, if you are scheduled to work later on a previously unscheduled day, (workday, school holiday, etc.) you would be paid. Bottom line – days worked are paid, days not worked are not paid.

SCHOOL - SPECIFIC INFORMATION

Question	Allen Jay Middle	Simkins Elem
How many students for 2014-15	To open w/approx. 200. Will add approx. 100 for 2015-16, and another 100 for 2016-17	To open w/approx. 450, capacity is 700
Carpeted vs. tiled square feet	Carpeted: ± 6,720 sq ft Hard floor: ± 51,129 sq ft (includes 8,540 sq ft of maple hardwood in gym)	Carpeted: ± 6,930 sq ft Tiled : ± 70,326 sq ft (+ sport court flooring in gym)
Fixture count	44 toilets 71 sinks 11 urinals 2 showers 7 electric water coolers (fount.) 3 eye wash stations	49 toilets 43 sinks 8 urinals 1 shower
Cafeteria Dining Area	Clean dining area floor only up to the lockable door entry to the serving line. Kitchen will be cleaned by School Nutrition staff	Clean dining area floor up to the serving line. Kitchen will be cleaned by School Nutrition staff
School Day Hours of Operation	Office Hours: 7:30am-4:00pm Instructional Hours : 7:45am-3:45pm	Office Hours: 7:15am-3:30pm Instructional Hours : 7:45am-2:25pm



Question	Allen Jay Middle	Simkins Elem
Cleaning Hours at each site	To be decided by Custodial Cleaning Provider, GCS Point of Contact, and School Principal	To be decided by Custodial Cleaning Provider, GCS Point of Contact, and School Principal
Auditorium Stage flooring	Located in Gym, VCT	Will be VCT

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY LISTING IT ON THE ADDENDA RECEIPT CONFIRMATION FORM (ATTACHMENT F) AND RETURNING THAT ATTACHMENT TO US WITH YOUR RFQ. THANK YOU.