



Beaufort County School District

Addendum 2

Solicitation Number: 21-005
Date Printed: July 30, 2020
Date Issued: July 30, 2020
Procurement Officer: Kaylee Yinger, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposals (RFP)

DESCRIPTION: **Custodial Services**
SUBMIT OFFER BY (Opening Date & Time): **September 8, 2020 2:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **September 1, 2020**
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies**
Two (2) CD versions - One (1) Redacted

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: **Mandatory Pre-Proposal Conference / Site Visits** LOCATION: **District Office**
2900 Mink Point Blvd
Beaufort, SC 29902
DATE & TIME: **August 13, 2020 @ 8:00 AM**

AWARDS & AMENDMENTS:
Award will be posted at the Physical Address stated above on or after August 30, 2020. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business): 	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

Questions and Answers:

1. I also would like to request the proposal submitted by ABM used to acquire the current janitorial contract. Can FOIA provide this as well?
[This request has already been fulfilled. Please visit our website for this information: http://beaufortschools.net/cms/One.aspx?portalId=170925&pageId=7978116](http://beaufortschools.net/cms/One.aspx?portalId=170925&pageId=7978116)
2. Here is a link to a file with all the floor plans. It is too large to email to anyone, so you will have to provide this link for them to download it.
<https://www.dropbox.com/s/m94t16oera21vsr/All%20Schools.pdf?dl=0>
3. 2.1.2 BID BOND (JAN 2006):
Your offer must include either a bid bond issued by a surety or sureties licensed in South Carolina or a certified check. The amount of surety shall be five per cent (5%) of the total bid amount. This bid bond penalty may be expressed in terms of a percentage of the bid price or may be expressed in dollars and cents. If a certified check is submitted in lieu of a bid bond, it must be made payable to the Beaufort County School District.
Is the 5% amount of the first-year bid amount? 3-year bid amount or 5 year bid amount? Your bid bond should be for 3-Yrs.
4. 4.0.1.6 PROPOSED CUSTODIAL STAFF (INCLUDING SUPERVISORS AND HEAD CUSTODIANS):
The contractor will utilize the current full time District custodial employees in providing the scope of work. The District employees will remain on the district payroll and be covered by the District's Worker's Compensation insurance while employed by the contractor. Contractor will be responsible for District employee scheduling and will conduct and submit annual reviews and performance issues information to the school principal, to the Chief Auxiliary Services Officer (CASO) or designee and to the District Human Resource Officer. The District will be responsible for necessary employment related actions. In the event a District employee is absent and the contractor must provide a replacement contractor employee, the contractor will replace the District employee at an agreed upon hourly rate. The District will deduct from the monthly invoice an agreed upon amount for each District employee utilized by the contractor. This deduction will remain in effect throughout the contract period unless the District employee is replaced (either by retirement, resignation, long-term absence, or termination of the District employee) by contractor employees. All personnel action will be documented and placed in district personnel files
Can you elaborate on this? Please send the district custodial employee list. On the list please include the position held, number of hours/week, the building in which the employee is located, etc. Any details you can provide will be helpful.
Custodian - Joseph Shanklin Elementary - 3 pm-11:30 pm
Day Porter – Joseph Shanklin Elementary - 7am-3:30 pm
Floor tech - St. Helena Elementary School- 3 pm-11:30 pm
Custodian - Daufuskie Island - 3 pm-6 pm
Custodian - Battery Creek High - 9 am-5:30 pm
5. 9.0 ATTACHMENTS TO SOLICITATION

MINORITY AND WOMAN BUSINESS ENTERPRISE POLICY AND REQUIREMENTS:

On eligible projects that equal or exceed five million dollars in value, potential bidders are required to make a good faith effort to enter into a joint venture or Mentor/Protégé arrangement at the prime contractor level which includes at least one (1) certified minority- and/or woman-owned firm.

Can the M/WBE business be a supplier of materials and/or equipment on this project? Or, is the M/WBE business required to perform janitorial services as a subcontractor on this project?

Yes, a supplier of materials and/or equipment qualifies as M/WBE utilization.

6. Page 23 section 3.3.1 regarding window cleaning exterior and interior as well as cleaning of skylights. Is the height 8' for the reference requirements?
Height from Section 3.2.1 is 6-9 feet for high dust of horizontal surfaces.
7. Page 25 section 3.6.3 regarding repairs to walls. Is the contractor responsible for purchasing all materials for repairs?
Yes
8. 3. Page 25 section 3.8. Is it a requirement for the contractor be licensed to distribute pesticides? If there is a reason for distributing pesticides, then yes. Please note that pest control is not included in this contract. If not will this be cause for disqualification? No.
9. Is grounds a part of this RFP?
No.
10. Page 37 5.0 Qualifications point 8. If the contractor is not an established business entity in Beaufort County, is that grounds for disqualification?
No. The contractor shall have the ability to obtain all required licenses prior to the start of this contract.
11. To enable a good cost for budgeting of consumables, what's the total district population?
The 45 day count for the 2019-2020 school year was 22,402.
12. What is the current contract price?
This information is available through a formal FOIA request on our website beaufortschools.net.
13. How many janitorial personnel are currently being utilized?
Approximately 228
14. Are paper towel dispensers utilized in the classrooms?
Not in standard classrooms. In some elementary and labs.
15. Please provide a list of attendees for the mandatory site tour.
Attached.
15. Please provide building floor plans/drawings for each school.
The link is provided in questions #2.
16. What is the total number of portables (with square footage and floor type) for each school?
Portable spreadsheet is attached.
17. Is it the Districts preference that all dispensers (Tissue, Soap and Hand Towels) be consistent throughout the facilities included in the FRP?
We are not currently consistent between hand towels and dryers. Tissue and soap dispensers are closer to consistent across the schools.

- a. If so – who pays for the dispenser(s) and the installation costs? [The custodial contractor will pay the cost of a changing of dispensers.](#)
18. How many hand sanitizer stations will be installed prior to the start of the school year?
[640 stations](#)
19. Will you please confirm how far out the entrance is to be maintained by custodial staff (5', 10', 15')?
[Please note that canopies attached to the building are still considered "building". Custodial staff shall clean 10' from edge of building and canopies.](#)
20. How many exterior trash cans are to be maintained by custodial staff at each school?
[We do not have a count and the number varies by school](#)
21. Please provide clarity regarding expectation of exterior and multistory window washing
[Wash what can be reached on an 8' ladder. No more than 9' high.](#)
22. What is the current participation rate for health insurance benefits?
[This information is available from the current vendor.](#)
23. Who is responsible for the costs associated for the lamps and ceiling tiles that custodians replace utilizing an 8' ladder
[The school district.](#)
24. Is the district looking to award the contract to several janitorial services companies or only one? We are currently one of the contracted service providers for the U of SC Bluffton and for the time being are interested in bidding on the Hilton Head Island Hub ONLY.
[Only one vendor will be awarded this contract.](#)
25. If bidding in only one hub is possible, we would like to know the bid tabulation result or the awarded total from the last time the school district bid out these services. The terms/rates of the past awarded contractor would also work as based on cost of living adjustment on the service rates.
[This contract will be awarded to only one vendor. The current contract information has been fulfilled and can be found on our website.](#)
26. Could you please clarify the hiring requirements on this bid as mentioning current district employees? Is the contractor expected to hire past/current custodians from the district? If so, could you provide the number per school at the HHI Hub and the expected split up/distribution for wages, benefits, workers comp, etc? What is the district expected procedure and insurance coverage requirements for district custodians driving contractor's fleet vehicles if needed?
[Information regarding the incumbents current employees, benefits, and wages is available from the current vendor. Please note that this contract will only be awarded to one vendor.](#)
27. Does the district have a list of preferred cleaning chemicals/supplies and paper/consumables that the contractor would like to use? Will the district be in charge of ordering their paper good, trash can liners and other consumable or will that be under the scope of work of the selected contractor?
[The vendor will be responsible for ordering and managing the stock of items needed for custodial services. The vendor should use state and federal guidelines for the cleaning products they use.](#)
28. Page 23, Item 3.2.7 describes "police entire school ground area" with no additional description of the scope of work. Does it refer to litter control and trash pick up in exterior ground areas?

- It is an expectation for custodial workers to pick up any litter or trash within the immediate location of trash receptacles or their areas of responsibility.
29. Who is the incumbent contractor and how long have they been providing their services?
ABM for approximately 15 years.
 30. What is the current contracted monthly price and yearly price?
This information is available through a formal FOIA request.
 31. Can you provide us with the bid tab sheet form the last bid opening?
This information is available through a formal FOIA request.
 32. Is it possible to get the current supply usages from the current contractor?
This information would have to come from the current vendor.
 33. Is the scope/size of this bid identical with the current contract?
Only additions made to the previous scope of work is an increase of mopping classrooms and wiping down classroom surfaces.
 34. Have there been any changes from the previously awarded contract to current request for bid?
No.
 35. Are there any significant changes from the last bid?
Only additions made to the previous scope of work is an increase of mopping classrooms and wiping down classroom surfaces.
 36. What are the criteria for awarding the contract?
See section 6.0 of the solicitation.
 37. Can you specify the percentage of each category; Price, qualification, experience, etc.?
This is determined by the RFP evaluation committee.
 38. Who is responsible for furnishing supplies; paper products, trash can linear, hand soaps, and chemicals?
The vendor.
 39. If contractor provides, can you provide the usage data: Kind of products, quantities etc.
This information is available from the current vendor.
 40. Can you provide the flooring type breakdown of all locations? Carpet, Concrete, VCT, Tile, etc.?
Each location has various flooring types. This information will be provided more in detail to the awarded vendor.
 41. Why did these facilities come up for bid at this time.?
The BCSD Board of Education request for these services to be bid.
 42. Can you provide the contract price if it has been increased for the past years?
This request has already been fulfilled. Please visit our website for this information: <http://beaufortschools.net/cms/One.aspx?portalId=170925&pageId=7978116>
 43. Who is responsible for providing event set up and post event cleaning if you have?
Typically, our maintenance department will assist with setup of events if requested, and any additional custodial services outside the normal work day, will also be requested in advance.
 44. Can a breakdown by cluster of estimated number of events per year that the contractor will need to set up by provided if you have?
Custodians do not usually “set up” events. Any additional services outside the normal working day will be requested in advance.
 45. Can you provide the number of average events was occurred for the past year?

This information may be provided by the incumbent vendor. Request are made directly to the vendor for any services outside the normal working hours.

46. Prior to commencement of subsequent renewal terms, will your agent consider a request for price adjustments in accordance with the current National Consumer Price index or the increased minimum wage of State?

See the information in the solicitation regarding the CPI increase.

47. Is Exterior Window Cleaning a part of this contract? if so, what is the maximum height required to clean?

Wash what can be reached on an 8' ladder. No more than 9' high.

48. Will the extra charge be applied for the community events renting the space?

It is the responsibility of the vendor to provides rates associated with services performed outside of the normal working hours.

49. School is planning to replace carpet to some other type. Do you know what type of flooring that will be?

Not at this time.

50. Do you provide shelter and electric plug-in access for vendor's golf carts?

Not at this time.

51. Exhibit A - Pricing - Please clarify if you wish to have bidders provide monthly pricing or annual pricing?

Please provide both.

52. Please Confirm Questions due date.

September 1, 2020.

53. Bond Requirements: RFP section 7.1.19 states a Bond is required for 100% of the proposed/contracted amount – but states in BOLD at the end “Non-Applicable”. Please confirm bond needs.

5% of the 3 year contract.

54. Can we use flash drives in lieu of CDs as requested.

Yes.

55. Can you identify what Scope of Work included in this RFP that was not included in the prior RFP SOW?

There has been an increase in the mopping of classrooms and the cleaning of classroom services.

56. **Section 9, Page 65** - Does the school district have percentage goal in mind for what they would like the W/MBE spend to be in a given year for the custodial contract?

The annual goal of the BCSD is 20%. BCSD encourages our vendors who subcontract to use WMBE vendors as well.

57. How many days do you want complete nightly cleaning of the school?

5

58. How many days do you expect at least one day porter to be on site for a school?

All days that the building is open. Schools will differ from District Office.

59. Do you receive any management reports from the current vendor? For example, employee absenteeism, employee turnover, quality reports, etc.

Yes, reports are developed semi-annually

60. Do you currently audit the daily and weekly labor hours of the current vendor? If not, do you expect to audit hours in the next contract?

We actively measure the quality of work. Labor audit would occur if quality did not match up.

61. With regards to providing an equipment list for the proposal – do you want to see quantities of equipment per school? How will you grade the equipment lists?
Yes, the more detailed the better. You can find the points for the grading in the RFP. The review community will review how well the proposed equipment will meet the needs of the BCSD. The quality, quantity, and safety of the equipment will be reviewed.
62. How will disinfection services be provided for the district? Will another RFP be developed for this service? Do you want a disinfecting plan as a part of this RFP?
Electrostatic disinfectant is a part of this RFP as an additional service. The RFP does include disinfecting requirements under the base RFP.
63. Will the contractor be provided office space?
Yes. The current office will be used by the contractor. This is approximately a 760 sf. space
64. What is the back to school plan? Can you give us more insight into the virtual vs A/B model?
This bid should be based on a normal school year. Any adjustments of the contract due to the opening of school under Covid-19 will be negotiated with the awarded firm.
65. What is the satisfaction level of the current cleaning services?
This question is not relevant to the solicitation or the submission of your proposal.
66. How would you grade the current condition of your schools? A, B, C, etc.
This question is not relevant to the solicitation or the submission of your proposal.
67. Do you currently conduct any customer satisfaction surveys with the principals?
Yes. Semi-annually.
68. How do you evaluate the quality of your program today?
This question is not relevant to the solicitation or the submission of your proposal.
69. Who from Beaufort County Schools is managing the day to day contract?
Each school may dedicate a contact. For contractual issues, Robert Oetting, Chief Operations Officer is the contact.
70. What is the current pay wage of the front-line workers?
That information is not available from the District.
71. Can you give us the itemized monthly billing amount at each school January 2020?
This information is available via a Freedom of Information Act request through our website.
72. Can you tell us how much was extra billed for services in the year 2018-2019?
This information is available via a Freedom of Information Act request through our website.
73. Can you send us the tabulations sheets from the last RFP?
This information is available via a Freedom of Information Act request through our website.
74. Please confirm the number of copies required.
- Page 1** says 6 original signed copies
 - Page 4** says 1 original and 5 copies
Six originals
75. The RFP asks for similar information in several different areas. To avoid providing redundant information, please explain how the following requirements are different or what distinct information we should include for each.
- Page 39 – e)** A detailed, narrative statement listing the three (3) most recent, comparable contracts (including contact information) which have been performed.

- b. **Page 39 – f)** A list of similar projects for which Offeror has performed, at any time during the past three (3) years, services substantially similar to those sought with this solicitation.
 - c. **Page 39 – l)** List of at least five (5) references of similar projects for these services.
BCSD would like a list of similar projects/contracts you have had during the past 3 years.
3 examples of contracts that are similar in our scope of size, and 5 references.
76. **Page 59 – 7.1.23)** Please confirm that payment with the SC Purchasing Card is required.
Yes. However, the vendor has the option to take exception to this in their proposal.
77. Please confirm the due date - September 7th or September 8th?
September 8th, 2020 @ 2:00 PM
78. **Sections 3.8, 5.0.2 and 5.0.3** all state that the contractor/offeror must provide copies of all licenses with their proposal. We do not currently have a business license in the counties/cities/towns noted on **page 37** of the RFP, but we are licensed in many cities and counties in SC and have been for many years. We typically acquire business licenses once we are awarded the business. Is this sufficient or should we provide some other type of response/proof for this requirement?
You must be able to provide license information prior to finalization of contract.