



Beaufort County School District

Addendum 3

Solicitation Number: 21-005
Date Printed: July 30, 2020
Date Issued: September 2, 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** LOCATION: **District Office**
Conference / Site Visits **2900 Mink Point Blvd**
DATE & TIME: **August 13, 2020 @ 8:00 AM** **Beaufort, SC 29902**

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.

Questions and Answers:

1. How many hours day porter services are required per day for each building?
[This should be proposed by the vendor bidding on this solicitation.](#)
2. What is the service time frame for day porter's services and night shift?
[This should be proposed by the vendor bidding on this solicitation based off the school hours provided at each location.](#)
3. All schools open between 7:30-8:45 a.m. Whose responsibility to open the school? Is it vendor's day porter or school's security? [Schools use an access control system. Staff members with badges are allowed to enter the building. Doors are unlocked on a clock setting.](#)
4. Can you clarify that number of day porters is up to vendors or do you have specified number of day porters for each building or whole campus? [The number of day porters should be part of the vendors staffing plan.](#)
5. Also, can you provide number of day porters and evening/night shift custodians?
6. Will the district provide office space for the contractor? [Yes. The current office will be used by the contractor. This is approximately a 760 s.f. space](#)
7. Does the contractor have access to Wi-Fi at each location? [Yes. All district buildings have wi-fi](#)
8. Are there washers and dryers at each school? If not, are the units allowed at certain strategic location? [There are school washer and dryers. These are not available for custodial use. Contractor shall wash items on own.](#)
9. How many days do you expect at least one FT day porter to be on site for a school? For most school districts, day porter service is required for at least 230 to 246 days to cover days like teacher work days and summer school, etc.
[The expectation is a 260 day work schedule.](#)
10. Can you provide a break out of how many crew members per school do you currently have in the HHI Hub and if the Daufuskie Island School is serviced under a "day porter" model with a FTE of M-F with 40 hrs. week (including travel time?)
[Travel time is not included, Per our current contract, we have 35 FTEs total in the Hilton Head Cluster.](#)
11. Will you please confirm the square footage of terrazzo floorings that still require to be stripped/waxed. [We cannot provide the exact square footage but VCT makes up around 75% of our flooring surfaces.](#)
Please provide current staffing levels and positions (i.e. day porter, evening cleaner, FT, PT). [This information is on pg. 9 of our current contract with ABM. This contract can be found here via a fulfilled FOIA request:](#)
<http://beaufortschools.net/cms/One.aspx?portalId=170925&pageId=7978116>
12. Will you please provide a copy of the two most recent Facility Use Reports? [Attached \(These were attached to the previous email\).](#)
13. Would you provide approximate consumable spend or quantities? [This information is not available to the District? Only the current incumbent would have this information.](#)
14. Is the management structure recommended by the vendor or would the District share management structure? [Management structure is recommended by the vendor.](#)
15. Do you allow propane equipment to be used in execution of the contract? [Yes. Propane burnishing equipment is allowed.](#)

16. Section 4.0.1.6 states principals would coordinate work hours for their schools. Is the vendor to determine allotted hours or would the district share hours request from individual principals? [I do not understand this request. Most elementary schools are from 7:45 – 2:45 while middle/high are 8:45 – 3:45. There are slight variances to this schedule at buildings in the district. Total hours are the same. Start/stop times vary slightly.](#)
17. Is the square footage by school included in the RFP actual square footage or cleanable square footage? [Approximate actual square footage.](#)
18. Would you share current wage rates paid to current janitorial staff? [The current vendor would have this information. This is not information the District has.](#)
19. Under Section 3.5 .1 of Scope of Work, Bullet 2, the District states “check all operating systems in each building daily, including, but not limited to, hot water, heating, cooling and ventilating to make certain that all are operating normally and that there is no water leak in the roof or water supply”. Would you expand or clarify statement? Is the janitorial staff to report visible leaks, etc.? Would you define how detail checks should be? [This section requires custodial staff to report visible leaks.](#)
20. Under Section 3.6.3 of Scope of Work, “Make minor maintenance repairs to include but not limited to installing pencil sharpeners, dispensers, pictures, bulletin boards? Is contractor responsible for materials and paint to repair or install as defined? [Contractor is responsible for materials and paint to repair for any item initiated by the contractor. Examples would be soap dispensers, toilet paper holders, paper towel holders, etc.](#)
21. On Daufuskie Island Elementary, they mentioned during the walk through that the District provides (pays for) Ferry passes? Would you confirm ferry passes is the responsibility of the District? Is it the vendors responsibility to provide transportation to the school from the ferry? [Ferry Transportation Passes are provided on behalf of BCSD to the custodial worker at Daufuskie Island Elementary.](#)
22. Would you share the number of district janitorial staff that would be assigned any portion of work that would require a credit or adjustment in proposed janitorial staff by the vendor? [There are 5 District staff. This includes
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](#)
23. Is TB testing required for the janitorial staff? [Yes.](#)
24. What storage and approximate size is provided for consumable and supply storage? Is there storage provided on both the North and South sides? [Storage varies by school. There are no large storage areas provided by the District.](#)
25. What is the current annual spend for the custodial services contract? [This information has been provided please see Question 1 of Addendum 2.](#)
26. Could you provide the number of employees listed through the current vendor? [Please see question 11.](#)
27. Is the contractor required to pay holidays? If so, how many? [This will be up to the vendor.](#)
28. Are there any district employees that work as custodians? If so where, and how many hours per day.

See Addendum 2

29. Please provide a list of the student population per site. This information can be found in the 10 Year Plan which can be found at https://www.beaufortschools.net/departments/operations/facilities_planning_and_construction/five-year_plans_capital_budgets
30. If utilizing a WMBE... Is it required to use one of the WMBE that was present at the site tours pre-bid?
No.
31. Will office space be provided to the contractor? If so, where? See question 6.
32. Is there a minimum hourly wage required by the district for custodial pay? You must abide by all city, state, and federal minimum wage requirements.
33. Is the contractor required to clean after summer school as part of the normal contract specs and requirements? Yes
34. Are the contractor's workers required to work full hours and schedules during summer, breaks, teacher workdays, and other non-student days? Yes. Custodial does not have to staff buildings the same in the summer when staff is not in the building. This is typically a time for building prep for the upcoming school year.
35. Can you please provide square footage for Beaufort Jasper Academy for Career Excellence? The total area of all structures in the facility is approximately 102,450 SF.
36. After BCSD responds to the questions we submit on 9.1.20, may we submit clarification questions? If so, what date and time will those be due?
Yes
37. The Cover Page of the RFP was amended in Addendum 1. Do you want us to submit Addendum 1 as the Cover Page and Page 2 instead of the original RFP Cover Page?
No, you will submit the original cover page acknowledging the addendum.
38. Why is the contract being put out to bid after the start of the school year?
This was the will of the Board of Education.
39. Does the District have an Exceptional Children Program? Where are they located?
BCSD does have a Special Education Program at each of our locations.
40. Has all summer work including hard surface floor and carpet care been completed for the 2020 - 2021 school year?
No, there a few locations that carpet and VCT are still being replaced. However, Beaufort Elementary is currently having their VCT flooring replaced with MCT flooring.
41. Please share the average percent of Carpet, VCT, Terrazo, Ceramic, Epoxy and Concrete for each school.
This information is not available at this time but the highest percentage of surgace area is VCT approximately 75 percent.
42. Do you require any health testing for custodial employees? If so, please provide a list of all health screens and/or vaccinations required.
What if any COVID-19 testing and/or screening questions, processes are required? Will BCSD pick up COVID-19 screening costs?
BCSD has requirements for contractors working in schools. That information will be provided to the awarded vendor. We also processes in place for COVID-19 but will not cover the cost of non-BCSD employees. We have also requested that this bid be proposed excluding COVID-19 circumstances.

43. I believe that during the site tour a statement was made about a required number of Area Managers. Please share with us what, if any management requirements you have for this contract.
[Management structure is recommended by the vendor.](#)
44. Who provides walk-off mats? Are there currently two sets of mats at each school to comply with the request to rotate the mats?
[BCSD is financially responsible for mats at all entry ways. Some locations may not have 2 sets.](#)
45. Is the contractor allowed to use the services of the District's background check vendor? If so, what would be the cost to the contractor for each background check?
[BCSD will complete background checks for the contracted vendors so they can receive badges for access to the schools. This will be at the cost of the vendor. Cost vary but the average is approximately \\$20.00 per applicant.](#)
46. Please define "other touch points" with a definitive list.
[Handles, knobs, heavy traffic areas.](#)
47. Please specify how many minutes or hours before school starts you would like the doors unlocked and how many minutes or hours after school is released you would like the doors locked. If the schedule is to be worked out with the Principals, please provide a maximum number of minutes before and after school that the doors are to be locked so that all bidders can equally budget labor for this task.
[Schools use an access control system. Staff members with badges are allowed to enter the building. Doors are unlocked on a clock setting.](#)
48. Is SF for Broad River Elem PE Building included in the 86,825 SF for Broad River Elementary on pg. 28? If not, please provide the additional SF for PE Building.
[Yes. Please propose staffing requirements based on the school not how many buildings are on the campus.](#)
49. Would you like a staffing page for each set of facilities where you provided a Total Square Footage? For example, Battery Creek High School, Battery Creek High School CATE Buildings and Battery Creek Field House Building would have one Staffing Page
[Only one staffing page.](#)
50. Is SF for Beaufort High Performing Arts Center included in the 258,073 SF for Beaufort High on pg. 29? If not, please provide the additional SF for Performing Arts Center.
[Yes. Please propose staffing requirements based on the school not how many buildings are on the campus.](#)
51. Is SF for Mossy Oaks Elem PE Building included in the 69,416 SF for Mossy Oaks Elementary on pg. 30? If not, please provide the additional SF for PE Building.
[Yes. Please propose staffing requirements based on the school not how many buildings are on the campus.](#)
52. Please let us know if you would like a staffing sheet Mossy Oaks Elem PE Building or if you would like that staffing included with the staffing for Mossy Oaks Elementary.
[Only one staffing page.](#)
53. Will the District pay any ferry fees for contractor employees travelling to locations such as Daufuskie Elementary?
[Yes, for the worker at that location.](#)
54. Section 4.0 requests assistance with a uniform review process and warns that elimination from the proposal process may result from omissions.

Questions:

- a. Please clarify the order of the tabbed and indexed Sections to submit.
These sections are listed in section 4.0.1
 - b. Section 4 is listed first and then third between Section 2.1 and 9.0. Where do we include Section 4.0 in the Tab and Index order?
Section 4.0.1 dictates how your proposal should be tabbed then refer to section 4.0.1.15 on additional information that may be added after information in 4.0.1.
 - c. Are Sections 2.1 through 9.0 to be tabbed and indexed like Sections 4.0.1.1 through 4.0.1.15?
Yes.
 - d. Are we to submit the entire RFP and Addendums?
You do not have to print and submit the RFP and the Addendums but rather the cover page, with addendum acknowledgment. Please refer to section 4.0, 8.0, and 9.0 for additional required documents from the RFP.
55. How many full time District custodial employees will the contractor be managing?
Please see question 23.
56. The words Non-Applicable appear at the end of this paragraph, please confirm that neither a Performance Bond nor a Labor and Materials Bond will be required.
A bid bond is required. Please see question 3 of Addendum 1.
57. BCSD 2020-2021 calendar contains 180 full and half instructional days per year. How many days are Day Porters, Supervisors and Cleaners required to be on site on Professional Development and Other non-instructional days?
All custodial employees will work a 260-day schedule.
58. Please let us know if you would like to have a staffing sheet for Broad River Elem PE Building or if you would like the staffing included in the Broad River Elementary Staffing Sheet
Please propose staffing requirements based on the school not how many buildings are on the campus.