



Beaufort County School District

Addendum 2

Solicitation Number: 24-022
Date Printed: April 22, 2024
Date Issued: May 20, 2024
Procurement: Kaylee Yinger, NIGP CPP, 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): **May 31, 2024, 4:00 PM EST**

QUESTIONS MUST BE RECEIVED BY: **May 20, 2024**

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: Pre-Proposal	LOCATION: District Office
Conference / Site Visits	2900 Mink Point Blvd
DATE & TIME: May 9th (Northern County) @ 9:30 AM	Beaufort, SC 29902
May 10th (Southern County) @ 9:30 AM	

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after June 1, 2024. 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):	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 Home Notice Address
(check one only) | <input type="checkbox"/> Payment Address Same as Home Office Address

<input type="checkbox"/> Payment Address Same as Notice Address
(check one only) |
|--|---|

ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
<p>Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.</p>		

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 & Answers:

1. Non-Applicable is stated after the title. Does this mean that the vendor does not purchase a Bid Bond?
Yes.
2. Can it be clarified how this is applicable?
It is not.
3. Given that the RFP dictates an FTE as being a 260-day (2080 hour) employee, is this to assume that only 15% of the staff will work less than 260 days per year?
That is the expectation.
4. Are the bus entrances and canopies included in the power washing responsibilities? Would it also include all sidewalks that are covered? Would it also include the concrete pads outside of classrooms?
Yes, bus entrances and canopies are included in the power washing responsibilities. The covered area of concrete at the bus entrances through to the bus entrance doors are included in the power washing responsibilities. No, does not include concrete pads outside of classrooms.
5. Will BCSD provide the light bulbs?
Yes.
6. Will BCSD provide the ceiling tiles?
Yes.
7. Is it required that employees who are less than 260 day employees (or 2080 hours per year) receive this same PTO policy?
The PTO Policy should apply to FTEs.
8. Does the district want a price proposal for both the base and alternative staffing listed on the base and alternative staffing sheets or are these sheets only to be used as a guide?
These are to be used as guidelines for providing a staffing solution for BCSD.
9. The number of days are dictated for workday day porters (260 days or 190 days), what is the desired number of days for the nighttime staff?
This can be negotiated based on the needs of the location.
10. Can an example be provided for how many programs the vendor can anticipate needing to provide service for in a given school year? **For example, the reporting period of 1/1/2023-12/31/2023, the school district serviced approximately 1,154 events for school and external requests. This number has been steadily increasing over the last year. These events are funded separately from the annual contract.**
11. How many schools in each group have summer school?
It varies. Each year based on instructional and construction summer project schedules. Summer coordination meetings typically start in February. Locations and dates are finalized by late spring and provided to the custodial contractor to plan summer deep cleaning schedules. There may be instances, depending on the activity taking place at a building location, custodial may or may not be allowed to work in the building due to construction.
12. Will it be the responsibility of the awarded vendor or the Districts responsibility to provide employee badges required by the district?
BCSD will provide an access badge to the contracted vendor's employees after all proper vetting has been completed.
13. Will this inspection be based on the Districts inspection tool or the vendors inspection tool?
Both the District's and vendor's inspection tools.
14. Does this refer to providing landscaping for athletic fields?
No. Maintaining cleanliness of athletic fields/areas.

15. Is the floating custodian to be a daytime or nighttime employee?
Day porter positions must be staffed to support schools while staff and students are in the building. Please refer to Section 4.1.6 – 2nd paragraph; floating custodian will function as a fill in for staffing vacancies in their assigned group and complete special projects as assigned.
16. What are the penalties for lost keys?
OS-26 Key Control - Loss of keys. When it is apparent that a key has been lost or stolen, the department head/principal must notify his/her supervisor and the maintenance director. For all exterior master keys or grandmaster keys, a police report may be required. The departmental key tracking log should be updated to reflect the loss of the key. The maintenance director will discuss the situation with management to determine if rekeying is necessary. Rekeying can cost on average \$50,000 per school.
17. Are there key boxes for key storage in each school?
Yes.
18. How will the staffing percentage be evaluated...will it be determined by how many employees are "on site" or how many employees are on payroll? For example, if an employee is utilizing a day of PTO, will that be considered as being staffed at less than 100%?
The school district will request employee timekeeping records to verify staffing levels at locations. Please refer to Section 3.0.2.3 subsection b); the contractor shall provide substitute day porters to each facility when the assigned day porters are on sick, medical or vacation leave or when a position becomes vacant.
19. Non-Applicable is stated after the title. Does this mean that the vendor does not need to obtain a Performance Bond?
Yes.
20. Non-Applicable is stated after the title. Does this mean the district will not pay with a p-card?
Yes.
21. Will office space and central warehousing be provided for each awarded vendor?
Upon award, office space will be provided.
22. Does the Beaufort Jasper Academy of Excellence need to be priced on its own Exhibit A or as part of one of the six groups? Please price BJACE separately. If the school chooses to participate, it will be added to one of the groups of the awarded vendors.
23. What is the current annual spend for custodial services?
Please submit a Freedom of Information Act (FOIA) Request for a current copy of the contract.
24. What is the current rate of pay for custodial positions?
The current incumbent would have to provide this detailed information.
25. Where do the two (2) district custodians work now? How many hours per day do they work? How many days per year? What are their shifts?
J S Shanklin Elementary School and St. Helena Elementary School; both 8 hours per day, night shift, 260-day employees.
26. What is the student enrollment for James J. Davis, Bluffton and M.C. Riley Childhood Centers? Bluffton (approximately Prek and K students 177) and M.C. Riley (approximately Prek and K students 144) Childhood Centers student enrollment is included in the student enrollment numbers for their corresponding elementary schools. Bluffton Elementary School student enrollment is 714 and M.C. Riley Elementary School is 718. James J. Davis Early Childhood Center student enrollment is 100.
27. What is the employee headcount for the administration building?
Approximately 140 employees

28. Will the district be providing custodial operations space or warehouse space to operate out of for management and supply storage?
Yes, spaces and supply storage to be determined.
29. What are the scope requirements for stages? Will we be required to refinish stages annually?
Dust mop and spot clean with cleaning agent that is recommended for use with flooring type on stage daily. Refinishing stages annually is not part of the custodial service contract.
30. Will contractor be responsible for providing dispensers at no cost for new renovations or newly constructed schools?
Yes
31. Does contractor have to provide full uniform inclusive of shirts, pants, and shoes or will contractor only be required to provide uniform shirts?
Minimum requirement of uniform shirts with company logo
32. What time does the current contractor start their shift? Can we only start evening cleaning activities after “normal office hours” – after 5pm - (office hours generally 6am to 5pm)?
Varies by school, either 6:00 AM (mostly elementary schools) or 7:00 AM. Current evening staff start reporting between 3:00 – 4:00 PM. Evening staff reporting prior to 5:00 PM will start cleaning areas of the schools first where students have vacated.
33. Is summer cleaning only available for 5 weeks at all sites or just at the sites holding summer schools and summer camps?
Summer cleaning schedules will vary based on district instructional and construction needs. The 5-week summer period allows for construction and custodial service providers to have access to all sites without staff and students occupying buildings.
34. Are the student enrollment/employee counts posted below accurate?
Student Enrollment by Grade for 2023-2024 may be found on page 43 at the following link:
<https://resources.finalsite.net/images/v1707410522/beaufortk12scus/kljhvgqoxof58yxp4bub/2024FacilitiesMasterPlan.pdf>
35. Is there any equipment in place that is owned by the district?
No, all equipment is owned by the contractor.