



Beaufort County School District

Addendum 3

Solicitation Number: 20-025
 Date Printed: January 30, 2020
 Date Issued: March 4, 2020
 Procurement Officer: Kaylee Yinger, CPPB
 Phone: 843-322-2349
 Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposals (RFP)

DESCRIPTION: **Facilities Maintenance Management Services**
 SUBMIT OFFER BY (Opening Date & Time): **March 10, 2020 2:00 PM EST**
 QUESTIONS MUST BE RECEIVED BY: **March 3, 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: Wednesday, February 26, 2020 @ 9:00 AM	Beaufort, SC 29902
Thursday, February 27, 2020 @ 9:00 AM	

AWARDS & AMENDMENTS:
 Award will be posted at the Physical Address stated above on or after March 10, 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)
--	---

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. Is Grounds to be included in the scope and pricing to continue to perform services contracted today? If included, please provide the scope of services requested to be provided.

Maintenance – Grounds Maintenance Scope of Work (SOW)

General - Maintain all plants, trees and shrubs in a manner that prolongs life and sustains a healthy appearance. Grounds maintenance services in the standard services and above standard services requirements shall benefit the environment and generate cost savings to the District by preserving and protecting the native plants and wildlife habitat entrusted to us. The campuses will be maintained with, trees, shrubs, roads and pathways in an environment that is free of litter, weeds and unwanted pests. Storm water ponds, fences and other Owner property will be maintained in an attractive manner that is clear of unwanted debris and vegetation. Under this contract, grounds personnel will be under the Maintenance contract and will work seamlessly with existing maintenance personnel. The Scope that follows below is a general guide. Responsibilities associated with but outside the duties outlined in this SOW may be assigned by the Owner.

A. COMPOSTING –

1. To reduce the amount of material being disposed of in landfills, the contractor is required to compost to the greatest extent possible, yard waste generated by the contractor's operations. The contractor shall not compost material on-site unless authorized by the COSO or designee. The contractor shall utilize an approved recycling or composting facility or compost the material at the contractor's own facility.
2. BCSD may request that the contractor develop a composting program. The program shall address composting location and maintenance. It shall also describe how composting material is to be reused throughout the BCSD for the advantage of the District.

B. TREES AND SHRUBS

1. Tree Maintenance –
 - i. Tree supports shall be kept in good condition and functioning at all times and removed when no longer needed. All trees and shrubs should be fully protected. Tree stakes and tree ties shall be of materials that are comparable to those existing on site, and shall be replaced or repaired by the contractor as needed. Supports or braces are to be repositioned as often as necessary to prevent damage to the tree or shrub trunk. Sand pans can be used for trees and shrubs to protect the plant trunk from the mower, and help to avoid over-watering. Shrubs and trees are to be kept trimmed to present an attractive appearance.
2. Pruning –
 - i. To promote optimum efficiency and safety for all foot and vehicular traffic, trees and shrubs shall be kept pruned to clear all roads, drives, and walking areas. Driveway and road clearance shall be for the largest

service vehicle or bus that uses the roadway. The contractor shall trim limbs back to avoid interference with vehicles or at the request of the COSO or designee.

ii. Any limbs and branches touching, or brushing buildings or other structures are also to be pruned to provide clearance and free air circulation around the facility. When pruning the contractor shall remove all dead or diseased foliage or a branch to control growth and to ensure position of main branches enhances structural strength.

iii. Prune trees, shrubs and vines in accordance with horticultural standards.

iv. Prune on a regular ongoing basis to remove all dead, diseased, damaged, crossing, rubbing, stubs, suckers, water sprouts and multiple shoots.

v. Remove branches that extend over buildings.

vi. Prune or remove growth in front of windows, over roofs, over entryways or walks, or where vision is obstructed at street intersections.

vii. Tree Removal - All dead or diseased trees shall be removed

viii. When a tree is observed to be dead or diseased, the tree should be marked for demolition with a ribbon and the COSO or designee shall be notified.

ix. Upon approval of all permits, the tree shall be removed. Unless otherwise approved by the COSO or designee, remove stumps, main root ball, root systems to a depth of 12” below finish grade elevations.

x. All fence lines shall be clear of vegetation. Remove all vegetation of fences unless planted by a school organization to grow on a fence for the purpose of education.

C. FLOWERBEDS AND PLANTS

1. Flowerbeds are to be free from weeds and debris. Replacement plants shall be supplied by the contractor and approved by the COSO or designee, and shall be arranged in an attractive and professional manner.

2. Remove and dispose of debris, rubbish, animal waste, dead and unhealthy plants on a regular weekly basis.

3. Remove and eliminate perennial grass, weeds and ornamental seedlings including their roots regularly.

4. The Landscape Improvement Plan is to be reviewed on an annual basis. All revised recommendations mutually agreed to by the Owner and Contractor shall be implemented.

D. IRRIGATION

1. Irrigation system maintenance is the responsibility of the contractor.

2. Contractor is responsible for understanding existing irrigation system, maintain the functioning of the system and improving the system where possible.

3. Scheduling, adjustment and maintenance of irrigation sprinkler heads is the responsibility of others. Any malfunctioning irrigation heads should be reported to the appropriate grounds contractor through the work order system

E. PEST MANAGEMENT

1. The contractor shall use Integrated Pest Management (IPM) practices for controlling pests and disease to ensure that students are kept safe from harmful pests.
2. Contractor should use recommendations of the Clemson University Agricultural Extension Agency and the United States Environmental Protection Agency.
3. Use spot treatment of pesticides in place of broad application.
4. Coordinate pesticide treatment with the COSO or designee so as to not interfere with school activities.
5. Where application of pesticides requires the location students to be kept out of the area, the contractor is responsible for notification, signage, and barricades to keep students out of the area.
6. All applicators shall have proper licensing and training.
7. All materials shall be properly stored according to the manufacturer's recommendations with any required signage clearly visible.
8. Work by other includes the pest management of grass area pests that includes mole crickets and fire ants and fungus that destroy or otherwise harm turf. All pests that can be managed via the spraying of insecticide on the turf area shall be handled by others.
9. All federal, state and local laws will be adhered to in the application of all pesticides. IPM for South Carolina Schools will be the guide for pesticide application

F. PLANT REPLACEMENTS

1. The contractor shall be responsible the replacement of all planted materials that have been damaged as a direct result of the neglect, or lack of proper care and maintenance.
2. Obtain approval prior to plant removal. Promptly remove all dead and unhealthy plants including all root systems.

G. REGULATORY REQUIREMENTS

1. Hold copies of permits and licenses required by regulatory authorities. Copies shall be provided annually to the District.

H. DRAINAGE SYSTEMS

1. BCSD is responsible for maintaining the on-site storm drainage systems. BCSD maintains a storm water quality program to protect nearby streams, rivers, marshes, and coastal areas that may receive storm water from a BCSD system. Contractor shall work with the other grounds contractors to keep contaminants out of nearby storm water collection devices.
2. Drainage systems shall remain clean and clear of leaves, lawn debris, branches and pine straw. BCSD does not allow disposal of lawn debris into the storm water devices.
3. Any and all leaves, lawn debris, branches, pine straw, etc. that is found in or around a storm water drainage system shall be removed immediately. This material shall be taken to an approved disposal area.
4. Any Pervious Concrete, located in parking, sidewalks, and/or play areas, is considered part of the drainage system and shall be considered the Contractors

responsibility. Pervious Concrete shall be kept broom swept at all times. The pervious concrete shall receive a semi-annual particle removal cleaning.

2. In some portions of the RFP it refers to a “2-part process” for proposal submission: a “technical proposal and a cost proposal” (p. 4).
On page 17, it refers to the two parts being a “technical proposal and the business proposal”.
On p. 18, the following is stated: “Your technical/business and cost proposals must be on separate media. Every disk or USB drive must be labeled [...] and specify whether contents address technical proposal or business proposal.”
Question: Is there any difference between the Technical and Business proposal or is the requirement just Technical and Cost? This will help clarify how many copies to produce and thumb drives needed.
The two-parts of the proposal shall consist of a technical and a business proposal. The technical proposal is the response to the requirements of RFP and the business proposal is for costs.
3. Would you provide a copy of the sign in sheet of attendees from the pre-bid meeting?
The sign in sheets will be available after an award is made and a contract is signed.
4. Please provide the health benefit selections for the 62 total FTE’s listed in RFP Exhibit 3 Organization Chart shown on Page 66. How many each on: (1) Employee Only, (2) Employee + Spouse, (3) Employee + Child, (4) Employee + Family.
This information is not available through BCSD. The current contractor has this information.
5. In regard to the RFP Exhibit 3 Organizational Chart, are all 62 hourly FTE positions filled at this time?
Yes, but this is subject to change.
6. RFP Section 4.0.1.6 states, “Contractor will list the staff required to fulfill the attached specifications, including management/supervision (Exhibit 5). This list will be shown by school, by FTE.”As most of the staff will provide maintenance services between multiple schools, how is staff currently allocated and does the District have a recommendation to break out the staff? There may be a few techs assigned to stand-alone schools, but most, including management, will cover multiple buildings based on need. Is it sufficient to just list the total staff and hours for the District?
The maintenance staff are divided under area supervisors for northern Beaufort County and for southern Beaufort County. Quotation above requires FTE to be listed by school. Please recognize that 1 FTE could represent 4 individuals that split their time between 4 schools.
7. In the Total Price, should we include our cost for the one District carpenter and give an amount that will be deducted each month since that employee works for the District? Or should we not include that employee cost in our price, and only include the price to add that position at a later date?

Give a price for adding the position at a later date.

8. In Section 7.1.19, please confirm the Performance Bond IS NOT required for this RFP response?
A performance bond is not required.
9. Please confirm the total square feet for all facilities is 4,345,169.
The actual amount of BCSD square footage is 4,255,469 without counting mobiles. The number 4,345,169 s.f. includes ACE which is another facility that can be serviced by this contract. There are currently 55 classrooms that are included on the attached spreadsheet.
10. In regard to the District's CMMS / SchoolDude Report, please confirm the following statistics, including:
 - Number of Open WOs – 2,561 total which include 1,009 PM
 - Number of Completed WO within last 12 months - 26,934 (includes PMs)
 - Number of PMs Completed within last 12 months - 5,850
11. Is the vendor responsible for managing services contracts or service level agreements?
BCSD manages all service contracts, service level agreements are a shared responsibility between BCSD and the contractor's staff.
12. Which buildings within the District DO NOT have Automated Logic BMS controls?
Riverview, Burroughs Avenue, Maintenance Building, Horace Rowe Warehouse Building, Maintenance Annex, Adult Ed
13. Who is responsible for the District's BMS system, scheduled, alarmed conditions, temperature set points event programming?
The District's Energy Manager and the District's maintenance contractor share this responsibility.
14. Assuming it is Public Information, please provide a copy of the existing contract with ABM.
This information must be obtained through a formal Freedom of Information Act (FOIA) Request – follow this link:
<http://beaufortschools.net/cms/one.aspx?portalId=170925&pageId=2728705>
15. Assuming it is Public Information, please provide a list of payments by contract fee schedule by line item, made to the current contractor over the past year.
This information must be obtained through a formal Freedom of Information Act (FOIA) Request – follow this link:
<http://beaufortschools.net/cms/one.aspx?portalId=170925&pageId=2728705>
16. Please provide a list of all current BCSD approved subcontractors serving under the current contract

None.

17. Please provide copies of any subcontractor agreements currently in effect for the maintenance of the building.

None.

18. Please provide detail on which schools have Energy Management Systems, and what systems are in place.

Please refer question # 12

19. Is any equipment at the Schools currently under warranty? If so, please provide a list of what's covered?

BCSD has various warranties on it's equipment. The information is not consolidated in a reportable format.

20. Are there any third-party performance contracts in place, outside of this contract, which would cover any work on the current equipment or schools?

No, we do not have any performance contracts i.e. rebate or energy contracts.

21. Is there any equipment owned by the Schools and available onsite, which can be used by the contractor (i.e. lifts and other heavy equipment)? If so, can a list be provided of such equipment? Please clarify as the RFP is somewhat contradictory in that it states that the contractor can use the School District's equipment, how ever in Section 5.0.2, #4, it states that the Contractor is responsible. Please clarify.

The contractor may use equipment purchased by BCSD, but the contractor is responsible for managing the maintenance and servicing of said equipment.

22. Can a schedule of days and current hours be provided for the existing staff?

1st Shift – Monday – Friday 7:00 AM – 3:30 PM

2nd Shift – Monday – Friday 2:00 PM – 10:30 PM

Both schedules are flexible

23. Can any existing contracts be provided for any PM work currently subcontracted?

This information will be shared and reviewed with the awarded contractor.

24. Please provide copies of the fire route maps for each floor of the buildings.

This information will be shared and reviewed with the awarded contractor.

25. The RFP states the Scope of Work but does not seem to include the bidding and contracting for outside services, such as elevator maintenance, pest control, landscaping, etc. Is this currently done and covered by the City?

Procurement services are provided by BCSD, the contractor works with the Procurement Department when needed.

26. With the major renovations or population growth expected, do they anticipate increasing or decreasing the current staffing levels?
Staffing levels are based on square footage.
27. Per Exhibit 3, there is an Organization Chart outlining Staffing as it exists on Jan 2020. Is this the full staffing as required by the Contract, or are there absences due to job openings, worker's comp absences, etc.?
This is the current fully staffed organizational chart. This can be negotiated with the awarded contractor.
28. Do they have a list of HVAC, Kitchen or other equipment that would be the responsibility to work on under this contract?
All HVAC and kitchen equipment are under this contract.
29. Are third party service contracts for PM's, Landscaping, FA, etc., bid out and awarded to one vendor for all the schools or are there several vendors for one service? Is this under the Contractor's responsibility?
Yes, this is under the contractor's responsibility. There are three (3) third party contractors for landscaping responsible for duties not included in the Scope of Work in Question #1.
30. What are the currently painting schedules for the schools and is the awarded vendor required to staff someone to supervise the painting?

Current painting schedules are:
Elementary and high School – Corridors every 4 years
Entire building every 8 years

Middle Schools - Corridors every 3 years
Entire building every 6 years
BCSD has a supervisor on staff for painting schedules.
31. Does the facility maintenance team help with special projects or are there any projects/scope of services paid for outside of this base contract with the current vendor? (i.e. are there any additional billable items paid to the facility vendor, if so what are they?)
Outside of overtime – no additional services have been rendered by the current contractor.
32. The school system is using SchoolDude for work order management. Does the County pay for the licenses, etc., or will the cost be incurred by the Contractor?
SchoolDude is paid for by BCSD.

33. On the SchoolDude system, is the school district utilizing any other added modules for SchoolDude?
PM Direct
Inventory Direct
Maintenance Direct
Utilities Direct
Facilities Direct
34. Who holds the current cleaning contract and when does it expire? Is the current cleaning contract part of the Facility Maintenance bid?
The current custodial contract has extension options until 2022. The current contract is held by ABM but is not part of the Facility Maintenance bid.
35. Section 1.0.2 states that the pricing will be fixed unconditionally for the duration of the contract term, however, in another section, it does refer to the CPI index. Will the Contractor be able to increase its price annually based upon an economic indicator?
The CPI increase is available after the base term of 3 years.
Per section 7.1.22 - Upon request and adequate justification, the Procurement Officer may grant a price increase up to but **not to exceed 3%**, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), "Other Goods and Services" for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov.
36. Are some of the existing Maintenance Technicians site-based at a school? If so, can you provide this info?
No, they are not single site based.
37. Will the County reimburse the Contractor for Overtime caused by After-Hour emergencies?
Yes, BCSD works with the contractor to limit the need for overtime. BCSD will negotiate these terms before the contract is signed.
38. The RFP states that the County will provide workstations for the Contractor's staff. Does that also include laptops, printers, copiers?
Yes, based on needs.
39. Do the current maintenance techs utilize hand-held devices in the field to update and close work orders in SchoolDude? If so, are the hand-held devices paid by the County?
Yes, all positions are provided cellular devices. Select positions are provided internet-based devices to assist with closing work order in the field.

40. Please confirm if the Contractor will be ordering supplies, calling contractors and paying the maintenance, repair and operation expenses, or just the labor and associated costs as listed in Exhibit 6?

Yes, the contractor is responsible for these items.

41. How many vehicles and what type is provided by the County for use by the Contractor?

Approximately 60 vehicles consisting of Utility Trucks, Vans, and Trucks. All Manager vehicles are provided by the contractor.

42. With the Contractor's employees driving the County's vehicles, how have damages etc. been handled in the past?

Contractor shall be responsible for negligent, unsafe or unlawful vehicle operations. BCSD shall insure the vehicle for liability purposes but the contractor shall make BCSD whole for any damages or claim brought as a result of improper operation of vehicle.