

LEWISVILLE INDEPENDENT SCHOOL DISTRICT
RFP #2444-16 CUSTODIAL CLEANING SERVICES
ADDENDUM No. 1

DATE: December 9, 2015

FROM: S. David Lyons, Director of Purchasing

Below are the answers to questions submitted in writing for RFP #2444-16 – Custodial Cleaning Services:

Question 1: Who is the incumbent contractor and how long have they been providing their services?

Answer 1: Sodexo is the current custodial provider and a contract was awarded in 2011.

Question 2: Under the Open Act records, we would like to ask what is the current contracted monthly price and yearly price?

Answer 2: The current monthly invoice is \$817,566.92. The annual amount at this invoice amount would be \$9,810,803.04.

Question 3: Can you provide us with the bid tab sheet from the last bid opening?

Answer 3: The bid tab for CSP #2156-11 can be found at <http://www.lisd.net/cms/lib010/TX01918037/Centricity/Domain/148/215611tab.pdf>

Question 4: Is it possible to get the current supply usages from the current contractor?

Answer 4: Please see Exhibit E.

Question 5: Is the scope/size of this bid identical with the current contract? Have there been any changes from the previously awarded contract to current request for bid?

Answer 5: Yes and no. Additional square footage has been added during the contract period. This contract will solicit services and pricing for every day cleaning only.

Question 6: Is the contract being bid due to poor performance from the incumbent contractor?

Answer 6: No. The contract expires in 2016.

Question 7: Will it be awarded to single bidder or multiple bidders?

Answer 7: Historically it has been awarded to one vendor. The contract states it may be awarded to a primary and/or secondary vendors, multiple vendors, or in total as determined to be the best value to Lewisville ISD.

Question 8: How many day porters per day are required for each school with its service hours?

Answer 8: Elementary and Middle School should have a head/lead custodian. At the high schools, a head/lead custodian and a range from one to four custodians based on Principal request and necessity to clean the facilities and meet the needs of the campus.

Question 9: Should the pre-bid conference and site visit will be optional?

Answer 9: While the pre-bid meeting and site visits are not required, they are highly recommended.

Question 10: Will the contract price be paid 49 weeks or 52 weeks per year?

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Answer 10: The District expects to be invoiced on a monthly basis. Contract price divided equally over 12 months.

Question 11: In the RFP it identifies that the proposer will provide deicer and apply it. Currently the district provides the deicer and the custodial team applies it. Is the intent to change the current process and have the proposer provide the deicer? If so, can you provide the quality of deicer that has been being utilized?

Answer 11: The District will provide the de-icer and the custodial staff will apply it.

Question 12: The RFP indicates the current price per square foot for providing custodial services is \$1.18 per SF. The contract price increased at the beginning of the school year and the current price per square foot is \$1.20 per SF with that increase. We wanted to clarify this to ensure there is no confusion.

Answer 12: Page 12 of Specifications, section i should read "The current square footage cost is \$1.20".

Question 13: The RFP has added providing Hand Sanitizer to the scope of the operations. In order to provide pricing inclusive of hand sanitizer and dispensers, we need to know the scope of the application including locations in each school where it will be provided (bathrooms and cafeteria, all classrooms, offices, etc.) and if there are current quantities being utilized that can be used as a baseline.

Answer 13: The two target areas will be the gang restrooms and cafeteria(s).

Question 14: The RFP has added the cleaning of outside windows above the first story to the scope of operations. Two approaches can be taken to include this in the pricing of the contract. The first is to provide us with a specific number of times each year the upper story windows will be cleaned and which locations will be included in this scope. The second is to include it in the additional charges as services are rendered (similar to the "extra use of facilities" provision) to the contract price and we will propose a "per incident" price that will be charged as the additional cleaning procedure is requested. We are happy to address this however it best meets the needs of the district.

Answer 14: A minimum of two (2) cleanings each year; prior to the start of the school year and in March each year. These should be part of the overall proposed pricing. Additional cleanings should be presented at an hourly rate and provided on a requested basis. Locations with two stories include 5 high schools, Career Center East, two (2) Aquatic Centers, fifteen (15) middle schools and seven (7) elementary schools.

Question 15: Are all respondents expected to provide all new custodial equipment (autoscrubbers, vacuums, burnishers, etc.)?

Answer 15: The District does not require new equipment, but the equipment utilized must be capable of meeting the standards and cleaning level expectations of the District.

Question 16: Page 11, item a. of the RFP states "For bidding purposes, the number of employees on the pricing sheet will be used." The pricing sheet has a place for wages, but not for number of employees. Could you please clarify?

Answer 16: Please use Exhibit D (page 31) for the number of employees for bidding purposes.

Question 17: Page 15, item a. states "Please describe your process for refinishing hardwood gym and auditorium floors and include in your proposal as a separate price." Item b. states "The Contractor is responsible for screening and refinishing wood floors. This should be part of the annual base fee." Does this mean that the price for refinishing wood floors should be included in the total price on the Pricing Sheet and shown separately elsewhere? Is there a chance these services could be outsourced to a different entity?

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Answer 17: The cost to refinish the hardwood floors should be included in the total price. These services should be provided by the custodial service provider and are not to be outsourced.

Question 18: Given that this RFP is the essentially the same as the previous RFP for custodial services, is the District satisfied that is receiving the appropriate quality and level of service?

Answer 18: Overall, the District is satisfied with the quality and level of service provided.

Question 19: Section 7, d. Shortages in staffing will result in a credit returned to Lewisville ISD for labor not provided. Is it appropriate to assume that the above statement refers to open positions and not paid time off?

Answer 19: From the proposal a base minimum number of employees should be established at each facility. Based on the numbers provided and/or negotiated, this would be the number utilized.

Question 20: . Section 7, i. Annual length of service

The DISTRICT has routinely used contracted custodians for ten month (220 days) and twelve month (260 days) terms, realizing that the need for coverage is greater during the normal school year than it is during the summer break. The DISTRICT has experienced a considerable savings by utilizing this hiring policy. It is the DISTRICT’s suggestion that a reduction in work force be utilized during the summer break if at all possible. **Exhibit G** contains the list of items furnished for start-up. The cost by facility is determined by cleanable square footage. The current square footage cost is \$1.20. The current contract amount is \$9,591,476

The numbers provided do not total as expected. Could you please provide clarification?

Cleanable Square Footage (CSF)		8,320,127
Corrected RFP cost per CSF	\$	1.20
Current Sodexo Contract Price as stated in RFP	\$	9,591,476
CSF * Cost per CSF	\$	9,984,152
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Variance		(\$392,676)

Answer 20: The total square footage was recalculated based on blue prints and removal and/or reuse of facilities and portables over the last 4-5 years.

Question 21: Section 8, c.

Summer programs schedule (times and locations are approximate)

- For about eight (8) weeks in the summer of 2016, approximately 3,000,000 square feet of space will be occupied.
- Campus Support Services: Parkway ES, Coyote Ridge ES, and Wellington ES
 - o June 15 – July 31: 6:30 am to 7:30pm

Summer school schedule (times and locations are subject to change)

- 2016 elementary locations: Lewisville ES, Central ES, Independence ES, Garden Ridge ES, and one campus in The Colony
- 2016 secondary locations: Durham MS, Killian MS
 - o June (one week)
- 2016 all 5 high schools: Set up in June, Testing in July

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Is the 3,000,000 referenced above cleanable square footage actually being utilized for summer programs or is it the total square footage of the buildings being utilized for summer programs?

Answer 21: It is the total square footage of the buildings being utilized for summer programs.

Question 22: On document page 29 of the RFP under 3. Terms of Payment e. it states: The DISTRICT can provide office space for the Contractor and vendor is billed monthly if district phone system and copier are used. The location will be determined by the DISTRICT once the bid is awarded. Please provide an estimate of the monthly office charges.

Answer 22: An estimated cost for multi-line phone lines is \$250 per month. If copier provided, an estimated cost would be \$79 b/w or \$150 color.

Question 23: Can you provide a list of sites where paper towels are used instead of the air drying system?

Answer 23: Please refer to Exhibit A under the Administrative/Other Facilities section.

Question 24: Will the District provide a central storage area for supplies?

Answer 24: No, the District will not provide a centralized space for supplies.

Question 25: In the RFP the District requests that all vendors offer the current custodial staff the opportunity to apply for positions. If possible, please provide a list of current positions with the current wage rates.

Answer 25: Page 9 of Specifications lists the Minimum and Maximum wage ranges for the current type positions.

Question 26: Is the scope of work in this RFP the same scope of work in the current custodial contract? If not, what are the differences?

Answer 26: Three primary areas of changes; the inclusion of hand sanitizer, definition of outside clean-up from property line to property line, and number of cleanings of exterior windows.

Question 27: Is exterior window washing in the current custodial contract? If so can you provide the current means of providing this service and the associated cost?

Answer 27: The current contract states "LISD does require exterior window glass cleaning for first floor windows and when asked, power washing special windows. The district has lifts available that would need to be coordinated with the Facility Services department for usage". Lifts would now need to be provided by the vendor if/when necessary. Any cost to the District would be associated with any additional requests for cleaning outside the scope of the contract.

Question 28: Exhibit B of the RFP provides supplies and annual supply consumption. Can the District provide the current unit pricing for each of the supply types?

Answer 28: Supplies are actually listed under Exhibit E. The District does not maintain the unit pricing for the supply types.

Question 29: On document page 34 section 7. Annual Length of Service I. the RFP states that the current custodial services provider maintains a 12 Month (260 days) and 10 month (220 days) staffing model. Please provide the percent of total custodial hourly staff that are 10 month employees.

Answer 29: The RFP actually states that the District has routinely used contracted custodians for these terms.

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Question 30: Is the cost of the performance bond to be provided separately on the pricing sheet or included in the total price or both?

Answer 30: The pricing sheet on page 22 has a separate line item at the bottom of the price sheet to provide separately the cost of the performance bond.

Question 31: Document page 38 of the RFP states: 16. Floor Maintenance: a. “The DISTRICT expects the tile floors to be stripped, sealed, and waxed annually. The DISTRICT requires that tile and terrazzo flooring be swept, mopped daily, and that the finish be applied and maintained daily to achieve a mirror-like surface. **Please supply as Attachment #11 in Section 3 of your proposal, your floor maintenance program**”. Is it the District’s intent to require the daily application of floor finish or is this a mistake?

Answer 31: This is stated on Page 16 of Specifications. The VCT flooring is expected to be stripped, sealed, and waxed annually. Any ceramic tile or terrazzo flooring is expected to be swept, mopped daily and a mirror-like surface maintained. This may not require a daily application, but should retain this mirror-like appearance ongoing.

Question 32: The RFP alludes to “staffing” as 292.5. Does this indicate FTE’s or merely positions?

Answer 32: The current custodial staff listed in Exhibit D indicates FTE’s.

Question 33: Will the District accept self-insured Worker’s Compensation insurance coverage?

Answer 33: Yes

Question 34: Could the District provide how many current custodial employees have medical coverage?

Answer 34: This information has not been disclosed to the District.

Question 35: Could the District provide the current average wage for the custodial staff?

Answer 35: See Answer 25. District does not maintain the average wage for the custodial staff.

Question 36: Could the District provide the last 12 months contract billing amount broken out by month?

Answer 36: Please see below.

15-Nov	\$817,556.92	15-May	\$806,849.71
15-Oct	\$817,556.92	15-Apr	\$808,229.71
15-Sep	\$817,556.92	15-Mar	\$816,479.71
15-Aug	\$799,289.71	15-Feb	\$808,849.71
15-Jul	\$810,349.71	15-Jan	\$782,155.03
15-Jun	\$799,289.71	14-Dec	\$782,155.03

Question 37: Could the District provide the last 12 months extra billing over and above the monthly contract amount?

Answer 37: Please see below.

15-Nov		15-May	\$120,867.04
15-Oct		15-Apr	

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15-Sep	\$26,490.00	15-Mar	
15-Aug	\$11,775.00	15-Feb	\$11,010.00
15-Jul		15-Jan	\$9,955.00
15-Jun	\$12,025.00	14-Dec	

Question 38: Can you clarify on the references required section on page 30 a & b? It appears we are listing same references again in #2. Are these same references or different?

Answer 38: Page 4 #24 requests three (3) references, preferably from school districts of similar size or larger to Lewisville ISD.

Question 39: Do we need to include all the RFP pages as part of our bid document according to the format required starting off with "Bid Document" in section 2?

Answer 39: The complete bid document provided should be enclosed as per the format required.

Question 40: The supplies that the district has listed as for "start up of school" mean that this is for when we start up as cleaners or when new school is built?

Answer 40: This is referencing when a new school is built.

Question 41: What is average number of recycle bins in each school? Is there one in each classroom?

Answer 41: HS: 120 MS: 85 ES: 60 Yes, each classroom should have a recycling bin.

Question 42: What is the bill back process regarding event staffing for special events?

Answer 42: Any bill back charges are to be invoiced monthly with the regular monthly billing invoice.

Question 43: Do uniforms need to have employees name permanently monogrammed on actual uniform or are badges with company logo and employee name sufficient?

Answer 43: Uniforms are not required to have the employees name permanently monogrammed, but the company name should be. Name badges will be acceptable to identify the employee.

Question 44: Will district provide centralized space for supplies to be stored ie warehouse space other than custodial closets at each site?

Answer 44: See Question 24.

Question 45: How long has the incumbent held the current contract?

Answer 45: The current custodial provider was awarded in 2011.

Question 46: What scopes of work are in the new RFP that is not included in the existing contract?

Answer 46: Please see question/answer 26.

Question 47: What is the current contract annual expense?

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Answer 47: Please see questions 36 & 37 for monthly breakdown.

Question 48: What APPA cleaning level is the District seeking?

Answer 48: The District is expecting at least a Level 2 cleaning standard.

Question 49: Is any cleaning required to be accomplished Saturday or Sunday at any sites?

Answer 49: Not on a regular basis. Based on timelines and specific needs, there may be occasions that work on a weekend would be necessary to complete a job or cleaning.

Question 50: What is the monthly/yearly cost for consumable products such as soaps, cleaners, detergents, floor finishes, paper products, and trash can/wastebasket liners?

Answer 50: The District does not maintain this data. Exhibit E provides the annual quantity.

Question 51: Are sanitary napkins and feminine hygiene products expected to be provided by the vendor? If so, what is the monthly/annual cost for these products?

Answer 51: Yes as listed in Exhibit K. The District does not maintain this data. Exhibit E provides the annual quantity.

Question 52: Has incumbent requested an increase in pricing for consumables at any time since contract start?

Answer 52: No, not directly. CPI increases has been evaluated at renewal time for consideration.

Question 53: Who is responsible for the costs of providing sanitizing wipes/disinfectants for exercise, weight, and fitness areas?

Answer 53: The custodial service provider as stated in Exhibit K (page 49).

Question 54: What is the name of the supply company currently providing janitorial products to the District?

Answer 54: See question 1.

Question 55: Are current janitorial employees part of a collective bargaining agreement?

Answer 55: No, they are not.

Question 56: Are there specific janitorial requirements for athletic events, graduations, etc.?

Answer 56: Yes, as stated on Page 11 h.

Question 57: Are there janitorial requirements for summer camps/events on campus?

Answer 57: Yes, as stated on pages 12 & 13 of Specifications.

Question 58: Who owns the current cleaning equipment?

Answer 58: The incumbent provider; Sodexo.

Question 59: How is exterior window cleaning handled for the ISD?

Answer 59: This would be the responsibility of the custodial service provider.

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Question 60: If custodial staff cleans interior or exterior windows, up to what height are the custodians expected to reach/clean?

Answer 60: Interior: high windows are generally in the corridors and gyms. Cleaning above the reach of a 6 foot ladder is done by extension poles as a standard practice. Exterior: standard height to clean is first floor. Bid states a twice a year cleaning of windows above the first floor.

Question 61: Do current managerial/supervisory personnel have non-competes? Do hourly employees have non-competes?

Answer 61: There are no non-competes for either managerial/supervisory or hourly employees.

Question 62: RFP Section 28 Bonding Requirement states, "A performance bond in the amount of 100% of your proposed annual contract fee, to be provided annually for the duration of the contract, may be required of the successful contractor." Does contract fee mean the total annual revenue of the contract? Or the total annual "management fee" to be depicted in Section D of the Budget For LISD Custodial 2016-17?

Answer 62: This would apply to the total annual revenue of the contract.

Question 63: Who is responsible for moving furniture/desks out of VCT areas to be cleaned? Out of carpeted areas to be cleaned?

Answer 63: The custodial service provider would be responsible for moving furniture for cleaning.

Question 64: Are industrial-grade washers and dryers available at any site for vendor's use?

Answer 64: No, they are not available.

Signing below is an acknowledgement of receipt of Addendum No. 1 to RFP #2444-16 – Custodial Cleaning Services. Attaching this addendum to the front of your response will incorporate this document as part of your RFP.

Signature

Title

Date

Company Name: