

## Q & A Proposal Number 05052021 – Contract Custodial Services

1. **Pg. 6 give the staffing per school, what are the shifts that those employees work at each school?**

Custodial shifts will be from 6:30 am -3:00 pm and 10:00 am- 6:30 pm in all facilities.

2. **Is this currently outsourced? If so, what is the current monthly invoice to the school district?**

Yes it is outsourced at this time. I am not sure if I am at liberty to give the monthly invoice to you but I will follow up with finance. UPDATE: SEE QUESTION #5.

3. **Is subcontracting allowed?**

I cannot answer the final question but I do not think so.

4. **Who is the vendor currently providing these services and for how long have they provided services to the district?**

A J & H Services, 7 years

5. **What is the dollar value of the annual contract?**

Responsibilities and requirements within this RFP are based on current evaluation of conditions that may not be reflected in the existing contract.

6. **Page 2 says the vendor is required to provide floor mats. Does the district have a count of mats to be provided?**

Approximately 140 that are to be maintained and replaced as needed.

7. **Will a small office and storage area be provided for the successful vendor?**

Yes on storage. There is a small office within the storage area but it is not climate controlled (no heat/AC).

8. **On page 6, Item 8, do the minimum staffing requirements include Day Porters for coverage while students are present?**

Custodial shifts will be from 6:30 am -3:00 pm and 10:00 am- 6:30 pm in all facilities. No night cleaning. It is possible that students are on campuses during any of hours.

9. **Do you plan to compile all questions from all vendors and release one Q&A document or are you answering specific questions only to the vendor who asked them?**

Per the RFP, all questions and answers are posted to our webpage: [Contracts & Bids - Pike County Schools](#).

## **5-24-2021 UPDATES**

- 10. Do you know the current pay rate of the employees?**

We do not know what the current vendor is paying his employees under this contract.

- 11. I did see the number of minimum employees at each location. Are there certain hours you are wanting for each employee? Are the FTE or PTE?**

Custodial shifts will be from 6:30 am -3:00 pm and 10:00 am- 6:30 pm in all facilities.

- 12. Are you open today/evening cleaning?**

Custodial shifts will be from 6:30 am -3:00 pm and 10:00 am- 6:30 pm in all facilities. No night cleaning. It is possible that students are on campuses during any hours.

- 13. What are you currently paying the contractor annually or monthly? If no answer, not a problem. Everyone is asking these days to be more competitive with pricing.**

Contractor is paid monthly.

Responsibilities and requirements within this RFP are based on current evaluation of conditions that may not be reflected in the existing contract.

## **5-25-2021 UPDATES**

- 14. Is the total square footage cleanable space or gross?**

Gross total square foot per location.

- 15. How many porters' hours do you have in each school?**

Custodial shifts will be from 6:30 am -3:00 pm and 10:00 am- 6:30 pm in all facilities. No night cleaning. It is possible that students are on campuses during any hours. It will be up to the vendor to provide adequate hours based on the minimum number of employees required in the RFP, Page 6, #8.

- 16. What are current wages for the following?**

- a. Porters
- b. Evening shift
- c. Account Manager
- d. Team lead

We do not know what the current vendor is paying his employees under current contract.

- 17. What are total hours each night?**

Custodial shifts will be from 6:30 am -3:00 pm and 10:00 am- 6:30 pm in all facilities. No night cleaning. It is possible that students are on campuses during any hours.

- 18. What is the current financial budget annually for all locations?**

Responsibilities and requirements within this RFP are based on current evaluation of conditions that may not be reflected in the existing contract.

- 19. Who is the currently cleaning the district?**

A J & H Services

- 20. If outsourced, how long have they been cleaning your district?**

7 years

- 21. What are the greatest issues you are currently experiencing with the quality of work?**

Supervision to ensure the facilities are being cleaned per the contract.

- 22. How would you rate the current cleaning program on a scale of 1-10, 10 being excellent?**

A response to this question is unrealistic as there are many different areas and aspects reflected within this cleaning contract.

- 23. What criteria to identify the best proposal? Low bid, References, Staffing, Company Background and History?**

All the above will be considered.

- 24. Does AJ and H bill you monthly for mats or was its part of their annual price?**

Mats will be the responsibility of the vendor under the new contract. Mats need to be maintained through vacuuming, cleaning, etc. and replaced when they become worn.

- 25. To confirm, all cleanings must be completed by 6:30pm? Any flexibility with the hours? Obviously, more productive cleaning can be completed once staff and students are gone.**

Custodial shifts will be from 6:30 am -3:00 pm and 10:00 am- 6:30 pm in all facilities. No night cleaning. The only allowable flexibility will be approved by PCS when there are special event needs. Most students and staff are gone from campus by 4:00 pm each day except after school extracurricular activities and special events.

## UPDATES 5-28-2021

26. Regarding Attachment 5, the Contractor Affidavit. We wanted to confirm where it's asking, "Project Name" – should we list that as "Contract Custodial Services RFP # 05052021"?

Correct

27. Also, how many copies should we send of the completed proposal for June 10<sup>th</sup> Delivery? I was thinking at least three but wanted to confirm.

Correct, at least 3.

28. It was stated that custodial shifts will be from 6:30 am – 3:00pm and 10:00am – 6:30pm in all facilities. Is the second shift time mandatory or can we propose a later start/end time for the night cleaning? (It is far more efficient to clean after the students/faculty have left the facilities for the day.)

No cleaning can be done after 6:30pm due to increased utility costs.

29. Are any of the gym floors wood? If so, which schools have wooden gym floors?

2 wood gym floors – Middle School and High School

30. If there are wood gym floors, what are the requirements for re-finishing?

Refinishing is handled by a professional sports floor company each summer.

31. Are we allowed to use propane burnishers in the district?

Yes, but propane tanks are not allowed to be stored inside buildings.

32. Is the contractor responsible for "extra" hand sanitizer locations in place due to COVID protocols? If so, how many hand sanitizer dispensers are currently in place?

We have existing stand hand sanitizer dispensers at entrance locations and FEMA/GEMA has provided product for those. Custodial is responsible for refilling. There are existing wall dispensers that custodial is responsible for replacing, buying product, and refilling.

