

COUNCIL ROCK SCHOOL DISTRICT
ADMINISTRATION & BUSINESS OFFICES
The Chancellor Center
30 North Chancellor Street
Newtown, PA 18940

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ADDENDA No. 2

TO: All Vendors
(Participation in the 24MAY22 Mandatory Pre-Proposal Meeting was required in order to be considered as an eligible bidder)

RE: Request for Professional Services – Custodial Services 22-30

DATE: June 7, 2022

Notice to all Vendors submitting Proposals in response to the Custodial Services RFP 22-30. This Addendum is to amend or clarify the RFP dated May 2022:

Please submit a hard copy of your proposal including all forms and exhibits clearly marked **“Council Rock School District Professional Services – Custodial Services Bid 22-30”** on or before **2:00pm Tuesday, June 14, 2022**, to the following:

- Doug Taylor, Assoc. AIA, AVS
Director of Operational Services
Council Rock School District
Chancellor Center
30 North Chancellor Street
Newtown, PA 18940

General Information:

1. PDF versions of the floor plans are included for reference purposes only. The plans may not reflect changes to interior layouts and should not be scaled. Field visits were offered of all facilities for bidders review of each building layout, finishes, floor levels, fenestrations, vertical circulation, site conditions, etc.
2. General questions from vendors along with the response for each are as follows. Specification specific questions are responded to with a reference to the specific articles, etc.

- a. **Question:** While we understand there have been recent labor market pressures that have impacted current contractor staffing and wages, has the district-imposed penalties over the past 12 months? If so, what were the reasons for the penalty as well as the corresponding dollar value?
Response: *No penalties were assigned.*
- b. **Question:** Although this was not specifically mentioned in the RFP, does the district have any requirements or preferences for employee vacation/PTO days?
Response: *The district does not have any requirements; the expectation is that the custodial vendor will provide building coverage when staff is absent.*
- c. **Question:** The RFP states that summer break work runs from the last day of school through the last week of August (teachers returning). RFP also states that the district “has a goal of performing a complete summer clean in all school district facility spaces within 30 calendar days of commencement of summer break.” Please clarify the summer timeline expectation.
Response: *The expectations are as noted in the RFP*
- d. **Question:** Will district owned laundry facilities be available for use?
Response: *No, the District does not have laundry facilities for custodial use.*
- e. **Question:** Please clarify the weekend coverage requirements. Page 4 of the RFP states hours for custodial services run from 6:30am-11:00pm Monday through Friday (excluding custodial services required for outside events and other potential weekend activities). Page 14 references the “Sample weekend coverage schedule” and that historically one (1) custodian can address weekend needs, but additional staffing may be required from time to time. Finally, page 25 further outlines weekend coverage needs, and additionally states custodial staff shall be available to work as necessary to meet the district weekend activities “as part of the contract price”. Please clarify if we should include weekend coverage in our base proposal, or if not, under what circumstances are weekend events authorized and billable?
Response: *All weekend events are coordinated with the district events coordinator and the high school administration for high school after school activities. If the events fall within the weeknight designated custodial hours, the custodial vendor provides the support without additional cost to the district. If the events are on weekends or holidays, the custodial vendor is entitled to the additional costs for the custodial services as outlined in the RFP.*
- f. **Question:** Are snow events off shift or weekend a billable event?
Response: *Any snow event that occurs off shift would be a billable event. A weekend snow event would be billable unless the custodial vendor has a staff member scheduled to be on site to manage a weekend event.*
- g. **Question?** Can we get a copy of the current District Wide Custodial Handbook?
- h. **Response:** *The handbook is prepared by the custodial vendor not the district. A new District Wide Custodial Handbook will need to be prepared by the incoming custodial vendor specific to the new equipment, custodial cleaning plan, specified products, etc. The district will provide pdf versions of floor plans for the custodial vendors use.*

- i. **Question:** What software is currently being used?
Response: *The custodial vendor is required to provide management and tracking software and share access with the District. The District uses SchoolDude software and will make the software available to the successful vendor for tracking custodial service needs from the District.*
- j. **Question:** For uniform would you like the CR logo?
Response: *No, the custodial uniforms should reflect the company information for the custodial service vendor only.*
- k. **Question:** Will there be an update issued for the Bid Forms Exhibit A on pages 2 or 3? I know you explained that the year 1 start date for pricing purposes would begin September 1, 2022, and run until June 30, 2023, and should be priced as such.
Response: *To clarify, the first year of the agreement commences on July 22, 2022 and extends through June 30, 2022. The current custodial vendor, ABM, is scheduled to perform all summer cleaning through their final contractual date of August 31, 2022. The incoming custodial vendor will be required to provide the total FTE's outlined in their Proposal by no later than September 1, 2022.*
- l. **Question:** Also related to the pricing submission on Exhibit A, does the district want to see both a base wage level and fully loaded wages (Taxes, Benefits, etc.) for the comparison purposes on page 3 of the form? Will that be updated in the amended version?
Response: *Yes, the wages should include taxes, benefits, etc. for comparison purposes. The Bid form is being reissued as a part of this final addenda.*
- m. **Question:** Will the district include a list of firms that attended to Pre-Proposal Meeting on 5/24?
Response: *Yes, the list of attendees was included in Addenda No. 1 dated 25MAY22 posted to the CRSD website.*
- n. **Question:** Will the economic terms of the recently signed rider agreements as of 5/12/22 with SEIU 32BJ and ABM be shared with all bidders?
Response: *The District is not in possession of the said document. The bidders were made aware of this possible agreement at the 24MAY22 Mandatory Pre-Proposal meeting.*

Changes to Specifications:

- 3. Reference Page 34 of 37, Section 7 – Housekeeping Standards, Item 7. Classrooms and Libraries. **DELETE** Item b. in its entirety and **REPLACE** as follows:
b. Floors (hard surface) Dust mop/spot mop 3 times per week with the exception to Art and Industrial Tech, which will be 5 times per week. Strip and Refinish every summer break (Excludes Newtown MS, Holland MS, Wrightstown MS, Rolling Hills ES, STAR Center and Hillcrest ES – wax free floors in Classrooms – per manufacturers recommendation)
- 4. Reference Section 10 Bid Forms and Other Exhibits. **DELETE** the Bid Form and **REPLACE** with the Bid Form included as a part of this addenda.

Attachments: Floor Plans
Revised Bid Form

END OF ADDENDA NO. 2