

# Questions & Answers

## RFP - 171201

The following questions/requests have been submitted concerning RFP 171201 – CUSTODIAL SERVICES. All questions received by various firms have been answered, even if asked by another firm. The questions below are provided verbatim from what was received and are grouped by inquiring firm. PLEASE NOTE AN ADDENDUM TO OUR RFP HAS BEEN PUBLISHED.

1. Please confirm that the janitorial contractor's employees must be background checked through the Escambia County School District and that this cost to the contractor will be \$100.00 per check per contract employee.

Per the RFP:

### III. SPECIAL CONDITIONS

"Responder will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes; by certifying that the Responder and all of its employees who provide services under this Agreement have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided to the District in advance of the Responder providing any services on campus while students are present. The Responder will bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Responder and its employees."

The cost for each employee is not \$100.00, it is \$89.35 (fees are fixed by the State of Florida). Please visit <https://ecsd-fl.schoolloop.com/fingerprint> for more information.

2. In touring the school sites and noticing the current custodial conditions of floors, carpets & restroom; was the December contract clean-up performed and concluded? If performed, were the results satisfactory & meet the School Districts expectations & requirements?  
Yes, the December contract clean-up had concluded.
3. Can the School District give a "not to exceed" number of floor mats that will be required for all schools listed under this proposed contract?  
The maximum "not to exceed" number would be the total number of exterior doorways you noted during your site visit. But, not all doors would necessarily require a mat due to the level of use of that doorway.
4. Clarify that the expectation of the School District is for the Contractor to only provide Full-Time Equivalent (8 hrs/day-40 hrs/week) custodial staff at all school sites?  
We prefer the Contractor to have full time 8 hr/day – 40 hrs/week employees. Of course some positions do not warrant or support that. Day custodians and head evening custodians though should be full time equivalent staff.

5. Is there a charge to the contractor in receiving badges for the contract staff?  
Yes. The cost for each employee is \$89.35 (fees are fixed by the State of Florida).
6. Is there a wage determiner (usually for state or federal jobs)?  
No.
7. What is the expected contract custodial employee wage rates that the District feels is required for the contractor to be successful in contract staffing & retention?  
Your firm needs to be competitive in the local labor market.
8. Can the District give the total square footage of VCT flooring, carpeted flooring, gym flooring, concrete flooring, terrazzo flooring, etc. per school location?  
No, it is a moving target due to constant renovations, improvements, etc.
9. Can the District give the current Number of Contract Employees (FTE's & PTE's)?  
No
10. Would the District allow the primary janitorial contractor to Subcontract any of the work or sites under this contract? Subcontracting to M/WBE certified partners?  
Per the RFP:  
XXIV. ASSIGNMENT OF AGREEMENT AND/OR PAYMENT

The Contract or agreement is personal to the parties herein and may not be assigned, in whole or in part, by the Contractor without prior written consent of the District in its sole discretion. The Contractor agrees and represents that all of the Services required hereunder shall be performed by the Contractor as identified in the Proposal. Should the Contractor desire to delete, add, or amend any subcontractors or engage additional companies as subcontractors hereunder, prior written approval by the District (in its sole discretion) shall be required.

The Contractor herein shall not assign payments under the Agreement or agreement without the prior written consent of the District.

11. Waste Removal requirements for the school sites (Bailing/Hauling/Recycling)?  
This is covered under a separate agreement.
12. Drug Testing required for contract employees (what type- 5, 7 or 10 panel)?  
Seven (7) Panel.
13. Building Site Keys issued/electronic codes for contract employees?  
Keys will be issued to the contractor, electronic codes will not.
14. Contract employee vaccinations required; Which vaccinations (TB, MMR etc.)?  
The RFP does not mention any vaccination requirements. Contractors should refer and adhere to the requirements of the Escambia County Health Department.

15. District requiring any Contract Bonding (Bid, Performance, Amount, Term)?

Per the RFP:

XI. BONDS

A. PROPOSAL BOND: As a guarantee, the Responders will enter into the Agreement under the terms and conditions set forth in this RFP, a proposal bond in the amount of \$50,000.00 made payable to the Escambia County School Board shall accompany the proposal when submitted. The proposal bond shall be issued by a surety company licensed to conduct business in Florida and approved by the United States Treasury Department. Cash and/or checks of any kind are not acceptable. PROPOSALS RECEIVED WITHOUT THE REQUIRED PROPOSAL BOND ARE CONSIDERED NON-RESPONSIVE.

B. PERFORMANCE BOND: The successful Responder shall execute and furnish to the Escambia County School Board a performance bond, and only one (1) bond, issued by the same surety company that issued the proposal bond. The performance bond shall be for an amount that is at least equal to six (6) months of the Agreement; and it is required that the performance bond remain continuously in effect and renewal bonds be provided at least thirty (30) days prior to the expiration of the existing bond. Such performance bond shall be submitted within three (3) business days after the District's notification of award of the Agreement to the successful Responder.

C. RETURN OF PROPOSAL BOND: Proposal bonds will be returned to all unsuccessful Responders immediately after the Agreement award has been made and to the successful contractor after receipt of the performance bond and execution of the Agreement.

16. Office Space provided for the contractor (internet, phone/fax service provided)?

At the time the RFP document was written, that was our intent. However, this space is no longer available. This change will be reflected in an Addendum to our RFP.

17. Will District provide the contractor a Computer Terminal /Copier use provided?

No

18. Does the District provide contractor any Communications Equipment provided (Radios, Cells)?

No

19. Why is this current Contract being bid out at this time (Term, Poor Service)?

The award of our last RFP was protested and the protest upheld by a hearing officer. We accepted "Reviewed" financial statements from three firms, including the awarded firm (RFP called for "Audited" statements). Based on the opinion of an accountant and a CPA on the evaluation committee we thought our decision was sound. It was ruled that we should have accepted only audited statements. To ensure all vendors know we will accept both "Reviewed" and "Audited" statements we are re-bidding the work.

20. What budget allocation has been made for your current housekeeping services (what is the current contract price)?

Total annual Agreement Cost: \$1,325,555.23

21. What would you expect from a successful contract partnership?

We expect the successful contractor to provide services as outlined in our RFP (which will become part of the contractor's agreement with the District).

**Facilities Maintenance:**

22. Describe how you currently and in the past have addressed your facility maintenance services?

This has no relevance to the project at hand.

23. What types of maintenance programs do you have in place? How often are these performed?

This has no relevance to the project at hand.

24. How are your facility maintenance needs funded or who controls or makes decisions?

This has no relevance to the project at hand.

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1. Will there be the ability for the contractor to have office space on premises at the School District's, J. E. Hall Center ?

At the time the RFP document was written, that was our intent. However, this space is no longer available. This change will be reflected in an Addendum to our RFP.

2. Can you provide the scope of work for annual kitchen cleaning?

See Page 46 of the RFP – "List of Minimum Required Duties" – "Cafeterias / Kitchens". Please note the change to this page will be reflected in an Addendum to our RFP.

3. There are quite a few bulbs burnt out will those be replaced before the contract start date or will that be the new contractor's responsibility?

A good faith effort by the current contractor will be made to replace bulbs as needed. This is a "work in progress", some bulbs will need to be replaced on the new contract's start date.

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1. Can you specify who manufactured the flooring in both Holm Elementary and Suter Elementary? I am specifically speaking to the halls and classrooms in Holm and the floors that are similar in Suter. They look like a product manufactured by Nora.

The linoleum is manufactured by FORBO Flooring Systems.

2. Can you explain how the light bulb situation will work again? Also, can you provide us with the makes & models information so that we can price out the correct bulbs.

The contractor is responsible for the replacement and disposal of all bulbs that are reachable with an eight (8) foot ladder.

The kind/size of the bulbs are unknown, they are dependent on the school's construction specifications and whether over time there have been upgrades at a particular site.

3. Is this site unionized? In other words, do the custodians belong to a union? Is there a union contract governing the operation?

No, all employees are contracted employees. You will not be managing any District employees.

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1. How much money was deducted by the district for the last 12 months for staffing shortages with the current vendor?

\$0.00

2. Will the District provide office space for the contractors project manager?

At the time the RFP document was written, that was our intent. However, this space is no longer available. This change will be reflected in an Addendum to our RFP.

3. Will the district provide lifts for high cleaning? If so, how many?

No.

4. The scope of work mandates stripping and waxing of classrooms 2 times per year. Should this frequency be 1 time per year?

See Attachment E of the RFP - "List of Minimum Required Duties"

5. Will this contract awarded to a single bidder?

Yes.

6. Are all modular buildings at each school (where applicable) included in the cleanable square footage?

Yes, all modular building currently in place are accounted for.

7. How much money was deducted for service work deficiencies or non-performance for the last 12 months?

\$0.00

8. Will you provide a copy of the pre bid sign in sheet?

See attached.

9. Which schools are not cooking in the kitchen? This would eliminate the need for hood cleaning.

Please assume all schools are cooking.

10. Which vendor protested the 2016 custodial services RFP?

This has no relevance to the project at hand.

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