

**Charleston County School District
 REQUEST FOR PROPOSAL
 FACILITIES MAINTENANCE AND ASSET MANAGEMENT
District Wide Custodial and Day Porter Services
 Solicitation Number: P2238
 Addendum 1
 Date: JUNE 28, 2022**

SUBMIT OFFER BY: JULY 14, 2022 NO LATER THAN 2:00PM EST

SUBMIT QUESTIONS BY: JUNE 23, 2022 NO LATER THAN 2:00PM EST

NUMBER OF COPIES TO BE SUBMITTED: 1 ORIGINAL AND 5 MARKED "COPY" AND ONE FLASH DRIVE

PROCUREMENT OFFICIAL CONTACT: Procurement Services
 Attention: Raymond B. Jenkins
 3999 Bridge View Drive
 North Charleston, SC 29405
 Phone: 843-566-8826
 Email: raymond_jenkins@charleston.k12.sc.us

**ALL REQUESTS FOR QUOTATIONS MUST BE SIGNED BY A COMPANY OFFICIAL DULY
 AUTHORIZED TO BIND AN AGREEMENT FOR THAT COMPANY.**

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, 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.		
Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

The above numbered Request for Proposal is amended as set forth below. The Hour and Date specified for receipt of bids **has not been extended**. This Addendum 1 is issued to answer question(s) received.

Reference and acknowledge this Addendum on the offer submitted. Failure to acknowledge addendum may result in rejection of your offer. If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

AMENDMENTS/ADDENDUM TO SOLICITATION

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments/Addendums: <https://www.ccsdschools.com/Page/432> (b) Offerors shall acknowledge receipt of any amendment/addendum to this solicitation (1) by signing and returning the amendment/addendum, (2) by identifying the amendment/addendum number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment/addendum. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

This Addendum 1 was issued to answer questions received:

Page 25- wages: Contractor will pay at least the following minimum wage rate

line 1, 240 day porters \$18 an hour, 190 day porters \$15 an hour, Evening cleaning supervisor \$18 an hour, Floor Tech \$17 an hour, and general evening cleaners \$16 an hour.

Question 1. Are the above minimum wage rates mandated within the current contract? If not, is there a similar wage rate minimum requirement allocated to the current contract. If so, can those minimum wage requirements be provided? Or are minimum rates being applied for the first time within this solicitation?

Answer: No, not in the current contract. The above wage rates are minimum mandated per job type for this new solicitation.

Question 2. Can we be provided the most current pricing for each school itemized in a similar format as being requested for this solicitation?

Answer: No

Charleston County School District's intent to contract with the three (3) highest ranked successful bidders. The intent for the eight (8) Constituent Districts is to award to three (3) vendors.

Question 3. Will awards be based on District or Lot pricing?

ANSWER: Lot Pricing

B. Special Instructions:

1. NON-MANDATORY PRE-BID CONFERENCE – N/A

Due to the importance of all offerors having a clear understanding of the specifications and requirements of this solicitation, a conference will be held. The Pre-Proposal Conference is intended to answer questions and clarify specifications relating to this solicitation. All prospective Offerors are strongly urged to attend.

Question 4. Is there a pre-bid conference? No date or time seems to be noted.

ANSWER: No

Upon request by the bidder PDF electronic site plan files can be provided; bidder may also choose to use Google Earth at their own discretion.

Question 5. We request PDF electronic site plan files.

ANSWER: Please send an email request to debra_coen@charleston.k12.sc.us.

PURCHASING CARD Contractor agrees to accept payment by the Charleston County School District Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows the District to make authorized purchases from a vendor without the requirement to issue a purchase order

Question 6. Will all accounts payables including routine monthly invoices be paid by way of a purchase card (Visa)?

Answer: Yes, all by P-card. There could be cases where a purchase order could be issued.

SWMBE PARTICIPATION: Charleston County School District encourages SWMBE (Small, Women, & Minority Owned Business Enterprise) businesses to participate in the Solicitation process.

Question 7. Will certification from other sources be accepted as valid SWMBE (Small, Women, & Minority Owned Business Enterprise) businesses? i.e. Charleston City or Charleston County

ANSWER: Yes

FINANCIAL REMEDY FOR INSUFFICIENT STAFFING:

...Penalties for insufficient hourly staffing: Penalties for insufficient hourly staffing will be determined by the number of hourly staff outlined in this solicitation, See required minimum evening cleaning hours on the pricing sheets by school and see Attachment VI for required day porter hours... The contractor must **maintain 110% of hourly staffing**. i. Hourly employee penalties start at 100% staffing.

Question 8. Maintain 110% of hourly staffing- is this a correct percentage?

ANSWER: Yes, 110%. Staffing penalties start at 100% staffing. This will be based on number of employees you submit in this proposal.

STAFFING LEVEL PERFORMANCE INCENTIVE: The Vendor will receive a monthly 1.5% bonus incentive for maintaining a 110% monthly hourly employee count (head count). This shall be applied to the regular monthly invoice. If the Vendor receives their monthly bonus for every month of the regular 181 day school year, they will receive an end of the year additional bonus of \$100,000.00 for area one (1), \$75,000 for area two (2), and \$50,000 for area three (3)

Question 9. Please define Area 1, 2, & 3.

ANSWER: It should say “LOT” A, B, C.... Area 1 = Lot A, Area 2 = Lot B, and Area 3 = Lot C

Based on size of award the Contractor must provide at least one (1) district/group/branch level manager and one (1) operational level manager within Charleston County to oversee onsite contract/unit/area managers, possessing at least two (2) years’ experience (preferred) managing school custodial services of like scope and size. Staff flow chart with names must be included in this proposal.

Question 10. Until contact is awarded and recruiting /hiring process has been completed – a vendor may not have names to place on flow chart. Positions can be noted – will that suffice this required request?

ANSWER: Yes you can note the position. The technical review committee will score accordingly. I would also direct your attention to section “J” Staffing, line “i” Management Staffing, for the number of management for each lot.

The contractor shall provide emergency shelter (hurricane or other emergency shelter type) day porter staff and any necessary supplies needed to maintain the emergency shelter such as, but not limited to - toilet tissue, paper towels, soap, all cleaning chemicals and cleaning equipment. See staffing section for details on day porter duties and staffing level requirements.

Question 11. Will added staffing hours / consumable expenses be considered “unusual” and therefore billed as an added-cost?

ANSWER: Yes, and the pay for hurricane shelter duty by the day porters is “double time” during work hours of the shelter. Any billing for this or emergency shelters is a separate invoice. Billing for supplies does not occur unless the shelter is opened and only the supplies used. You are required to keep these supplies in reserve and ready for deployment during hurricane season.

Question 12. Attachment IV #10 please provide a completed list of schools requiring ATV/Gator

ANSWER: The schools are listed on Attachment IV line number 10. These are the only schools required. If you choose on your own to provide them at other schools large campuses, you may do so at your expense.

Question 13. The RFP states you will award each area by rank of the top 3 responses. However, the RFP also states that offers may submit for one or more bids. How will those responding to only certain lots factor into the overall evaluation/award process?

ANSWER: Submit for all lots. Proposals will be review by the technical review committee and scored.

Question 14. Does CCSD expect to only allow the top 3 companies to present? If not, how many companies do you expect to present?

ANSWER: All companies who submit a bid are expected to present.

Question 15. Will SWMBE points be allotted by participation percentage?

ANSWER: SWMBE points will only be issued if your company is a SWMBE.

Question 16. Is the District's intent to measure hourly staffing numbers by the number of bodies at each school or the number of hours worked at each location?

ANSWER: Both will be measured. See page 16 "Financial Remedy for Insufficient Staffing", and page 28 section 7.13 for details.

Question 17. Is the District open to negotiating a mutually agreed upon incentive plan for staffing once an award is given to a successful bidder or is the District intent on solely using the penalty/incentive plan outlined in the RFP?

ANSWER: No

Question 18. Are there mandated minimum starting salaries for the Distribution Center staff?

ANSWER: No, but they should reflect the current market for the Distribution drivers and helpers.

Question 19. Are the hours listed in Attachment 6 for each building intended to be a guide or the minimum requirement?

ANSWER: They are required minimum hours.

Question 20. In year three the base salary for each hourly position is expected to increase by \$1 per hour. Is the vendor expected to fund that expense without passing the increase on to CCSD?

ANSWER: This should be account for in your cost proposal.

Question 21. Are Simmons-Pinckney evening cleaning hours counted in the Burke High hours?

ANSWER: Yes.

Question 22. Will Stono Park Elementary be a part of this RFP? If so, in which Lot?

ANSWER: This was mistakenly left off. No it will not be part of the RFP, it will be a change order to whomever is awarded Lot “A”

Question 23. Are battery burnishers an acceptable alternative to electric?

ANSWER: Yes, if you can demonstrate in your proposal and the presentation that they perform equivalently. The districts preference is “Propane” burnishers.

Question 24. RFP page 28, Section 7.11 Supplies: Is the District requiring all chemicals be certified green cleaning products?

ANSWER: Yes, that is the district preference. We would also expect Green Seal, or other recognized green products.

Question 25. Will there be an in person meeting or walk through?

ANSWER: There will be in person presentations, no CCSD accompanied walk throughs. If you wish to walk schools on your own you can do so with the following conditions. 1.) Submit in writing to Raymond Jenkins what schools you wish to visit on what day and times. 2.) All CCSD policy must be adhered to, check in at the main office 3.) Have a valid picture driver’s license to run through our “Rapture” sex offender system. 4.) Can only be during operating hours of the school. Our schools are on 4 – 10 hour days Mon thru Thursday. 5.) All visits must be completed by July 13, 2022. There is no access afterhours, on Fridays or weekends. 6.) Some schools have summer programs going on, do not interrupt any of these programs. 7.) Do not talk to or ask questions from any cleaning staff at any level in the school. 8.) Other than checking in at the front office, do not take this opportunity to meet with the principal or the school staff. 9.) Any violation of these terms may disqualify your company from participation of this RFP.

Question 26. On page 36, James Island Middle school is not required for evening cleaning hours, and only 8 hours for Day Porters, is this a typo or do we need to use judgement to produce the correct amount of evening cleaning hours?

ANSWER: yes, this is a mistake. Please use 24 hours for the evening cleaning.

Question 27. Will the MBE Utilization Form need to be filled out if we are not committing 10% to a MBE Company?

ANSWER: Yes

Question 28. On page 54, the checklist of required items, Can you please specify what is needed for the Documentation of the Previous Cost Contract?

ANSWER: Disregard this item on the check list.

Question 29. On page 31 with the Response to Scope of Work Requirements # 5.1 the Discussion of or response to the requirements of the Scope of Work. Can you clarify or provide insight of what you are looking for in this question?

ANSWER: In this section, in your proposal, you should explain in detail either “Discussion of” – the requirements of the scope of work, or “response to” the requirements of the scope of work.

Question 30. Is it the County's preference that each bidding company use an MBE for 10% of the Lots?

ANSWER: That is for each company to decide.

Question 31. Will vendors be permitted to schedule site visits prior to submission of the proposal? If so, who should vendors contact to schedule site visits?

ANSWER: This is a duplicate question. See previous answer

Question 32. What is the approximate Terrazzo square footage totals per school/building?

ANSWER: We do not have that information

Question 33. What are the number of gym floors per school or facility that require gym floor screen and recoat work?

ANSWER: Submit pricing for one normal size gym. This is on attachment “XI”

Question 34. What is the approved finish for gym floors?

ANSWER: Submit what you plan to use with this contract and CCSD will approve or disapprove.

Question 35. Do mobiles require cleaning 5 days per week?

ANSWER: Yes, same cleaning frequency as the buildings.

Question 36. Are vendors required to provide all new equipment?

ANSWER: Yes

Question 37. Are the posted evening cleaning hours on pages 33-42 considered mandated minimum hours per school/building?

ANSWER: Yes

Question 38. Will the district be supplying ceiling tiles and light bulbs?

ANSWER: Yes

Question 39. We cannot locate the District 1& 2 offices and D2 Stadium complex on the building list (they are posted in Lot A list). Will the district update the RFP accordingly?

ANSWER: No, the district does not own the District 1 and 2 offices anymore. The D-2 stadium will be addressed after the awards by change order.

Question 40. Which lot do these locations belong to (North Charleston Creative Arts & North Charleston HS)?

ANSWER: Lot "B", they are listed on page 37 and 38 for pricing.

Question 41. Attachment 6 is located on Page 73 (day porter hours). Question...does the daily and annual cost need to be submitted on this sheet?

ANSWER: Yes

Question 42. Will the district provide excel pricing sheets that must be completed?

ANSWER: No, The attachments must be submitted like they are in the RFP.

Question 43. East Cooper CAS is not included in the District 2 total. On page 35 the current total shows 2,284,000, the actual total including this school is 2,417,776. Will the district update the RFP accordingly?

ANSWER: No, we acknowledge that the square foot total is wrong for this page. The individual schools square footage are correct.

Question 44. Which SWMBE firms are being used now by current vendors?

ANSWER: none, none is require for this RFP. You may choose at your own discretion to have minority use or not.

Question 45. Will the District provide Attachment 6 referenced in the RFP?

ANSWER: Attachment 6 starts on page 73 and ends on page 77

Question 46. Will district allow a provision for increases in price by vendor for other factors beyond vendors's reasonable control, including but not limited to, government increases to minimum, prevailing or living wages, benefits, or healthcare, and increases required by collective bargaining agreements, if applicable.

ANSWER: No

Question 47. Will district allow a provision for increases in price at the end of each 12 months based on the greater of 3% or the annual Consumer Price Index for All Urban Consumers (CPI-U)?

ANSWER: No

Question 48. Will district permit a provision allowing a mutual termination for convenience? Customer 30 day written notice and vendor 90 Day written notice?

ANSWER: No

Question 49. Will the district accept slight adjustments to the insurance requirements, which do not reduce the amount of coverage but rather restructure language to comply with vendors insurance policies?

ANSWER: No

Question 50. Will the district accept a provision that provides for a written notice and a 30 day Cure Period prior to any term for cause/default?

ANSWER: No

Question 51. Term- One Year, with auto annual renewals thereafter unless Customer elects not to renew the contract at least thirty (30) days prior to the date of renewal.- This differs from RFP Section 3.1.A. Which is correct?

ANSWER: There is no section 3.1.A. Section 3 you referenced is "Instructions to Offerors", starts with "A"

Question 52. Term for Non-Compliance with Drug-Free Workplace- Immediate Term; No written Notice. Will district allow removal of "immediate" term and replace with require a 30 day written notice?

ANSWER: No

Question 53. Term Due to Malicious Acts- Verbal notice; Will district allow this to be changed to "written" notice?

ANSWER: No

Question 54. Term for Cause- No Notice; No Cure Period- Will district allow this to be changed to a 30 Day Written Notice and Cure Period?

ANSWER: No

Question 55. Term for Non-Compliance with Drug-Free Workplace- Immediate Term; No written Notice. Will district allow the removal of "immediate" term in favor of "require a 30 Day written notice?"

ANSWER: Duplicate question

Question 56. Term Due to Malicious Acts- Verbal notice; will district allow a change to "written" notice?

ANSWER: Duplicate question

Question 57. Term for Contractor Insolvency- Immediate term- will district allow the removal of the term "immediate"?

ANSWER: No

Question 58. Term for Cause- No Notice; No Cure Period- will district allow contract language to read a 30 Day Written Notice and Cure Period?

ANSWER: No

Question 59. Term for Non-Compliance with Drug-Free Workplace- Immediate Term; No written Notice- will district allow the removal of the term "immediate" in favor of "require a 30 day written notice"?

ANSWER: Duplicate question

Question 60. Term Due to Malicious Acts- Verbal notice; will the district allow term change to a "written" notice?

ANSWER: Duplicate question

Question 61. Term for Contractor Insolvency- Immediate term- will the district allow for removal of the term "immediate"?

ANSWER: Duplicate question

Question 62. Will the district allow indemnification obligation and limitation of liability to only claims caused by the negligence, misconduct, or other fault of the vendor, its agents and employees, and which arise out of work performed under this contract?

ANSWER: No

Question 63. By submitting to the District, Bidder is agreeing to all RFP terms and conditions- will the district allow the term to add of "as negotiated"?

ANSWER: No

Question 64. Indemnification- will the district allow vendor to Limit vendor Liability and to include additional Warranty Language due to the required Disinfecting/Sanitizing Services (see below)?

- o Contractor does not represent or warrant that using the services herein or that any cleaning or disinfecting processes will eliminate the presence or risks of spreading infectious disease and viruses. All services are provided as is, where is, and for commercial use only without any representation or warranty of effectiveness or success. There are no other warranties or conditions, express or implied, including without limitation those of merchantability, satisfactory quality, or fitness for a particular purpose. Contractor expressly disclaims any representations or warranties that Indemnitees' use of the services will satisfy any statutory or regulatory obligations, or will assist with, guarantee, or otherwise ensure compliance with any applicable laws or regulations. Contractor also expressly disclaims any representations or warranties made by the manufacturers or distributors of any cleaning products or equipment used by Contractor to perform the services. Indemnitees assume all responsibility for determining whether the services and selected cleaning products and equipment are sufficient for Indemnitees' desired purposes.

ANSWER: No