

QUESTIONS AND RESPONSES  
Stratford Board of Education  
Custodial Services; Facility Maintenance Services; Grounds Maintenance Services  
RFP 2017-024  
Addendum-1

Please provide a copy of the sign-in sheet for the mandatory Pre-Bid Meeting. **BOE will not supply this**

Please provide a listing by school with # of custodians and their current rate of pay. **The listing by school and number of custodians for coverage was included in the proposal documents – refer to the custodian contract for the current rate of pay - <http://www.stratfordk12.org/uploaded/District/Employment/Contracts/CustContrac20132017t.pdf>**

In Section 6.2, staffing is included for each building. It was mentioned that several have resigned in the past couple of weeks. Can you provide a modified current list to include existing workers after resignations? Also, provide info on any custodians that are out on Worker's Compensation. **The questions you are asking for do not affect your ability to provide the pricing for the RFP**

You mentioned "drivers", 4 FT and 4 alternates. Are the 4 alternates included in the # of night custodians? **The 4 drivers are not included in the fulltime custodial staff. The 4 Driver/ custodians are used to fill in in the event a head custodian is out. This is due to being understaffed.**

What is the job description for the "Drivers"? What are their hours? **The divers are not a concern to your pricing. It was stated in the pre-walk you would not be pricing this, they will stay with the BOE**

During the Pre-Bid Meeting, you mentioned pricing for 2 scenarios: 1) starting Sept 1 and Jan 1. Can you please reply in writing to confirm this request? **Yes that is correct Clarence Zachery made the statement**

Please confirm that the landscaping scope will be removed from the RFP. **You are not required to price that out at this time.**

Please confirm what the School system is requesting for maintenance services. **As stated in the meeting, we would like you to provide Carpentry services, Licensed Electrician, licensed HVAC and a Plumber. Changing belts, filters and performing maintenance on equipment. You will not have access to the Honeywell system but it's possible in the future**

Please provide quantities for paper, plastic, soap, wax, etc. consumption. **I do not have this at my finger tips and I do not have the staff to look this up. You will need to base it off the other schools you are in.**

Is a Full Time Head Custodian required at all facilities, including the Administration Center? What are the hours of the Head Custodians? **Yes there is a head custodian at all schools**

With regard to 5.7 of the RFP, will the SPS allow contractor to modify pricing if a 6 day cleaning schedule is adopted? What is the likelihood of this? **Yes you would, however the likelihood of a 6<sup>th</sup> day fulltime is not going happen it could be an as needed basis.**

Will SPS be modifying the Appendix A1 and A2; Bid Summary sheets to reflect modification of services requested? **You would be providing your numbers for all equipment and supplies**

Please provide copy of School Facilities Budget for FYE 2017 and proposed FYE 2018. **You can access this info from the Stratford's website.**

Please clarify and provide detail for provider responsibilities for Preventive Maintenance (p 40) and Athletic Field Maintenance (p41). Should Athletic Field maintenance be included in grounds services or should it be added as an alternate service? **As explained in our walk that you will NOT be providing pricing for any lawn care at this time.**

What is your annual amount of mulch and playground surfacing usage? **The town will continue to provide all playground surfacing**

Appendix A1 and A2 suggest we are to provide two pricing models. 1. We provide all supplies materials and equipment and 2. District provides. Does this apply to custodial service or does this apply to Grounds and Maintenance too? **It applies to custodial only**

Can Stratford provide clear staffing expectation in trade types and numbers they want providers to include? **In our pre-walkthrough it was stated trades needed would be Carpenter, plumber, electrician (licensed) HVAC. Numbers of trades' personnel you will need to perform a study of the equipment and supply staff accordingly.**

Which employees provide preventive maintenance? **You would need to supply said trades to perform these tasks. Custodians will not be qualified to perform the PM's.**

Will Stratford be providing an addendum to show sports and intramural are now in excluded and in Athletic Field Maintenance and remaining with city, and for providers to focus on school frontages, entrances and direct perimeters? **As said in the walk through the lawn and field will be an addendum at a later date to the company that would be awarded the contract. You will not be pricing the lawn care at this time.**

Item 3.9 Please provide evaluation weights on the 16 or so scoring / selection criteria – **This will not be publically disclosed.**

Please provide comprehensive list of equipment, tools and vehicles available for contractor use. **There will be no vehicles at your disposal. We will not be supplying equipment list at this time. Equipment will be discussed at the time with the vendor we award the contract too.**

Item 4.1.2.1 If we are to include all supplies on the maintenance side, to help accuracy, please provide a comprehensive list of all maintainable mechanical, electrical and plumbing (MEP) assets. **Same as above**

When are anticipated dates for oral interviews? **Once we receive all the bids and review them we will set a date**

Item 5.0.1 What does possibility of maintenance services mean? On an as needed basis / on call / on demand or a permanent small mix of staff on site every day to offset reliance city services? (p20) - **Maintenance service would include, changing light bulbs, clearing sink and toilet clogs....etc.**

Please elaborate on general painting. Who performs, custodians? **We cannot tell you who will provide the painting that is for GSA to decide. General painting could be a classroom, a hallway etc....there will be no outdoor painting at any school.**

Will provider have an office space in which to manage the custodial maintenance and grounds operations? **Yes we will provide a space for this person**

Will adequate secure storage be provided for all materials, supplies and equipment? **We have all locking supply closets**

Will Internet access be provided? **All schools have internet access**

Will telephone service be provided? **Yes**

Will provider have access to copying printing equipment? **You will need to provide your own printers**

Item 5.7 Are special events and off-hour cleaning and projects billable? **As explained any after school or weekend event that is not a BOE related will be paid for by the town and all nights and weekend work through the town will be arranged by the town not the BOE.**

What is the history for events support - how many and total hours as a norm? **History of events. YMCA program, flood pool events, weekend basketball. We do not have a list it's based on what the town recreation books, there is no set hours, days or times. When we receive a call we supply the custodians to cover the event.**

Item 5.7.5 suggests that hours are to be adjusted to accommodate events and therefore non billable - is this correct as 5.7.6 suggests potential billable? **You will be paid by the town for any events that are not BOE related**

Item 5.10 Supplies and Equipment -Please confirm we are to provide two pricing options? Are we to include any specialized vehicle for moves? **Yes you will supply 2 prices with supplies and without supply costs. Not sure what moves you are referring to.**

Item 5.10.8 - Some restrooms can easily be equipped with solar powered EXF, should we place a value to do this and amortize? **Solar will be added to every school after we replace its roof so at this time it's not necessary to provide this pricing.**

Item 5.10.11 This contradicts vendor supplying supplies. Is this only meaning for remediation of IAQ concerns per occasion or outbreak? **In the event that a pipe breaks, a student has special needs regarding air quality, immune system requirements. As stated, the BOE will provide the vendor to perform the evaluations you will need to perform the work needed.**

Item 5.12 Carpet care is apparently not being done currently to this standard. Staining and soiling is extensive. Will Stratford work with the chosen provider to identify areas beyond restoration and jointly develop a replacement plan? **The carpet in all the schools is a capital improvement and will be replaced accordingly year to year due to abatement costs. You will need to clean the carpets as needed to your best ability.**

Item 5.14 How are windows on higher elevations to be handled? Who provides man lifts if needed? **Windows above at higher elevations will be cleaned by an outside vendor, unless your people are licensed to be in lifts and you will also need to supply all equipment**

Item 5.17.3 Should providers include Kaivac equipment or a means to steam sanitize restrooms? **Yes, we would assume you have all necessary equipment to provide this work**

Item 5.19 If providers include a small staffing mix of trades, this item impacts their work and in reality they should be cleaning and laying hands on equipment regularly. Should this not be adjusted to reflect this? **In question 4 it states trades people will need supplied by the vendor, who performs this work you will need to decide**

Item 5.20 This contradicts what was stated during tours. Please confirm this requirement? **As stated you will provide cleaning of cafeteria eating areas, what I said the custodians do based on schools is breaking down boxes, taking out the trash.**

Item 5.22 Needs Servicing applies to what items and disciplines? **How Proposer's disciplines their employees for lack of performance if any I cannot answer this.**

Item 5.23 Please identify and penalty and rewards expectation on KPI's - **The 1 to 5 scale explains this question. 1 being poor and your employee's need to be spoken to and 5 you can tell your people they are doing a great job.**

Item 5.37.3 Please confirm that one dedicated full time Custodial Inspector is required per 625,000 sq ft awarded. **Proposer should be telling the BOE how many we need.**

Pg 40-41 Confirm district pays for and provides all belts filters and parts for PM Services. **This is based on proposer providing supplies or BOE providing supplies.**

Confirm all larger equipment including boilers and all associated water treatment are underservice contracts held by District. **The town maintains all boilers, HVAC , also sated in our pre-walk meeting there is no preventative maintenance.**

Confirm all Kitchen equipment is under service contract and held by district. Confirm all life safety, fire detection / suppression systems are maintained by District or City. **Kitchen equipment is maintained by Sodexo - proposer will not be handing this equipment**

Confirm all vertical transportation is handled by District or City. **There is no transportation involved with this RFP.**

Pg 41. How many certified pool operators are expected? **Two certified pool people will required in the even one is out for more than 2 days**

Please provide hours of operation and size of pool - **Pool is mainly used by the school and the town recreation rents the pool out and there is no set usage by the town. As needed we supply a custodian.**

Pg 41 "Ground Services" Will athletic and sports fields now be excluded? **Yes they are excluded**

Who provides all snow equipment, plows, spreader, vehicles and supplies including salt and deicer? **Proposer will supply all equipment**

Please provide details on extent of snow removal. Does this apply to roads, lots and school entrances / exits? If yes on roads and lots, please provide total sq ft involved? **Proposer will be liable for steps landings and sidewalks only. No parking lots, roads**

Who provides two-way radios? **Proposer will supply their people with any communication equipment, however your lead daytime custodian will be provided a BOE radio only**

Who handles FCC License fees if applicable? **Proposer will pick up the cost for any license**

Is there a cellular phone expectation for off hour stand by? If yes are proposers to provide? **Yes Proposer's will provide a phone to your site manage I can call or if they need to contact someone from the BOE**

Pg 42 "If requested the Contractor will provide the Corrective Maintenance at no additional charge, if the Corrective Maintenance can be accomplished during Contractor's normal shifts/hours" - For this to be at no charge, work would need to be performed by custodians unless bidders provide site based individuals capable of doing repairs. Please elaborate. - **Proposer's will have tradesperson available.**

Pg 42 This alludes to route services. Is this correct or is there now an expectation to provide a small site based permanent maintenance crew to address repairs and corrective maintenance? **We asked all companies to provide maintenance services, how you staff it we cannot tell you. As stated, the buildings are old, things break all the time. It going to be a trial and error as to how to staff it. There are no set number of people, or what breaks today vs. tomorrow.**

Who services any pneumatic and or DDC control systems? **The town maintains the Honeywell system Proposer will not be handing this or supply pricing.**

Pg 42 "Work Order System" What is the current system and is it managed by the city? **We have a work or system through the town, at this time that is what we will continue to use. When a contract is awarded we can discuss this at that time.**

Is it fully populated with all assets requiring maintenance? **Answer same as above**

Is there a desire for bidders to include and new CMMS / Work Order Platform? **Not at this time**

If yes, Should we include asset ID and tagging and PM Creation to justify hours and supply costs for budgeting and for proper CMMS population? **Not at this time**

Is there a desire for an existing deficiency study / Capital Improvement Plan to be priced as an add / alternate? **Not at this time**

Who services any pneumatic and or DDC control systems? **You asked this in prior question, at this time there is no need to provide this information**

Can you please provide for us the historical information for supply usage at each of the schools? **This information will be provided to the successful Proposer.**

Can you provide square footage of the gymnasiums by location?

Bunnell	12,540
Bunnell Aux	5,310
Chapel	5,461
Chapel Aux/Café	2,321
Flood	9,374
Flood Aux	3,045
Franklin	2,400
Honeyspot	2,380
Johnson	5,535
Lordship	3,832
Nichols	2,480
Second Hill	4,326
SHS	10,353
SHS Aux	4,641
Soto	2,947
Whitney	4,104
Wilcoxson	3,515
Wooster	8,960

In Article 6.2 you list staffing. Is this required minimum standard for Day and night staffing? **That is telling what we have at this time.**

Should we price calendar year or contract year? **Contract year**

Who is the current Custodial Services Provider? – **The Stratford Board of Education**

Please Provide copy of the Current Custodial Services Contract including all addendum and modifications?

**Custodial Contract**

<http://www.stratfordk12.org/uploaded/District/Employment/Contracts/CustContrac20132017t.pdf>

Who is the current Facility Maintenance Services Provider? **The Town of Stratford**

Please provide copy of the Current Facility Maintenance Services Contract including all addendum and modifications?

**One contract for Facility Maintenance and Ground Services -**

<http://www.townofstratford.com/filestorage/39879/67328/CBA - Public Works LOCAL 134 %287.1.03 - 6.30.17%29.pdf>

Who is the current Ground Services Provider? – **The Town of Stratford**

Please Provide copy of the Current Ground Services Contract including all addendum and modifications?

**One contract for Facility Maintenance and Ground Services -**

<http://www.townofstratford.com/filestorage/39879/67328/CBA - Public Works LOCAL 134 %287.1.03 - 6.30.17%29.pdf>

When does the contract period start? **You will provide contract start of September 1st and January 1st as stated in the pre-walk meeting**

Page 9, d) says to provide employment profiles for employees in the categories appropriate to the contract(s) being considered by the Proposer. Please clarify what you are looking for/asking for. **This is background checks for all your employee's and drug screening**

Page 10, 4th bullet; are weekend and holiday building check costs to be included in the base bid amount? And are these year round or only during the heating season? **Building walkthroughs on the weekend will not be included in your proposal, it was stated that BOE people will perform this.**

Page 19, #5; is a resume for a projected on-site manager required to be include with the proposal? **No it is not**

Page 21, 5.1.5.c; please specify what gym floor service you are looking for (screening & recoating of wood floors, etc. ) **Screening and recoating is what is needed**

Page 23, 5.7.1; speaks to a M-F shift but closes with a potential future expansion to 6 days – should proposal be constructed on the 5 day/week basis? **In the event cleaning spec are added and we need to include another day to get this completed we would consider this. No need to consider at this time.**

Page 25, are the services in 5.9.1 considered to be outside the scope of work and reimbursable to the contractor? **In the event a child has an accident and bodily fluids, a student throws up. This is not an extra.**

Page 26; confirm if the services listed ion 5.10.11 are or are not reimbursable. **In the even we need to bring in AMC Environmental who is contracted through the BOE to perform an air quality test due to a leak or some other request from the school and the cleaning company will need to clean the room (s) according to the findings.**

Page 26, 5.10.1 does not discuss trash can liners – who provides these? **Proposers will need to supply the liners. Again it's stated that each company will provide in their quote to include supplies and not include with BOE providing.**

Page 28, 5.12.5, can this service be provided through the carpet extraction method or must it be steam? **You will need to access the carpets and tell the BOE how to proceed**

Page 31, 5.24.1. please expand on what is meant in item “b” that is to be provided without charge and also that the services in 5.24.2 and 3 are not expected to be performed upon request also at no charge. **If the Mayor or the Governor were to make a walk of the schools you would need to make sure the school is cleaned. If we have a student that may have had an accident on the floor, or a student with medical needs you will need to clean a step above everyday cleaning**

Same as above, if this is mold remediation that requires special training, specific insurances and in some cases special certifications – please confirm that is NOT the service asked for. **If mold remediation is needed it will be performed by a state licensed contractor**

Page 36, 5.37.3, can these inspectors have any other responsibilities such as training, directing of staff, etc.? **The inspectors would be your management people overseeing your daily custodians**

Page 39, 7.4; shouldn't the vehicle information requirement be due at start of contract and not at award since all employees wouldn't be hired at that early date? **Yes this will all be needed to the awarded company**

Page 40, bullet #8, what is the painting requirement/expectation and who provides paint and related supplies? At what time of year is this expected to take place? **Painting will be an as needed project, a classroom hallway. Vendor will supply the materials needed and charge accordingly**

Page 41 bullets #1 and #6; who provides the radios and who provides the pool chemicals, testing kits, etc.? your daytime lead custodian that will be reporting to the principals and staff will receive an BOE radio. **Proposer will need to provide a phone in the even I need to speak with them or they need to contact me. Again this will be worked out at the time we award a contract.**

Who is the incumbent contractor and how long have they been providing their services? – **The BOE has their own custodial staff – the only location that has a current outside vendor is Flood Middle School for the PM cleaning of the facility**

What is the current contracted monthly price and yearly price? – **For the one facility the monthly price is: 10 months at \$13,723.00 per month and 2 months at \$14,107.64 per month.**

Can you provide us with the bid tab sheet from the last bid opening? **There is no prior bid opening. This is the first time we have requested proposals.**

Is it possible to get the current supply usages from the current contractor? **There is no current contractor**

Is the scope/size of this bid identical with the current contract? **There is no current contract.**

Have there been any changes from the previously awarded contract to current request for bid? **Current contract is for only one school so the scope of services requested is what should be considered when submitting your proposal.**

Are there any significant changes from the last bid? **There is no prior bid.**

What are the criteria for awarding the contract? **Best interest of the District**

Is the contract being bid out due to poor performance from the incumbent contractor? **No – comparing outsourcing custodial versus maintaining in-house custodial staff**

What are the County's prevailing living wage rate? Can that be included in the bid spec?

<https://www2.ctdol.state.ct.us/WageRatesWeb/> Yes

Is there collective bargain Agreement with the County or current vendor? – Custodial Contract – <http://www.stratfordk12.org/uploaded/District/Employment/Contracts/CustContrac20132017t.pdf>

Who is responsible for providing day porters' services? **The successful vendor**

How many hours' day porter services are required per day? **8 to 10 hours per day**

What is the time frame for day porter's services? **Could vary by location will further discuss with Proposer who is awarded contract if BOE decides to go forward with outsourcing of custodial services.**

Who is responsible for furnishing floor mats of the campus? - **MagnaKleen**

Can you city provide carpet to tile % per location? **Please elaborate.**

What is the previous winning bid price?? **There is no prior bid.**

Can the oral interview be done via Skype? **Not preferred**

Is the walk through on June 30, 2017 mandatory as well or optional? **Mandatory**

What is the current total spend on custodial services (labor, payroll tax, benefits, supplies, and equipment)? **Refer to the BOE budget at - <http://www.stratfordk12.org/board-of-education/budget-financial-informations>**

What is the current total spend on facilities/maintenance services (labor, payroll tax, benefits, supplies, and equipment)? **This is currently handle by the Town – please refer to the Town’s budget at - <http://www.townofstratford.com/content/39832/39846/39909/43105/default.aspx>**

Also are the current maintenance employee's union employees? And if so, are we to also bid these positions non-union? **Yes current maintenance employees are union employees – bid the positions as you want – union or non-union – juts identify whether you are proposing union or non-union.**

What is the maintenance staff current average wages? **Refer to the Town’s Contract for the maintenance staff - <http://www.townofstratford.com/filestorage/39879/67328/CBA - Public Works LOCAL 134 %287.1.03 - 6.30.17%29.pdf>**

The RFP states that the awarded vendor would be responsible for providing additional labor at no cost. Do you have a list of last year’s events that required extra staffing or additional labor so we can factor those events into our pricing? **Graduation; Dignitary Visits**

Can you issue us a budgeted utility ( electric, gas, oil, water.sewer, etc) cost of each building or actual in order to do a benchmark for possible utility savings at the district? **If a proposer is selected this information will be provided to them at that time.**