

School Board Members

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Dinwiddie County Public Schools

OFFICE OF THE SUPERINTENDENT

Request for Proposal

RFP # 24-012224

Custodial Services for Dinwiddie County Public Schools

This procurement request is governed by the Virginia Public Procurement Act and all terms and conditions of the Act are hereby adopted and are made a part of this notice.

Addendum # 1

ISSUE DATE: 01/22/24

DUE DATE/TIME: 02/26/2024, 10:00 A.M.

The following are questions/clarifications we have received regarding this RFP to date.

Issued by: Brenda Austin
Telephone: 804-469-4190
Email: baustin@dcpsnet.org

- Are you wanting Day Porter as well as night cleaner to staff each school location?
 - The Day Porter will be employed by DCPS (not included in the custodial contractor's proposal) and will act as a liaison between the building principal and the custodial contractor. The successful proposal will include a small crew (2-3 contractor employees to work in conjunction with the DCPS day porter to do reactionary custodial services during the day) and a full crew to fully clean the building after school hours. *2:30pm HS/MS and 3:30pm Elementary.
- Do you want a single company to bid on all locations?
 - We would like a single company to bid on all locations. One of our overarching goals is to have contractor consistency with all of our custodial services.
- What is the Correct Due date and time? Is it 02/26/2024 @12:00am (according to eVA website) or Monday 02/26/2024 @10:00am (RFP Cover page) or Friday 02/23/2024 @10:00am (RFP Pg. 6)? Please Clarify.
 - Proposals are due in the School Board Office by Monday, February 26, 2024 at 10:00 AM

- Please provide the current contractor's name.
 - [Service Solutions, LLC](#)
- Please provide the current monthly price at each location.
 - [The current contract bills all locations at \\$97,957.65 per month](#)
- Does this contract have any union involvement? If yes, please provide a copy of the CBA or the name of the union.
 - [No](#)
- We do not see the Pricing form in the solicitation. Please Kindly provide the Pricing form.
 - [No pricing form was included. We are not suggesting any set prices. We expect pricing to be included in the proposal from the vendor.](#)
- The contract allows to have up to 4 renewal options. Will the school allow contractor to submit for price adjustment each year to coop with the increase in minimum wage, supply, etc.?
 - [Yes, this can be negotiated and written into contract](#)
- The solicitation page 9 requests to submit 5 references, but the Attachment I-References form only has 3 references. Please confirm if it's 5 or 3 references.
 - [We will accept 3 references of organizations of similar size or larger, as long as one is an educational institution.](#)
- In regarding to window cleaning internal & external, please kindly provide the number of windows, size of windows, and height at each school.
 - [This information should have been discussed at vendor walk thru. A walk thru to determine this information can be scheduled by contacting the Director of Facilities \(contact information provided in the RFP\).](#)
- Does contractor also provide hand sanitizer?
 - [No](#)
- Solicitation page 51, "replace light bulbs as necessary": what would be the maximum height that contractor is responsible to change the light bulb?
 - [12 feet. This can also be negotiated and written into contract to suit contractor and owner.](#)
- Will the school provide light bulb?
 - [Yes](#)
- If we choose to submit via email, is there a size limit on the email submission?
 - [The email limit for receiving email is 50MB.](#)

- How many no. of copies to send when sending proposal through email submission? Is it still being 1 Original + 5 Copies? Or only 1 Original?
 - email submissions will be 1 original copy scanned and emailed.
- It seems like the DP are currently school employees. Does contractor need to provide any Day Porter services? If yes, please provide the number of DP required and their working hours at each school.
 - Day porter position described in RFP will be a DCPS employee. Contractor should provide minimum number of custodians needed to complete reactive housekeeping (i.e. cleaning spills, attending to restrooms, lunch room, etc) during school hours. The main custodial crew that will complete daily thorough cleaning will complete their work after 230 at secondary schools and after 330 at elementary schools.
- For the routine /evening cleaning at each location, please let us know when we can start the cleaning and what would be the time frame?
 - Please refer to page 14, Section J
- What will be the cleaning day required at each school? Do we provide the services M-F or M-Sun?
 - The contractor is responsible for ensuring that the school is clean to begin each school day (Monday - Friday) and for DCPS sponsored events held at our facilities.
- Please provide the school operation hours for each location.
 - Secondary Schools: 7:05 AM - 2:30 PM, Monday-Friday Elementary Schools: 8:05 AM - 3:30 PM, Monday-Friday
- Please provide the list of holidays that the schools don't need service.
 - Refer to answer above and Attachment C, page 40 of RFP
- What are background check requirements? Is fingerprinting required?
 - The background requirements for all contractor staff assigned duties under this contract are identified on Pages 11-12, Section 10.0, A "Personnel"
- Do you have a 10x10 or larger area within the district we can use as office space?
 - Yes
- Are washer and dryer available for vendor use?
 - Yes
- Do we need to provide day porters for each school, or is there a county employee(s) at each location?
 - Day porter position described in RFP will be a DCPS employee. Contractor should provide minimum number of custodians needed to complete reactive housekeeping (i.e. cleaning spills, attending to restrooms, lunch room, etc) during school hours. The main custodial crew that will complete daily thorough cleaning will complete their work after 2:30 PM at secondary schools and after 3:30 PM at elementary schools.

- How many county employees are in each school (# of employees per location and shift)?
 - # of staff at each school is commensurate to the size of the school. Approximate # of staff are: DHS 100, DMS 85, Elementary 35-50
- May we also provide a separate price for Midway Elementary and cost for provision of staff there even though it is in-house - for future needs?
 - All DCPS facilities (to include Midway Elementary) are included within this RFP. A list of all facilities can be found on page 41, Attachment D in the RFP.
- Are we responsible for replacement cost of mats?
 - Mats are provided and maintained by a vendor hired by DCPS. (Not included in this RFP)
- Are we able to use propane equipment?
 - Equipment used is at the discretion of the contractor as long as it is within any state and federal law constraints.
- Are there any areas of the schools that are not to be cleaned by vendor?
 - No
- What is the required cleaning square footage at Historic Southside HS that we should include in our price; it was not on map or tours?
 - The portion of Historic Southside HS included is labeled as "Encompass (Alternative School)" on page 41, Attachment D of the RFP.
- During tours it was stated we are responsible to replace lights and ceiling tiles so we will have an employee dedicated to this task. Is this helpful, or should we NOT price this into our program?
 - This will be at the discretion of the contractor.
- During ice or snow events do we provide ice melt or does DCPS?
 - Ice melt is supplied by DCPS
- Is the current level of cleaning acceptable or should we price an improved program?
 - The level of program pricing will be at the contractor's discretion. All proposals will be evaluated according to the criteria format and points detailed on page 9, section 8.0 of the RFP.
- Would DCPS have an interest in touring a nearby K-12 account to see our standard level of performance?
 - Once all proposals have been evaluated according to the criteria format and points, DCPS may request a tour during the course of the contractor interview process.