

**School Board Members  
Superintendent**

Dr. Kari Weston  
Mary M. Benjamin  
Jason L. Brown, II  
Dr. Elaine J. Pearson  
**Clerk of the Board**  
Barbara T. Pittman  
Bonnie L. Gholson  
Dwayne G. Walker



*Dinwiddie County Public Schools*  
OFFICE OF THE SUPERINTENDENT

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**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.

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**Addendum # 2**

**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

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Concerning the Q&A below, during our tours, Jimmy Davis stated the Midway location is a DCPS location budgeted for 4 DCPS' FTE, but usually consistently staffed by 3 FTE. Your answer states below that it is to be included in our price. Was this location included in the previous contract price of \$97,957.65 per month? What is the intent for the 3-4 DCPS FTE? Do they move to the contractor or your day porter positions in other schools? Do you want a single company to bid on all locations?

*(From Addendum 1 released and posted to DCPS Website on Monday, February 5, 2024.)*

*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 locations (to include Midway Elementary) are included within this RFP. A list of all our facilities can be found on Page 41, Attachment D in the RFP.*

The \$97,957.65 per month is the current custodial contract price. Midway will be staffed the same as the other schools. One "Day Porter" (employed by DCPS), and then the contractor's employees. The Day Porter at each school will report to the building principal and serve as a liaison between the contractor and building principal. As it states in the RFP, the contractor employees should only be at a level necessary to do "reactive" custodial work during school hours (8-330 Elementary and 7-230 Secondary) and the main group of contractor employees that do the full cleaning of the building should not report before 330 for elementary and 230 for secondary.

Concerning the Q&A below, should be factor your DP into the working staff hours. I.E., if a school requires 2 working Day Porters, should we assume 1 will be yours?

*(From Addendum 1 released and posted to DCPS Website on Monday, February 5, 2024.)*

*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.*

No. The Day Porter will be a DCPS employee and duties will be assigned by building principal. The only connection to contractor will be as a Point of Contact for the building and occasional assistance when needed for reactionary cleaning. The contractor should staff the building to fulfill the necessary housekeeping duties without factoring in the Day Porter

Are you able to share the current staffing model for each school/Vendor staff? Day Porter for the (reactive cleaning and lunch service), Day Porter Maintenance position- does the vendor provide a DP with Maintenance for each school?

The Day Porter at each school will be employed by DCPS and will serve as the contractor's point of contact for that building. The contractor's staffing model for each school is driven by the contractor.

Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA Meetings, Board Meetings, etc.). Inquiry some events may fall on weekend days and/or evenings how does the current vendor charge for weekend events? Hourly rate? Or are dedicated personnel included in pricing?

Under our current contract all DCPS events (athletic events, school sponsored events, etc.) are included within the contract. Any outside entities using our facilities are billed separately to DCPS. (we include custodial services in our facilities usage charges).



Please clarify if the proposal can be sent electronically only, or are hard copies required?

The proposal can be sent electronically (delivery email is [baustin@dcpsnet.org](mailto:baustin@dcpsnet.org)). One electronic copy is sufficient. If submitting by email you do not need to send hard copies.

Section 13.1.B. electronic emailed proposals will be accepted. Can you please clarify if vendors who submit electronically are required to also submit hard copies? Or is electronic submittal sufficient?

Please refer to question above

Does the DCPS provide consumables, such as in Paper Restroom goods Toilet paper, paper towels, trash liners, etc. We are confused by the statement Hand soap is provided by DCPS; typically, paper products are also provided by the School District.

Currently all paper products are provided by the vendor. DCPS provides hand soap for the dispensers. Details of this aspect should be included in the proposal and can be negotiated once a vendor is awarded.

Can you confirm the type or types of paper towel- toilet tissue and hand soap - seat covers? And are they the same for all locations?

Items were provided by contractor.

Section 11.0 item E. Expendable Supplies, contractors are responsible for providing all expendable supplies - can you provide estimated usage quantities (cases/per month) for paper products?

Please refer to question above. These things were also provided by current contractor, therefore DCPS does not have that information

Contractor is responsible for consumables, paper products. Please provide student count per location.

Yes, contractor is responsible for consumables and paper products.

Students Per school as of February 1, 2024:

Dinwiddie Elem: 327  
Midway Elem: 331  
Sutherland Elem: 533  
Southside Elem: 439  
Sunnyside Elem: 253  
Dinwiddie Middle: 910  
Dinwiddie High: 1338  
Encompass: 25

What are the current cleaners' pay rates/Day Porter's pay rates? Is there any differential with Light Maintenance skills?

Pay rates for the current contractor are established and paid by the contractor. Day Porter pay rates are established and paid by DCPS. Both are handled through the respective personnel procedures.

Is Living Wage, Wage Scale, Union Wages, and/or other pay requirements applicable to this contract?

Please refer to question above

What is the living wage determination?

Please refer to question above

What is required min. wage for this contact?

Please refer to question above

Can you provide the current number of staffing- Day Porter, night shift, driver etc?

We do not have access to the Contractor's number of staff.

Exterior window cleaning is this done annually?

Exterior window cleaning is scheduled and completed as needed (most often annually).

Please confirm exterior window requirements:

Is the exterior of all perimeter windows around each building to be included?

Can be found in the RFP. Attachment A, page 42

What is the window height limit for window/glass cleaning

Should be established in the vendor proposal

Is Exterior Window Cleaning a part of this contract? If it does, what is the maximum height required to be cleaned?

Can be found in the RFP. Attachment A, page 42. Should be established in the vendor proposal

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



Can you describe the daily use of the Historic High School? From what we have found on your website, it appears there are administrative offices and a specialty school. If this is correct, how much of the building is dedicated to each function?

A small portion of the HSHS is used by our Encompass School. This school occupies 4 large rooms, 2 offices and the connecting hallways. The remainder of the downstairs is occupied by a private day school.

Can you give more detail on the general use of the historic High School?

Please see above answer

'Historic' building- what are the major differences compared to other locations?

Please see above answer. Only difference is usage (DCPS has limited number of students and private day school occupies most of first floor)

The team of 2-3 reactionary cleaners during the day, will they be required to travel around the county to fill in? Where will their base location be?

The 2-3 reactionary staff will be assigned by the contractor. Coverage and assignments will be up to the contractor. The only requirement is that each school has the minimum number of staff on hand daily to satisfy the requirements of the RFP.

What is the actual cleanable square footage for the office space in Maintenance and Transportation buildings?

Square footage of all sites can be found in Attachment D, on page 41

Can you please confirm the current student population for each site?

Students Per school as of February 1, 2024:

Dinwiddie Elem: 327

Midway Elem: 331

Sutherland Elem: 533

Southside Elem: 439

Sunnyside Elem: 253

Dinwiddie Middle: 910

Dinwiddie High: 1338

Encompass: 25

Which is preferred: day or evening cleaning? Full Time or Part Time preferences?

Daytime cleaning (8-330 Elementary and 7-230 Secondary) should only be reactive cleaning. Full cleaning should take place outside of student hours.

Can you confirm the number of stairwells and floors for each building? mix (type and year of construction)?

Number of stairwells and floors in each building can be identified during the optional site walkthroughs.

DES 1940 (reno 2001)

MES 1937 (reno 1996)

SUTH 2008

SES 1973 (reno 2023/2024)

DMS 1965 (reno 1996)

DHS 2008

Can you provide a breakdown of classrooms, offices, labs, gym, etc. including floor type (carpet - Vinyl- ceramic - wood - other)

can be discussed during interview process

How many regular trash exterior containers? How far away from building?

Can be discussed during the interview phase

Who is the current vendor?

Service Solutions, LLC

What is the current contract monthly or annual value of the contract, per location?

Contract is billed as one payment, monthly price is: \$97,957.65

Have there been any changes in scope from current services to services under this solicitation? if so, what has changed?

Yes. Addition of 1 school (Midway Elementary) and a couple athletic field houses. (all are listed in RFP)

Please confirm that vendors are required to comply with Virginia Minimum Wage law.

Yes. The vendor must comply with all applicable Code of Virginia Laws.

What is the projected service start date?

July 1, 2024

Section 5.B. can you provide floor plans (existing drawings) or emergency evacuation plans for each school location?

This can be discussed and provided during the interview process.

Can you provide a square footage or % breakdown by floor type for all flooring surfaces? i.e., carpet, tile, vct, ceramic, etc.

Square footage is listed in Attachment D on Page 41. Floor types can / should be identified during optional walkthroughs of buildings.

Two of the locations visited had trailers added to each facility,

Is the square footage (SQFT) for the trailers included in the estimated SQFT total that was provided in the RFP?

No



Since strip & wax of flooring is included. How are vendors to handle the floors marking end logos?

**This can be discussed during the interview phase**

Is the stage waxing floor included?

**No**

Is the chair upholstery cleaning included?

**This can be discussed during interview phase**

Per Section 6.F. Unit and Total Cost “Each proposal shall include *monthly unit and total cost figures*, and the same shall be shown for an annual basis”

Is the pricing needed for all locations as a group or individually for each location plus a grand total?

**Pricing should be listed by individual location all adding to the grand total. A Bid Form has been included in this addendum for your convenience.**

If per location pricing is required, will the County provide a pricing/bid form for EACH BID LOCATION?

**A Bid Form has been included in this addendum for your convenience.**

Shall bidders provide monthly & annual pricing per location as an attachment-to-Attachment G signature sheet which only includes the Annual Contract Amount?

**A Bid Form has been included in this addendum for your convenience. We will expect to divide the annual total into twelve (12) monthly installments. You may use this in lieu of Attachment G (Signature Sheet). We have combined these two forms.**

Section 6.0 Minimum Qualifications, C. Format of Proposal

Each proposal shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by the committee members with a minimum of effort and delay. Per RFP Section 7.0. B. Proposal should be provided in the order listed in Section 8.0. It is noted that both Section 8.0 and 13.2 –list questions that need to be included in the response, but these sections do not follow the exact same format or sequence.

**We would like to see the proposal presented in the Criteria Format listed in section 8 on page 9 of the RFP.**

Please confirm that If the order in Section 8.0 is followed, cross references to questions in section 13.2 will need to be inserted in the appropriate sections and any information not cross referenced would need to be included in a “supplemental” section – i.e. required forms, attachments, pricing.

**The following forms must be returned. They are not part of the Scoring Criteria.**

**Attachments F (State Corporation Commission Form)**

**Attachment G (Signature Sheet) You can use the new Bid Form Pricing**

**Attachment H (Certification of Contractor) Attachment I (References)**

Are there any School Required Background Checks for employees?

Yes. The background requirements for all contractor staff assigned duties under this contract are identified on Pages 11-12, Section 10.0, A "Personnel"

Is there a cost to the contractor, if so, how much is the cost per employee?

Yes. We would not have access to the cost of background checks that are performed by the contractor's Human Resources Department.

Is the sq ft Gross sq ft...do you have floor types per location?

Square footage for each location can be found in Attachment D, page 41. Floor types can/should be observed during optional walk through of sites

Are any vehicles provided by the district for contractor usage?

No

Is contractor responsible to movement and cleaning of bleachers in gym?

Yes

Contractor responsible for outside of buildings and/or the grounds?

Yes. Specific contractor responsibilities, as they relate to grounds maintenance, can be found in Attachment E, on page 50 of the RFP.

Does the district provide any type of communication such as radio?

We have not provided this in the past, but this can be negotiated with the successful vendor.

Is contractor responsible for the kitchen in the cafeteria? Is contractor required to remove kitchen trash?

Kitchen trash will be removed by kitchen staff.

Pricing is not listed in the 'Proposal Criteria Format & Points'.

How will Pricing be scored in the final Evaluation?

How should Pricing appear in the overall proposal format?

Price shall be considered, but need not be the sole or primary determining factor.

A Bid Pricing Form is included in the attachments for this addendum. Please list by location with all locations adding to the Grand Total. You may use this form in lieu of Attachment G

Could you please provide a list of all vendors that participated in the Pre-Bid Conference?

We have included the sign in sheets in the attachments for this addendum.

Could you please provide some insight into the factors driving your decision to post this request for proposal?

Our current custodial services contract was not in line with our current facilities and needs. We have added several spaces since the original contract was executed in



2013. Additionally, our expectations have changed (where our students eat - sometimes in classrooms vs cafeteria and when we would like to the bulk of custodial services completed). We wanted to establish a contract that better reflects our custodial needs as a school system.

Per page 12 of the RFP, section 10.A, Day Porters/Liaison: *"There will be a minimum of one (1) Full time Liaison in each school. Job description is attached. Depending on budget constraints, these will be DCPS employees, reporting to the Principal and Facilities Director. Vendor will work with them as needed but will not supervise them."*

Is the Vendor still to provide Day porters to each school?

The contractor should provide the minimum number of employees needed to perform "reactive cleaning," (i.e. cleaning up spills, spot cleaning areas as needed, keeping restrooms clean throughout the day and cleaning the cafeteria after lunch sessions) and supply restocking during the day.

Are the below buildings included in the square footage of the RFP?

Annex- Behind Historical Southside

Driving Tower

Baseball Field House

If not, should we include them in our proposal?

If so, what is the square footage?

The Annex, Driving Tower and Baseball Club House are not included in the RFP (each for site specific reasons) and therefore should not be included in the proposal. Those three areas will be discussed and terms agreed upon with the successful contractor.

Are the trailers/portables located behind elementary schools included in the square footage of the schools?

If not, what is the square footage?

Sunnyside

Southside

No. These structures are not included as we are actively trying to eliminate them. These will also be discussed and terms agreed upon with the successful contractor.

What is the yearly value of the current contract?

\$1,175,491.80 per year

Is the current contract for the same buildings and scope as the RFP?

We have added a few smaller facilities and Midway Elementary to the RFP.

What is the current staffing level? # of workers

The staffing level is set by the current contractor.

Can you provide service locations with sizes?

Please refer to Page 41 Attachment D of the RFP for the actual square footage of each location.

Can you provide Price Proposal Form?

Bid Form has been included in this addendum for your convenience. We will expect to divide the annual total into twelve (12) monthly installments. You may use this in lieu of Attachment G (Signature Sheet). We have combined these two forms

Who is the incumbent contractor and how long have they been providing their services?

Service Solutions, LLC. We have been with them since July 2013.

What is the current contracted monthly price and yearly price?

Please provide past three monthly invoices from current vendor.

Monthly contracted price is \$97,957.65, Annual Contract is \$1,175,491.80. Last three (3) monthly invoices are included in the attachments for this addendum.

Can you provide us with the bid tab sheet form the last bid opening?

We are using SSC through E&I Contract CNR01332. There is not a bid tab sheet.

Provide copy of Current Contract.

See Attachment

Can you provide the contract price if it has been increased for the past years?

See Attachment

What are the areas you like to see improvement with new vendor?

We would like to see improvement in cleaning after DCPS events (example: cleaning bleachers after basketball game), and in general day-to-day cleaning (floors, stairwells, classrooms, etc.)

Is the scope/size of this bid identical with the current contract?

No. We added 1 elementary school (Midway) and have added a new athletic facility since 2013 (Spring Sports Fieldhouse)

Have there been any changes from the previously awarded contract to current request for bid?

The changes reflected in the current RFP are represented in the additional buildings and addition of the DCPS employed Day Porter.

Are there any significant changes from the last bid?

Answered above

What are the criteria for awarding the contract?

Can you specify the percentage of each category; Price, qualification, experience, etc.?

Please see page 9 of the RFP for the Criteria Format & Points



Is it possible to get the current supply usage data: Kind of products, quantities etc?  
That data would be kept by our current contractor, as they supplied all products, with the exception of hand soap.

Who is responsible for providing day porters' services for each building?  
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.

How many hours day porter services are required per day for each building?  
The Day Porters are employees of DCPS, and their hours will be established by DCPS. At this point the plan for them to work during school hours, but that is subject to change (and should affect the bid from the contractor).

What is the time frame for day porter's services and night shift?  
As detailed in Section 10 (page 12) of the RFP, the Day Porters at each school will be DCPS employees and their schedule will be established by DCPS. The contractor is responsible for: a small "reactive cleaning" crew during school hours and a larger custodial crew to thoroughly clean the building after school hours (Secondary 7:00 AM - 2:30 PM, Elementary 8:00 AM - 3:30 PM). The contractor is responsible for determining when their employees will complete these tasks.

Can you provide the flooring type breakdown of all locations? Carpet, Concrete, VCT, Tile, etc.?

Flooring types were available for view during the building tours set up with the Director of Facilities Operations. DCPS has 13 facilities with varying floor types.

Who is responsible for providing event set up and post event cleaning if you have?  
DCPS will provide set up for all DCPS sponsored events. The contractor is responsible for post event cleaning for all DCPS events (included within successful bid). Organizations that rent our facilities are responsible for set up for their events. The contract is responsible for post event cleaning for all events held by organizations that rent our facilities. (These outside organization events are to be billed separately to DCPS)

Can a breakdown by building of estimated number of events per year that the contractor will need to set up by provided if you have?  
Although the number of events held at DCPS buildings varies from year to year, here is an estimate:

DHS: 5 or 6 outside organization events per year (mostly dance recitals)  
DCPS events per year: athletic events (can be found at: [centralschoolva.org](http://centralschoolva.org)) non-athletic events: approximately 10

DMS: 1-3 outside organization events per year  
DCPS event per year: 15-20 (includes athletic events, dances and other special events)

Elementary Schools: 8-10 total events per year. (Most are DCPS, with occasional outside organization events)

Can you provide the number of average events was occurred for the past year?

The number of events held at DCPS buildings varies from year to year. The breakdown above is what you can expect.



**Dinwiddie County Public Schools**

**RFP# 24-012224**

**Custodial Services for Dinwiddie County Public Schools**

**Date & time of Closing: Monday, February 26, 2024 @ 10:00 a.m.**

**BID PRICING FORM**

<b>Building</b>	<b>Street Address</b>	<b>County, Zip Code</b>	<b>Square Footage</b>	<b>Proposed Annual Cost</b>
Dinwiddie Elementary School	13811 Boydton Plank RD	Dinwiddie VA. 23841	95,636.34	
Southside Elementary School	10305 Boydton Plank RD	Dinwiddie, VA 23841	70,107 17	
Historic Southside High School	12318 Boydton Plank RD	Dinwiddie, VA 23841	123,051 71	
Sunnyside Elementary School	10203 Melvin B. Alsbrooks Avenue	Mckenney, VA. 23872	39,240 54	
Midway Elementary School	5511 Midway Road	Church Road, VA 23833	53,337.13	
Sutherland Elementary School	6000 R B Pamplin RD	Sutherland, VA 23885	84,329 03	
Dinwiddie Middle School	11608 Courthouse RD	Dinwiddie, VA 23841	153,770 50	
Dinwiddie Football Field House	11608 Courthouse RD	Dinwiddie, VA 23841	7,800 00	
Dinwiddie Maintenance	11016 Courthouse RD	Dinwiddie, VA 23841	6,041 03	
Dinwiddie Transportation	11020 Courthouse RD	Dinwiddie, VA 23841	14,777 60	
Dinwiddie High School	11501 Boisseau RD	Dinwiddie, VA 23841	233,562 63	
Dinwiddie Spring Sports Field House	11501 Boisseau RD	Dinwiddie, VA. 23841	1,882 00	
<b>Total</b>			<b>883,535.68</b>	

Annual Contract Amount \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Official Title \_\_\_\_\_

Company Name \_\_\_\_\_

FIN or SSN \_\_\_\_\_

State of Incorporation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Acknowledgment is made of receipt of the following Addenda

Addendum 1 Posted to DCPS website on 2/5/24

Addendum 2 Posted to DCPS website on 2/14/24

**AMENDMENT ONE TO SERVICE AGREEMENT BETWEEN  
DINWIDDIE COUNTY PUBLIC SCHOOLS AND  
SOUTHEAST SERVICE CORPORATION  
d/b/a SSC SERVICE SOLUTIONS**

This Amendment One, effective as of July 1, 2023, is by and Dinwiddie County Public Schools ("Client"), whose principal office is located at 14016 Boydton Plank Rd. Dinwiddie, VA. 23841, and SOUTHEAST SERVICE CORPORATION d/b/a SSC SERVICE SOLUTIONS ("Contractor"), whose principal office is located at 1225 E. Weisgarber Road, Suite 200, Knoxville, TN 37909.

**WITNESSETH**

WHEREAS, Client entered into a Service Agreement with Contractor effective July 1, 2014 (hereinafter referred to as the "Agreement");

WHEREAS, the parties desire to make certain alterations, additions or deletions to the Agreement effective July 1, 2023 through June 30, 2024;

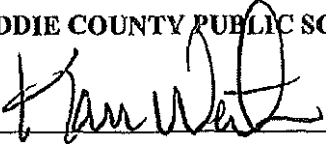
NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, and intending to be legally bound hereby, the parties agree as follows:

- I. **Revised Annual Contract Price.** The Annual Contract Price shall be increased to \$1,175,491.80, effective as of July 1, 2023.

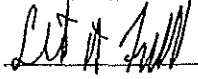
All other terms, conditions and stipulations contained in the Agreement shall remain in full force and effect and without any change or modification whatsoever, except in the event of any conflict between this Amendment and the Agreement, this Amendment will control. Unless otherwise defined herein, all capitalized terms shall have the meanings ascribed in the Agreement. This Amendment may be executed in one or more counterparts. Each counterpart shall be deemed an original, but all counterparts together constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the date first written above.

**DINWIDDIE COUNTY PUBLIC SCHOOLS**

By:   
Name: Kari Weston  
(Please Print)  
Title: Superintendent

**SOUTHEAST SERVICE CORPORATION**

By:   
Name: Seth A Ferriell  
(Please Print)  
Title: CEO





# Invoice

Sutherland Elem  
 6000 R.B. PAMPLIN DRIVE  
 SUTHERLAND VA 23885

Invoice Number. 3729800098  
 Invoice Date Jan 31, 2024  
 Department Service Billing  
 Customer Number F372980000

Bill To: Dinwiddie Co Public Schools  
 Attn: Maintenance Department  
 P.O. Box 7  
 Dinwiddie VA 23841

Remit To: SSC Service Solutions  
 Compass Group USA  
 PO Box 417632  
 Boston MA 02241-7632

Note: Service Period 2/01/24-2/29/24

Junitorial 01/31/2024

Cost Center	Description	Quantity	Unit Price	Amount
37035	DINWIDDIE HIGH SCHOOL	1.00	\$33,904.12	\$33,904.12
37296	DINWIDDIE JR HIGH SCHOOL	1.00	\$19,453.20	\$19,453.20
37297	HISTORICAL SOUTSIDE HIGH SCHOOL	1.00	\$4,321.30	\$4,321.30
37298	SUTHERLAND ELEMENTARY	1.00	\$12,309.80	\$12,309.80
37801	SOUTHSIDE ELEMENTARY	1.00	\$10,007.50	\$10,007.50
38214	SUNNYSIDE ELEMENTARY	1.00	\$6,181.37	\$6,181.37
40055	DINWIDDIE ELEMENTARY SCHOOL	1.00	\$11,482.04	\$11,482.04
37296	BUS GARAGE	1.00	\$298.32	\$298.32

Sub-Total (Non-Taxable)	\$97,957.65
Sub-Total (Taxable)	\$0.00
Sales Tax	\$0.00
<b>Balance Due (Upon Receipt)</b>	<b>\$97,957.65</b>



# Invoice

Sutherland Elem  
 6000 R.B. PAMPLIN DRIVE  
 SUTHERLAND VA 23885

Invoice Number 3729800097  
 Invoice Date Dec 28, 2023  
 Department Service Billing  
 Customer Number F372980000

Bill To: Dinwiddie Co Public Schools  
 Attn: Maintenance Department  
 P.O. Box 7  
 Dinwiddie VA 23841

Remit To: SSC Service Solutions  
 Compass Group USA  
 PO Box 417632  
 Boston MA 02241-7632

Note: Service Period 1/01/24-1/31/24

Janitorial 12/28/2023

Cost Center	Description	Quantity	Unit Price	Amount
37035	DINWIDDIE HIGH SCHOOL	1.00	1 \$33,904.12	\$33,904.12
37296	DINWIDDIE JR HIGH SCHOOL	1.00	2 \$19,453.20	\$19,453.20
37297	HISTORICAL SOUTSIDE HIGH SCHOOL	1.00	7 \$4,321.30	\$4,321.30
37298	SUTHERLAND ELEMENTARY	1.00	6 \$12,309.80	\$12,309.80
37801	SOUTHSIDE ELEMENTARY	1.00	5 \$10,007.50	\$10,007.50
38214	SUNNYSIDE ELEMENTARY	1.00	4 \$6,181.37	\$6,181.37
40055	DINWIDDIE ELEMENTARY SCHOOL	1.00	3 \$11,482.04	\$11,482.04
37296	BUS GARAGE	1.00	8 \$298.32	\$298.32

Sub-Total (Non-Taxable)	\$97,957.65
Sub-Total (Taxable)	\$0.00
Sales Tax	\$0.00
<b>Balance Due (Upon Receipt)</b>	<b>\$97,957.65</b>







# Invoice

Sutherland Elem  
 6000 R. B. PAMPLIN DRIVE  
 SUTHERLAND VA 23885

Invoice Number: 3729800096  
 Invoice Date: Nov 29, 2023  
 Department: Service Billing  
 Customer Number: F372980000

Bill To: Dinwiddie Co Public Schools  
 Attn: Maintenance Department  
 P.O. Box 7  
 Dinwiddie VA 23841

Remit To: SSC Service Solutions  
 Compass Group USA  
 PO Box 417632  
 Boston MA 02241-7632

Note: Service Period 12/01/23-12/31/23

Janitorial 11/29/2023

Cost Center	Description	Quantity	Unit Price	Amount
37035	DINWIDDIE HIGH SCHOOL	1.00	\$33,904.12	\$33,904.12
37296	DINWIDDIE JR HIGH SCHOOL	1.00	\$19,453.20	\$19,453.20
37297	HISTORICAL SOUTSIDE HIGH SCHOOL	1.00	\$4,321.30	\$4,321.30
37298	SUTHERLAND ELEMENTARY	1.00	\$12,309.80	\$12,309.80
37801	SOUTHSIDE ELEMENTARY	1.00	\$10,007.50	\$10,007.50
38214	SUNNYSIDE ELEMENTARY	1.00	\$6,181.37	\$6,181.37
40055	DINWIDDIE ELEMENTARY SCHOOL	1.00	\$11,482.04	\$11,482.04
37296	BUS GARAGE	1.00	\$298.32	\$298.32

Sub-Total (Non-Taxable)	\$97,957.65
Sub-Total (Taxable)	\$0.00
Sales Tax	\$0.00
<b>Balance Due (Upon Receipt)</b>	<b>\$97,957.65</b>



DINWIDDIE COUNTY  
PUBLIC SCHOOLS

DINWIDDIE COUNTY PUBLIC SCHOOLS  
RFP324-012224 CUSTODIAL SERVICES  
SITE VISITS

Friday, January 26, 2024  
10:00 AM

ATTENDEES			
Name	Organization	Phone	Email
Justin Foster	Service Master Services	804-285-8882	JFoster@svmservices.net
MARK STORY	SERVICEMASTER	804-393-9988	mstory@svmservices.net
CHAR BISHOP	Service Master	804-564-4652	CBISHOP@svmservices.net
Russell Leboff	HES	804-380-7466	rleboff@hes.com
Leroy Durham	DCS	126-0828 804-726-0828	Durhamled@yahoo.com
Mike Jackson	Office Pride	804-617-7953	mikejackson@officepride.com
Jack Ball	Red Coats	804-576-8000	JBall@redcoats.com
Ryan Beck	Red Coats	304-661-0733 (804) 245-2525	rbeck@redcoats.com
EVELYN GREENE	In His Hands Janitorial Co. LLC		InHisHands8377@gmail.com





DINWIDDIE COUNTY  
PUBLIC SCHOOLS

DINWIDDIE COUNTY PUBLIC SCHOOLS  
RFP#24-012224 CUSTODIAL SERVICES  
SITE VISITS

Friday, February 2, 2024  
10:00 AM

ATTENDEES			
Name	Organization	Phone	Email
Chris Grammer	ABM	501 712 5253	Robert.Grammer@ABM.com
Juan Martin	ABM	804-720-6386	juan.martin@abm.com
DAVID MEYER	SERVICES MASTER	804-393-9989	DMeyer@SMASTON OF VA com
RUSSELL Casino	INTERSTATE BM	215 730 8887	RCASINO@INTERSTATE 148 INTERSTATE.COM
Walt Potter	AFS	770-740166	SPOTTER@AMERICAN.COM
Raul Rodriguez	CENTRAL SERVICES	804-310-6900	Raul.Rodriguez@central-services.com
GMENT HANCOCK	PRITCHARD	(404) 558 5943	GHANCOCK@PRITCHARDWASHING TON.COM
Latrel Dye	SSC	215-287-8100	Latrel.Dye@SSCservices.com
Talish Eldred	SSC	804 221 9481	Talish.Eldred@SSCservices.com

1-1 service master both days



DINWIDDIE COUNTY  
PUBLIC SCHOOLS

DINWIDDIE COUNTY PUBLIC SCHOOLS  
RFP324-012224 CUSTODIAL SERVICES  
SITE VISITS

Friday, February 9, 2024  
10:00 AM

ATTENDEES			
Name	Organization	Phone	Email
Emily So	LIT Services Inc	703-698-8838	maladee.so@gmail.com
Todd Given	GDF Services	(301) 271-0122	Todd.given@gdi.com

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(/)



SSC |  (http://sscserv.com/)  
services for education

(Custodial)

<b>Contract Number:</b> CNR01332
<b>Contract Date:</b> 07/01/2013 – 08/02/2024
<b>Agreement:</b> LPA
<b>Renewals:</b> None
<b>eProcurement:</b> N/A
<b>RFP Number &amp; Name:</b> 683233 / Operation and Management of Custodial Services

## SSC | Custodial Services

*The SSC custodial contract helps you take care of your facilities through integrated custodial programs for cleaning, event set-up, dorm room turns, or any other instance to ensure your students and staff flourish in clean, vibrant environments.*

Contract Documents & Updates



**DINWIDDIE COUNTY PUBLIC SCHOOLS**

Date: July 1, 2023



**PURCHASE ORDER**

**NO. 83145**

**INVOICE:**

DINWIDDIE COUNTY PUBLIC SCHOOLS  
P.O. BOX 7 / 14016 Boydton Plank Road  
Dinwiddie, VA 23841

This order number must appear on all packages, correspondence, invoices and shipping papers.

**TO:** SSC Services for Education  
1225 E Weisgarber Rd  
Suite 200  
Knoxville TN 37909

**SHIP TO:**

**FY24**

Please enter our order for materials or services listed below.

ITEM	QUANTITY ORDER.	REC.	DESCRIPTION	PRICE	PER	AMOUNT
			Contracted cleaning for the following locations: - Dinwiddie High School (301) - Dinwiddie Middle School (302) - Historic Southside High School Educ Center (305) - Dinwiddie Elementary School (201) - Sunnyside Elementary School (203) - Southside Elementary School (205) - Sutherland Elementary School (206) - Transportation Department (102)			\$1,175,491.80
<b>NOTE: PUBLIC SCHOOLS ARE EXEMPT FROM PAYING VIRGINIA SALES TAX</b>						\$1,175,491.80

E&I Contract – CNR01332

*Brenda Austin*

AUTHORIZED PURCHASING OFFICIAL

REQUESTED BY:

*J. Davis*  
PRINCIPAL/SUPERVISOR

:FINANCE

:Supt/DESIGNEE

FUND	FUNCTION	ACCOUNT	COST CENTER	PROGRAM CODE	PROJECT CODE	AMOUNT
205	64200	3325	103	00	000	\$1,175,491.80
205	64200	3326	305	00	000	

DINWIDDIE COUNTY PUBLIC SCHOOLS

Date: 6/22/22



PURCHASE ORDER

NO. 82445

INVOICE:

This order number must appear on all packages, correspondence, invoices and shipping papers

DINWIDDIE COUNTY PUBLIC SCHOOLS  
P.O. BOX 7 / 14016 Boydton Plank Road  
Dinwiddie, VA 23841

TO: SSC Services for Education

SHIP TO:

N  
FY23

Please enter our order for materials or services listed below.

ITEM	QUANTITY ORDER.	REC	DESCRIPTION	PRICE	PER	AMOUNT
			Contracted cleaning for the following: High School (301) Middle School (302) HSH EC (305) Sutherland (206) Southside (205) Sunnyside (203) Dix Elen. (201) Bus Garage (102)			

NOTE: PUBLIC SCHOOLS ARE EXEMPT FROM PAYING VIRGINIA SALES TAX

\$1,107,313.00

E & I Contract  
CNRO/332

Brenda Austin

AUTHORIZED PURCHASING OFFICIAL

REQUESTED BY:

*[Signature]*  
PRINCIPAL/SUPERVISOR

FINANCE

SUPT/DESIGNEE

FUND	FUNCTION	ACCOUNT	COST CENTER	PROGRAM CODE	PROJECT CODE	AMOUNT
205	64200	3325				
205	64200	3326305				

DINWIDDIE COUNTY PUBLIC SCHOOLS

Date: 6/4/21

PURCHASE ORDER NO. 81698

INVOICE:

This order number must appear on all packages, correspondence, invoices and shipping papers.

DINWIDDIE COUNTY PUBLIC SCHOOLS  
PO BOX 71 14016 Boydton Plank Road  
Dinwiddie, Virginia 23841

TO: SSC Services for Education

SHIP TO:

N FY-22

Please enter our order for materials or services listed below:

ITEM	QUANTITY ORDER.	REC.	DESCRIPTION	PRICE	PER	AMOUNT
			Contract Cleaning for:			
			High School 301			
			Middle School 302			
			HSH EC 305			
			Sutherland 206			
			Southside 205			
			Sunnyside 203			
			Din Elev. 201			
			Bus Garage 102			
NOTE: PUBLIC SCHOOLS ARE EXEMPT FROM PAYING VIRGINIA SALES TAX						1,055,302.47

*[Signature]*

AUTHORIZED PURCHASING OFFICIAL

REQUESTED BY:

*[Signature]*

*[Signature]*  
PRINCIPAL/SUPERVISOR  
FINANCE

ASSISTANT SUPERINTENDENT

SUPERINTENDENT

FUND	FUNCTION	ACCOUNT	COST CENTER	PROGRAM CODE	PROJECT CODE	AMOUNT
205	64200	3325				
205	64200	3326	305			

White-Vendor Copy

Yellow-SBO

Pink-Attach to Invoice

Gold-School/Dept Copy



DINWIDDIE COUNTY PUBLIC SCHOOLS

Date: 6/4/20

PURCHASE ORDER NO. 81633

INVOICE:

This order number must appear on all packages, correspondence, invoices and shipping papers

DINWIDDIE COUNTY PUBLIC SCHOOLS  
PO BOX 7 / 14016 Boydton Plank Road  
Dinwiddie, Virginia 23841

TO: SSC  
Services for Education

SHIP TO:

FY21 N

Please enter our order for materials or services listed below:

ITEM	QUANTITY ORDER, REC	DESCRIPTION	PRICE	PER	AMOUNT
		1 to Contract clearing for the following Schools: Bus Garage Midway McBee Din Elee Southside South side Sunshine HSH E.C			
NOTE: PUBLIC SCHOOLS ARE EXEMPT FROM PAYING VIRGINIA SALES TAX					\$970,000.88

E I CONTRACT  
CAR 01332

Brenda Austin

AUTHORIZED PURCHASING OFFICIAL

REQUESTED BY: [Signature]

	FUND	FUNCTION	ACCOUNT	COST CENTER	PROGRAM CODE	PROJECT CODE	AMOUNT
PRINCIPAL/SUPERVISOR	205	604200	3325				
FINANCE	205	604200	3326	305			
ASSISTANT SUPERINTENDENT							
SUPERINTENDENT <u>[Signature]</u>							

DINWIDDIE COUNTY PUBLIC SCHOOLS

Date: 6/12/19

PURCHASE ORDER NO. 81204

INVOICE:

This order number must appear on all packages, correspondence, invoices and shipping papers.

DINWIDDIE COUNTY PUBLIC SCHOOLS  
PO BOX 7 / 14016 Boydton Plank Road  
Dinwiddie, Virginia 23841

TO: SSC  
Services for Education

SHIP TO: (N) FY20

Please enter our order for materials or services listed below:

ITEM	QUANTITY ORDER.	REC.	DESCRIPTION	PRICE	PER	AMOUNT
			Contractor's Cleaning for Schools: High, Middle, DES, Southland, Southside and Sunnyside H S H E C			\$885,429.00
						\$41,169.00
NOTE: PUBLIC SCHOOLS ARE EXEMPT FROM PAYING VIRGINIA SALES TAX						\$926,598.00

\* Breakdown by school will come on first invoice.

Brenda Aiken  
AUTHORIZED PURCHASING OFFICIAL

REQUESTED BY:

	FUND	FUNCTION	ACCOUNT	COST CENTER	PROGRAM CODE	PROJECT CODE	AMOUNT
PRINCIPAL/SUPERVISOR	205	64700	3325				
FINANCE	205	64700	3326-305				
ASSISTANT SUPERINTENDENT							
SUPERINTENDENT							

DINWIDDIE COUNTY PUBLIC SCHOOLS

Date: 7/11/18

PURCHASE ORDER NO. 80742

INVOICE:

This order number must appear on all packages, correspondence, invoices and shipping papers.

DINWIDDIE COUNTY PUBLIC SCHOOLS  
PO BOX 7 / 14016 Boydton Plank Road  
Dinwiddie, Virginia 23841

TO: SSC  
Services for Education

SHIP TO:

4 19

Please enter our order for materials or services listed below:

ITEM	QUANTITY ORDER, REC	DESCRIPTION	PRICE	PER	AMOUNT
		Contracted Clearing for Schools			\$ 859,640.50
		High, Middle, DES, Sutherland, Southside, Sunnyside			
		HSHEC			\$ 46,881.72
NOTE: PUBLIC SCHOOLS ARE EXEMPT FROM PAYING VIRGINIA SALES TAX					\$ 906,522.22

Brenda Austin  
AUTHORIZED PURCHASING OFFICIAL

REQUESTED BY:

*[Signature]*

	FUND	FUNCTION	ACCOUNT	COST CENTER	PROGRAM CODE	PROJECT CODE	AMOUNT
PRINCIPAL/SUPERVISOR	205	64200	3325	301			\$ 313,246.92
FINANCE	205	64200	3326	305			46,881.72
ASSISTANT SUPERINTENDENT	205	64200	3325	302			117,555.12
SUPERINTENDENT	205	64200	3325	206			113,472.12
	205	64200	3325	205			92,145.60
	205	64200	3325	203			57,348.48
White-Vendor Copy							
Yellow-SBO							
	205	64200	3325	201			105,872.22

Prfk-Attach to Invoice

Gold-School/Dept Copy