

## RFP#110420TJ Questions and Answers for Custodial Cleaning Services

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1. 1.7.1 The right is reserved to award to one (1) respondent or multiple respondents however *no respondent will be awarded more than two (2) zones*. See Request for Pricing Schedule Form. RFP award will be made to the most responsive/cost effective respondent(s) meeting all of the requirements of SCBE. We need to clearly understand the intent of the clause and if it means “No single vendor will service more than 2 of the 4 zones”. **Answer: Please see Addendum 1 posted on SCS Procurement website.**
2. Part 1 Scope of Services mentions M/WBE participation goal. Is there a specific percentage/dollar goal set for the district? Appendix J – the MWBE Worksheet was not included in RFP. **Answer: Please see Addendum 1 posted on SCS Procurement website.**
3. RFP stipulates (pg. 15) the district reserves the right to award contract to one or multiple respondents. It also includes language (pg. 19) indicating no respondent will be awarded more than two zones. Please clarify. **Answer: Please see Addendum I posted on SCS Procurement website.**
4. During building tour on Day 2 the zone manager communicated the districts program quality should be based on Appa 1 and Appa 2 cleaning standards. This is not mentioned in the RFP and the guidelines were not included in RFP please clarify. **Answer: Please disregard comments this is not part of the RFP.**
5. Please provide a copy of the sign in sheets. **Answer: Copies of the sign-in sheets are posted on SCS Procurement website.**
6. Please provide student count by school per zone. **Answer: See SCS Total Enrollment by School Excel Spreadsheet attachment posted on SCS Procurement website.**
7. Lead Custodial Worker: Is this position intended for seven hours or eight hours? **Answer: This position is for seven hours.**
8. Is 25% solid floor finish mandated? **Answer: Yes, please reference Products and Supplies on page 28 of the RFP.**
9. Will the district provide an office for contractor management staff and warehouse space for equipment and supply storage? **Answer: No.**

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10. Were the WMBE companies required to attend the mandatory pre bid meeting in order to be considered a partner with a prime contractor? **Answer: The pre-bid meeting was mandatory for all vendors for this project.**
11. Is a bid bond required for this RFP? If so, what percentage of the bid is mandated? **Answer: Please reference Section 18.0 Bonding on page 8. If the Services include any type of construction or maintenance of a public building, work or other project to be provided under a contract having a contract price of more than One Hundred Thousand Dollars and No/100 Dollars (\$100,000.00), then, prior to the commencement of work under the contract, the successful contractor will execute and provide to SCBE a good and solvent bond to the effect that the successful contractor will pay for all the labor and materials used by the successful contractor or by any subcontractor, immediate or remote, in connection with the contract, in lawful money of the United States, as required by Section 12-4-201 of the Tennessee Code Annotated. The bond shall be for at least twenty-five (25%) of the contract price. The bond shall provide that the successful contractor shall promptly make payment when due of all taxes, licenses, assessments, contributions, penalties and interest on the project.**
12. Performance Bond: Is a performance bond required? If so, what percentage of the contract amount? **Answer: The successful Respondent may be required to submit a performance bond in the amount of one hundred percent (100%) of the total contract amount, to ensure the satisfactory completion of the services for which a contract is awarded. The bond, cashier or certified check must be made in favor of the **SHELBY COUNTY BOARD OF EDUCATION, MEMPHIS, TENNESSEE 38112.****
13. APPENDIX H- Pricing Schedule - How are full time employees defined? **Answer: Full-time employee is defined as seven (7) or more hours a day.**
14. On the Zone 1 cell D2 is not included in the total sq. ft calculation at the bottom of the page causing total sq. ft not to calculate correctly. Will this be corrected in an addendum? **Answer: Yes, an Addendum will be done.**
15. There are two properties currently operates Custodial Services in that are not listed in the RFP, Flicker and Macon E.S./ Northeast Prep. Are these properties to be included or are those properties excluded from the RFP. **Answer: Yes, they are to be included. Please see Pricing Schedule for Facility Zones update excel spreadsheet posted on SCS Procurement website.**

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16. Will you please provide a list of the sign in sheets from the mandatory pre-bid conference? **Answer: Please reference #5 answer above.**
17. Can the district provide a copy of the current contract(s) and awarded zone prices for the existing custodial services providers? **Answer: Please submit an Open Records Request.**
18. Please provide the scope of work assigned to the current contract so it can be compared to the scope required for the RFP. **Answer: All respondents must follow the Scope of Work that is in the RFP for this project.**
19. Has the district provided the current contractor(s) with any annual cost increases since the initial award(s)? **Answer: The C.P.I increased only.**
20. Is the district rebidding this contract due to lack of performance / what is the level of satisfaction with the current vendor(s)? **Answer: The contract term is coming to end; therefore, a new RFP is required.**
21. What are the titles / positions of the individuals who make up the evaluation committee? **Answer: SCS Procurement Services maintain the confidentiality of the evaluators during the facilitation of the process for projects.**
22. Regarding wages, does the district mean \$10 as the average wage paid as a company or is this intended to be the minimum wage that is to be paid per employee? **Answer: \$10 an hour minimum wage.**