

SHELBY COUNTY BOARD OF EDUCATION

PROCUREMENT SERVICES

160 South Hollywood Street, Room 126 □ Memphis, Tennessee 38112-4892 □ Phone (901) 416-5376

(This proposal will not be accepted electronically or by facsimile. All proposals must be mailed or delivered to the above address.)

REQUEST FOR PROPOSAL

(NOT AN ORDER)

Please submit proposals on the item(s) listed below. The right is reserved to reject any or all Proposals. If substitutions are offered, give full particulars. The Proposal must be submitted no later than November 22, 2023 @ 1:00 PM, CST

The Shelby County Board of Education reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any minor informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Board of Education. Successful Vendors shall be paid only when delivery is complete. \*For the appropriate purchases, all material data safety data sheets (MSDA) must accompany all shipments covered under Tennessee Hazardous Chemical Right to Know Law- Tennessee Public Chapter #417- House Bill #731.

ADDENDUM 1
ON- CALL CUSTODIAL CLEANING SERVICES

November 14, 2023

Scope of Work:

Revision 1: Section 1.0 The Services, II. On-Call Project Procedure and Response on page 17. see revision on page 1 below.

Revision 2: Appendix I: Pricing Schedule on page 69, see revision on page 2 below.

ISSUED BY: Toni Jones

RFP #112223TJ

We propose to furnish the item(s) and/or services outlined in the proposal at prices quoted and guarantee safe delivery F.O.B. delivered and as specified. Proposals are submitted with a declaration that no Shelby County Board of Education Member or employee has a financial or beneficial interest in this transaction.

NAME OF FIRM PHONE FAX#
ADDRESS CITY STATE ZIP CODE
E-MAIL ADDRESS AUTHORIZES REPRESENTATIVE NAME

CHECK HERE IF YOU ARE A MSCS REGISTERED MINORITY VENDOR

CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR

PLEASE NOTE: Per the Memphis-Shelby County Schools Local Preference Purchasing Board Policy 2011, local preference purchasing means giving preference to businesses located within Shelby County, Tennessee where local vendors must have a physical address located within the limits of Shelby County for at least six (6) months prior to the bid or proposal opening date. A Post Office Box is not acceptable.

CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE.

"Shelby County Board of Education does not discriminate in its Programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age."

PART V: SCOPE OF SERVICES, Section 1.0 The Services, II. On-Call Project Procedure and Response on page 17.

## **II. On-Call Project Procedure and Response**

A. Upon notification by MSCS of a pending On-Call Service, unless otherwise directed by MSCS, the selected

Respondent shall:

1. coordinate with MSCS to gain access to the site and receive directives within one (1) hour of such notification,
2. Respondent will receive instructions from MSCS representative regarding areas of service once on site,
3. Upon confirmation of services that will be provided, respondent will submit to MSCS a written estimate, including cost, timeline, brief project narrative, and estimated time required to complete the work identified to be completed for the On-Call Services.

### **Corrected Section:**

## **II. On-Call Project Procedure and Response**

A. Upon notification by MSCS of a pending On-Call Service, unless otherwise directed by MSCS, the selected

Respondent shall:

1. MSCS shall contact the vendor with an assignment and the vendor must respond within an hour to accept the assignment,
2. Respondent will receive instructions from MSCS representative regarding areas of service once on site, per vendor's acceptance of an assignment.
3. Upon confirmation of services that will be provided, respondent will submit to MSCS a written estimate, including cost, timeline, brief project narrative, and estimated time required to complete the work identified to be completed for the On-Call Services.

**Addendum 1**

**APPENDIX I – PRICING SCHEDULE (Revised)**

**RFP #112223TJ**

**On- Call Custodial Cleaning Services**

The total per square foot cost for On-call Custodial Cleaning Services must include: staffing, management, supplies/equipment/materials. Please provide the cost per square foot below for 1 year as well as the two (2) optional renewal years.

**Cost for Scope of Services listed in RFP:**

**Year 1**

Per square foot cost: \$ \_\_\_\_\_

**Optional Renewal Year 2**

Per square foot cost: \$ \_\_\_\_\_

**Optional Renewal Year 3**

Per square foot cost: \$ \_\_\_\_\_

**Cost for Additional Services: (Cost per, square foot)**

**Year 1**

Per square foot cost: \$ \_\_\_\_\_

**Optional Renewal Year 2**

Per square foot cost: \$ \_\_\_\_\_

**Optional Renewal Year 3**

Per square foot cost: \$ \_\_\_\_\_

- I. Additional Services
  - a. Additional services will consist of stripping and refinishing Vinyl Composition Tile (VCT) floors. The application of floor finish on other floor types will require approval by MSCS Custodial Leadership.
  - b. The following equipment will be needed to complete stripping and refinishing of floors:
    - i. Low Speed Buffer
    - ii. Wet/Dry Vacuum
    - iii. Stripping/Scrubbing pads
    - iv. Scrappers and/or putty knife
    - v. Stripper/Top Surface Scrub solution
    - vi. Walk-Off Mats/Towels
    - vii. Baseboard Stripper
    - viii. Mops and Mop Buckets
    - ix. Propane Stripping Machine (Sidewinder) Optional