



ELMORE COUNTY BOARD OF EDUCATION

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Richard E. Dennis, Superintendent
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CUSTODIAL SERVICES FOR ELMORE COUNTY SCHOOLS RFP #25-004

ADDENDUM #3

04/29/2025

1. **Please revised Appendix A as per the pre-bid meeting to read; "Deadline for written questions to be April 28, 2025 at 5PM. Questions and answers provided by ECS to be April 29, 2025 at 5PM"**
2. Can you confirm that ECS is not requesting or requiring any daytime staff be provided by the awarded vendor? **ECS custodians will primarily handle ALL daytime activities, but Contractor must have capability to cover any vacancies that arise. See sec. 4.6 page 7**
3. If no daytime staff is requested or required, will custodians be required to occasionally perform minor maintenance tasks as needed?
 - a. Will the tools and supplies needed for these maintenance tasks be provided by ECS and be on site, or will the awarded vendor need have the tools on site and request any needed supplies? **Handled by ECS custodians or maintenance staff during daytime hours**
4. Will any emergency cleaning due to storms/events be seen as additional billing to billed separately from the general contact? **If after normal hours, then submit a separate bill. Please see page 7, 5.0, Extra-curricular, after school and weekend activities and page 5 See sec. 3.3.**
5. If no daytime staff is requested or required, will the delivery of supplies and moving of furniture, boxes, etc, per the RFP; will the awarded vendor need to accomplish this work during the evening cleaning? **NO**
 - a. If the work is to be accomplished in the evening, how will that be communicated to the evening supervisors? **N/A**

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6. Section 3.6 notes deviations from specifications in vendor responses being clearly identified – can you give examples as to what specifications are being referred to in this section? **Examples would be billing/payment arrangements, exceptions to emergency cleaning services, exceptions of deductions & penalties, etc.**
7. 4.6 Notes the need qualified substitutes with required backgrounds checks – does ECS have an estimate on the timeline the current background check system takes to be completed? **It varies from 3 days to 3 weeks. Depends upon if anything raises red flags**
8. 4.9 denotes full time custodial hours during the summer months, but the answer to question #4 of addendum 2 notes that all daytime personnel will be will be manned by ECS, with coverage falling to the vendor during absences or retirement. Is it the request of ECS, for the purposes of bid submittal and review, for proposing bidders to include only the hourly cost for these daytime personnel, should they be needed? **YES**
9. Does each school have a full calendar of extracurricular activities for the current school year that can be reviewed as a guideline for upcoming school years? **No, each school year is different**
10. Will any weekday labor hours spent on extracurricular activities, be billed as extra labor hours, or should that be included in monthly pricing submittal? **These will be billed separately**
11. Will any weekend labor hours requested due to extracurricular activities, be billed as extra labor hours, or should that be included in monthly pricing submittal? **You should assign personnel accordingly to cover each week so that the event is covered w/o extra hours, if possible; otherwise bill as extra. Unless it is not a school function and then the school is billed directly.**
12. Will sporting events be seen as extracurricular activities? **Not unless it doesn't involve the host school**

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13. With Amendment 2, Question 4 noting that we will not be responsible for day positions, does that eliminate the need for the vendors team to unlock the buildings during school days? **Yes**
14. Section 7.3 notes that doors should be unlocked only for the time they are to be cleaned and then secured back, is there a master key for all doors on each campus, or does each lock have a designated key? **Master**
15. Section 7.7 notes providing green sealed compliant paper products, but Question 2 of Amendment 2 notes that ECS will provide these items. Can you confirm if there is a need for the awarded vendor to provide green sealed compliant paper products? **No**
16. Can you please confirm that the cleaning products and any floor care products need to be green sealed compliant? **Whenever possible please provide green sealed cleaning products. Our intent is to keep our students and faculty safe and not use corrosive or dangerous products.**
17. Can you please confirm that no sub-contractors are to be utilized by the awarded vendor?
Please see sec 4.11 page 7 and sec 28 page 32
18. Can you please clarify section 12.3 where you note that a change in scope requested by ECS must exceed 5% of the contract price before an increase is granted? **Page 12, 12.3, if a change in the scope of work dictated by ECS exceeds 5% of the total contract price, ECS will grant a change order.**
19. Under 19.0 Proposal submission, tab 2, #2 – are you requesting additional educational references or are you requesting a listing of all clients that the submitting company has provided any services over the past 36 months? **Educational references**
20. With the note in Amendment #2 that daytime cleaners will be provided by ECS, unless absent or retiring, what times will the schools be accessible for cleaning? **Normal school hours are 7AM-3:30PM.**

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21. Will ECS be providing a full list of floor types in all facilities to allow for a complete response to Section 19.0, Tab 6, #5 **We cannot supply a complete list of all floor finishes but currently our schools have carpet, vinyl flooring, LVT, porcelain and ceramic tile. We are in the process of replacing carpet with LVT tile.**
22. For Appendix F, Financial Information, is the request that the totals requested on pg 38 is the sum of Appendix F, Financial Information, column 6 on pages 35 and 36? **The total of column 6 should equal to the amount you enter on page 38**
23. In Appendix 1, pg 42 under Cafeteria Seating and circulation areas it notes waste will be removed to outside containers- will daytime waste be removed by ECS daytime cleaners or will this be stored and removed in the evening by the vendors cleaning team? **ECS custodians and CNP personnel will handle cafeteria/campus meal trash**
24. IN Appendix A, pg 43, Other Areas it notes that floors will be buffed or burnished 1 day a week. Does this task to only include flooring that is waxed? **Hallways only**
25. In Appendix A, pg 44, Project Work – is all project work to be billed as additional work, or is all project work to be included in our submitted pricing? **This work is included in the base bid.**
26. In Appendix A, pg 44, Project Work, can you confirm that hard surfaces are to be buffed or burnished 1 time per day. Can you also confirm that this is for all hard surface floors? **Hallways only**
27. Will ceiling tiles be provided at each school for needed replacements? **The maintenance department will replace all ceiling tile during the summer break but occasionally a tile may be become damaged and a request from the school to replace but multiple tiles will be the responsibility of the maintenance department.**

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28. In Appendix A, pg 44, Project Work, it notes all areas including ground sports complexes, sidewalks, paring areas, planted areas, and fence lines will be clear of gum litter debris and paper trash – is this work to be done by ECS daytime cleaners, unless the awarded vendor is substituting for those personnel, and if the awarded vendor is substituting for those personnel is it an hourly cost? **ECS custodians will handle and yes hourly cost for substitution**
29. *Appendix A notes APPA Level cleaning standards throughout. With the lowest level noted as Level 2, should this Level dictate square feet per hour/day that a custodian should clean?*
- a. *Not sure about this question* **Appendix I specifies levels of cleaning in all areas.**
30. We'd like to clarify the scope of work. The document mentions Level 2 cleaning, which typically has a productivity rate of around 2,200 square feet per hour. Given this, achieving the estimated annual square footage of 1.1 to 1.4 million seems challenging. **Appendix I specifies levels of cleaning in all areas. What is the question?**
31. What can we expect from the Elmore County custodians during Summer Break? Will they be working with our team? Will we have input into their daily tasks? **Since you are night cleaning you will not be involved with them. Once activities stop at each school our custodians will not report back until start of next school year**
32. How many of the 31 work all summer? **TBA but this does not have any impact on your scope**
33. What are their responsibilities during the normal school day? Will we have input on their daily tasks during this period? **Collection of breakfast/Lunch trash, spot mopping, and emergencies that arise. No if a problem exists that needs attention in the daytime, then forward to attention of ECS supervisors.**
34. Will our management team be supervising the ECS custodians? **No**

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35. Performance Bond? If awarded, we will know the contract amount, then how long after award or before contract, will we have to present our performance bond? **The contract will start on July 1, 2025 and bonds are required at the signing of the contract and before work can begin.**
36. Page 15 – Tab 1 - 4. Submit the number of employees currently on payroll, average hourly rate and benefits. **Are you asking for this information for our entire company? Please disregard question 4, under Tab 1 on page 15.**
37. Page 15 – Tab 2 - 2. Identify all clients that you have provided services for over the past thirty-six (36) months. **Several companies have an extensive this of clients, would it be acceptable to provide a list of 5 or 6 references? We prefer experience in K12 school systems, please submit experience and references that you feel relate to the scope of work requested.**
38. Page 7 – 4.9 - Please note, full time custodial hours will be required at all facilities during the summer months when school is not in session. **Are you asking that we provide 100% of our staffing for 260 days? No, 240 days**
39. Page 7 – 5.2 - Scheduled use of the buildings on the weekend may occur. This is relatively common for the high school sites. The Contractor will be responsible to open and prepare the buildings for scheduled use on a Saturday or Sunday. These scheduled events may be related to ECS rental agreements or administrative and staff needs. **Would you provide a schedule of the events that are mentioned? Are these setups all for school related activities or are they to be extra billed? Schedules of these events could be provided on a weekly or monthly basis admin at each school. Both but non-school related functions would be billed directly to school.**
40. Page 13 – Snow and Ice Management - The Contractor will be responsible for clearing snow and ice, and for distributing ice melt around doorway entrances and on all sidewalks on ECS property. **Who is responsible for providing ice melt materials and snow shovels? We are in Alabama so snow is not really an issue but ECS will furnish materials and shovels if needed.**

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41. Bid Security – Please confirm what bonds are required for this solicitation? This RFP mentions several, Bid Bond, Performance Bond, and Payment Bond.

a. See Addendum #1, sec. 22.0 page 17/coversheet paragraph 3 & 8, sec. 11 page 12

42. Page 34 – Appendix E – This document isn't listed in the Proposal Submission outline. Is this document to be included in our submission? If it is required, what information would you like to see? Disregard page 34, appendix E. See Tab 6, line 1, requesting submittal of a plan of action referencing 4.1 and appendix K, the school calendar.

43. Page 35 – Appendix F – Is the square footage for the portables listed included in the square footage for each building? All portables are 45' x 14'

44. Page 35 – Appendix F – Monthly Cost Day Services – Do we need to provide this information since this RFP is for night cleaning only? Yes so when you have to cover daytime slot due to ECS custodian being out

45. Page 35 – Appendix F - Monthly Costs Night/Weekend Scheduled Services – Please confirm that you are looking for the monthly cost of our services in this cell? Yes

46. Page 35 – Appendix F - Total Annual Costs All planned services included Summer & Vacation Cleaning – Please confirm that you are looking for the annual cost of our services in this cell?

a. Yes

47. Page 46 – Appendix J – Contractor Questions – Is this document required in our proposal or are we to answer these questions throughout our proposal? If this specific document is required in our submission, please note in which tab we should place it. Please include Appendix J in Tab 1, number 5.

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48. Is it the district's expectation that the winning bidder has a custodial manager dedicated to Elmore County School District? **Yes**
49. Will the ECS Day Porters help the winning bidder during summer clean-up?
- i. **Most will work through June and a few through mid-July**
50. Please provide a Day Porter Job Description for reference.
- a. **Generally, their daily duties will be handled all trash from breakfast/lunch in classrooms and other locations around campus, spot mop as necessary, handle any cleaning emergencies that arise, and random assignments given to them by school administrators.**
51. Are there any schools where Day Porter Coverage is currently covered by a contractor? Which Schools?
- a. **All schools are currently cleaned in the Daytime, with a combination of ECS custodians and contractor custodians in all schools except Eclectic Elementary and Middle schools, Coosada Elementary, Edge, Technology and ICARE. These are staffed with ECS custodians only.**
52. Will day porters be replaced by contracted employees through attrition? **Yes**
53. How many custodians are currently in-house? **31**
54. Is the majority of cleaning done on evening shift? If any schools are cleaned during the day, please provide a list of schools. Is day cleaning done during the teacher's planning periods?
- a. **No night cleans on any campus at this time**
55. Is it your expectations that badging and fingerprints be run through the county, or by the contractor? If through the county, what is the costs per employee? **Contractor is responsible to pay for background checks as per Alabama code 38-13-4, Mandatory History Check for individuals dealing with children.**

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56. Will Elmore County Schools provide an office space to the winning bidder? **Office space is very limited but the contractor can use media centers and other common areas. The contractor may also coordinate a space with the administrative staff at each facility.**
57. Will ECS Day Custodians be using the vendor's chemicals and supplies? Or with those being provided by ECS? **Please see Sec. 1.4 2nd paragraph, page 4, 3.0 Scope of Services, sec. 3.1 page 5, 18.0 Special Terms and Conditions, sec. 18.4, page 14**

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