

Addendum #1
RFP – Third Party Custodial Services-Attrition Model for Salem City Schools

Q: Would you clarify the request for me? Page 2 states, "Salem City Schools is requesting sealed proposals from qualified companies to provide Third Party Custodial Services (Attrition Model). Salem City Schools invites any qualified proposer to respond to this RFP by submitting a proposal for such work, service, and/or items consistent with the terms and conditions herein set forth. It is the intent of Salem City Schools to award a vendor(s) with a one (1) year contract with four (4) one (1) year renewals as needed, not to exceed five (5) years. The initial contract period will be from the signing of the contract until June 30, 2026." Page 3 states, "The Purpose and intent of this Request for Proposals (RFP) is to solicit sealed proposals from Offeror's to perform custodial services, as needed, for six (6) schools (and associated buildings listed in the chart on page four) in accordance with Terms and Conditions herein. Salem City Schools is also interested in an alternate proposal for an attrition model for custodial services, where the Offeror would provide a management level person to oversee all facilities management for the custodial side of the division operations, as well as provide staffing for non-division staffed positions, and fill as vacancies occur." I want to make sure that I understand exactly what you want. Please clarify which you are looking for: services on an as needed basis, an attrition model, or both. If its on an as needed basis, please describe that scenario.

A: **We want a proposal for both, if you're willing to provide that. Or you can provide just one or the other. It's all new for us, and we don't know what we want yet exactly, so we are asking for both options and will evaluate what we receive. The as-needed basis is for the vendor to replace any vacancies that occur with a staff member to ensure we are fully staffed, which is what we have now. We have some Salem staff and some vendor staff but Salam still manages the services as a whole.**

Q: How many vacancies do you have currently (clarified to ask how many vendor positions do you have)?

A: **SHS- 5 full time positions**

East- 1 part time position

ALMS- 1 full time position

Carver- 2 full time positions

Q: What vendor are you currently using?

A: **Next Level Building Solutions**

Q: Last year we visited Salem City Schools and toured all locations ahead of our proposal. Unless things have changed in the short period of time, I believe we have the location knowledge and fully understand the desires/requirements of the school division.... Have things changed since our last visit? If so, I'll see you at 2PM tomorrow. If not, we will likely forgo the optional meeting and are hopeful to be shortlisted with a strong proposal and exemplary references.

A: **I'm more inclined to say that no, things have not changed, in that we still have the same number of employees to be staffed, buildings to be maintained, and things like that. We still staff at the same levels as we did when we bid this out 2 years ago and still have the same values and goals. I would say the only change would be that we have more positions filled by the vendor than we did 2 years ago because we had zero at that time but were looking at a couple that were coming with year-end retirements. The pre-bid is not mandatory, and it will just allow vendors to visit 2 sites to become familiar a little with how things look and function. There is nothing that would be said at the pre-bid that would not end up in an addendum, so nothing would be missed except seeing the facility hearing and some reminders of things to be lifted up from the RFP.**

Q: Are the vacancies that are filled by your current vendor at one location or at all locations?

A: **Currently at all locations listed in previous question, but all are night shift positons (just happened that way, not on purpose). The position has been filled where the vacancy occurred.**

Q: What supply vendors do you currently use?

A: **HD (Home Depot) Supply Works & Brame mostly**

Q: Do you have auto scrubbers or mop floors manually?

A: **We have auto scrubbers that are walk behind models, and they are used for the majority of the floor needs, but mopping around edges is done manually to capture the cleaning of those areas.**

Q: What kind of flooring do you have in your buildings?

A: **It varies by school, but most have tile or carpet. There are also some classrooms that have polished concrete and one school that has mostly polished concrete.**

Q: Asked of a building manager: What are some things you would be looking for in a company that would provide these services?

A: **We'd like trained employees, and someone who will work as a team, especially in the summer when we strip and wax floors as a team.**

Q: Will Salem City Schools refill positions that current vendor is filling with Salem employees?

A: **No, we do not plan to take back those positions, they would be provided by the vendor.**

Q: Who provides salt for sidewalks, and who performs light bulb changes, ballast changes, air filter changes, and ceiling tile changes?

A: **Salem secures salt from HS Supply Works, and in a pinch, we get it from Lowes and we apply it. Light bulbs are changes by school staff, but ballasts are changed out by the City employees, not schools. Air filters and ceiling tiles are changed out by school staff, not the City.**

Q: Do you currently do any recycling?

A: **Not currently.**

Q: What happens if a current building manager retires or resigns?

A: **That could be evaluated at the time it occurs, as it has not happened yet. We'd be interested in what your recommendation would be in your proposal. Options could look like: that vacancy becomes a vendor employee, a promotion from within is done (of a Salem or a vendor employee), it not be replaced and the vendor manages in a different way, etc.**

Q: Of the total positions you have, can I get a breakdown of your district FTE vs. those supplied by the vendor?

Location	# SCS FTE	# Provider FTE
South Salem Elementary	3.5	0
G. W. Carver Elementary	2	2
West Salem Elementary	3.5	0
East Salem Elementary	2	1.5
Anderson Andrew Lewis Middle	8	1
Salem High School	6.64	5

A: **Chart above updated with FTE's.**

Q: Are there any other vacancies you expect by contract start date, other than vendor staff above?

A: **No.**

Q: We will provide a price with all new equipment and can provide a price for no equipment, this will allow you to compare apples to apples, is that beneficial or do you require something else?

A: **That will be fine to provide that. We don't require anything else.**

Q: Concerning GW Carver Elem, it is double the size in student count as your other elem. school, are areas closed or are they used for something else, can you please confirm cleanable sq. footage and student count are correct?

A: **The enrollment of students figure is correct. The square footage is incorrect, I apologize. I checked against GIS in Salem and they have it recorded as 93,913.**

Q: Is fingerprinting required for new employees?

A: **Yes, the background check that is required would have to include fingerprinting.**

Q: What is the current training platform, what training modules are included?

A: **HD Supply Works provides product and equipment training, and our insurance company, VACORP, provides safety training.**