

## Addendum #2

Marshall ISD Custodial Services RFP 19-001  
Pre-Proposal Meeting – October 17, 2018 1:00 p.m.  
Question and Answers

1. Page 6 Item 3 E-2. Light replacement - replace light bulbs that can be replaced or reached from a 6' ladder. **Does the district provide the bulbs?**

Yes

2. Page 6 Item 4 A-10. Assist school representatives on special projects such as a set-up, water leaks, desk moving, furniture, moving of boxes or freight, clean up after ill students, etc. **Is there a limit to the size of furniture expected to move? Example Refrigerators, couches, desks that need to be disassembled?**

No

3. Page 8 Item 6 A-10. Provide labor for special projects during the course of the day. Weekends and nights not related to school activities or city activities will result in an extra charge to group using facility. **Can you define city activities that are not billable?**

Correction – remove city activities

4. Page 9 B. Special 1. High Dusting requiring a lift-clean and dust exposed ducts and beams, vents, ceiling fans, and surrounding areas as requested by Marshall ISD. **At what frequency do you expect this to occur?**

As requested but no less than semi-annually

5. Page 22: HVAC equipment will not be operated after the normal operating hours of the building, or when school is not in session. **Does this mean that all HVAC will be off after 5:30 pm and all summer when floor projects are occurring?**

No

6. Page 22: Contractor will assist the district in all phases of Marshall ISD's Recycling Program. An in-service will be held and the Contractor will be required to attend and comply. **Can you clarify as to what extent and labor will be required of the contractor for this program?**

Recyclables can be collected from recycle receptacles during daily trash collection and deposited in the recycle container that is located outside near the dumpster.

7. Page 24: Shortages in staffing will result in a credit returned to Marshall ISO for labor not provided. **How will the amount of the credit be determined?**

The amount proposed for Non Related School Functions should be used to calculate the credit when a substitute is not provided.

8. Page 33: Subcontracted custodial services will not be approved by Marshall ISO. Custodial services will be subcontracted by Contractor to another company or individual laborers. Subcontracting of custodial work will result in an immediate termination of services to Marshall ISO. Likewise, franchise arrangements are not acceptable. And Attachment I : Historically Under Utilized Business ; The awarded Proposer will be required to document” a Good Faith Effort to secure small, women owned and minority business as subcontractors/sub-consultants. Can you clarify if small, women owned and minority business as subcontractors/sub-consultants is required? And can exterior window cleaning and power washing be sub contracted?

Updated page 33 – remove subcontracting section. The contractor must document a good faith effort to secure small, women owned and underutilized business if services are subcontracted. Subcontractors must also comply with background check and all other employment requirements.

9. Will Attachment D; Budget and Staffing Worksheet be available in an Excel document?

Yes

10. Also in Attachment D; Medical/ Dental is set at 0.120% and Management Fee and Profit is set at 9%. Is the district setting these as the required rates?

No

11. Is the current staffing of 48 based upon RFP scope of work or are there additions to this scope that may require additional staffing?

Based on RFP scope of work

12. What are the difference in the RFP scope of work versus current scope of work?

RFP includes a bank of hours, extends outdoor policing perimeter, includes the stadium

13. What is the difference in current contracted days versus the new RFP required days of 260 days?

Previous RFP stated “contractor must maintain personnel within the facilities on days that the district is open and maintenance personnel are working,” which is also stated on page 22 of the current RFP. Please also refer to the 260 day maintenance department employment calendar on page 36.

14. During the days specified as Holiday in your calendar when custodians are not required to work is it your expectation that the employees should get paid Holiday?

No

15. How will you score the criteria for company reputation?

Information provided by references regarding the quality of goods and services.

16. Is it the districts wish that employees receive vacation pay?

Yes

17. Clarify “all” in #4 on Pg 56 Attachment H

All in Texas.

18. Is the district going to set an hourly rate range?

Minimum \$8.50

19. Three bonds mentioned in request: fidelity, performance, bid bonds – all three required?

Page 21 – Performance Bond – Equal to 1st year contract costs - **Required**

Page 30 – Bid Bond – 5% of Proposal Price – **Required**

Page 31 – Fidelity Bond - \$50,000 per employee – **Not required** – page 31 updated.

20. Does the square footage on page 17 represent all square footage or cleanable square footage?

Cleanable