

RFP ADDENDUM #3 (FINAL ADDENDUM)

Date of Addendum:03/10/2025

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

RFP – ADDENDUM (CLARIFICATION QUESTIONS/ANSWERS)

Question	Answer
On page 9, it mentions that the contractor is responsible for phone installation and service. Could you clarify what this entails? We do not need to install any phones on our end for our team to use.	Please just have cell phone numbers available for management team, shift leads and day porters. We just need to be able to communicate from the offices to these individuals when/if needed.
Do you have the square footage for the stadium areas we will be cleaning? Also, do you know the cleaning frequency, or could you provide last year's sports schedule as a reference? The RFP mentions restroom cleaning, but I believe we also discussed cleaning the bleachers.	I do not have square footage for the stadium areas. It will be the responsibility of the day persons at the high school to pick up trash after games or night persons if it falls during the week and it needs cleaned before the next evening's event scheduled at the stadium area. This past year's season schedule can be viewed on our website at Newaygo.net on the Athletics Department page.
The RFP mentions strip and wax services, but I didn't see details on whether stripping is required annually or how often you need the floors waxed. Could you provide more information on this?	Most generally this is done only during the summer. There may be high traffic areas that might require another refresh sometime during the year at Christmas Break or Spring Break.
Please clarify who is responsible for gym floor refinishing? a. If it is the contractor's responsibility, can you please provide the number of gym floors that require annual refinishing with square footage..	The District will be responsible for maintaining the gym floor refinishing.
What are your current hot button issues? i.e. turnover, cleanliness.	N/A
What are the current custodial staffing levels by building?	Unsure
What is the current pay scale for each hourly position referenced in this RFP?	\$12.00/hour
Please provide your current contractual annual spend with your current custodial contractor.	\$573,000

Who is responsible for snow removal of the building entryways and walkways? If the custodial contractor, who provides snow removal equipment, shovels and salt / ice melt?	Day porters are responsible for snow removal at main entrances up to where our Maintenance guy can back blade from on the sidewalk areas. The District will provide the shovels and salt/ice melt for the day porters to remove snow/ice from the main entrances.
Please confirm all employees are full year employees, not school year only.	All employees should be full year employees.
Please confirm the amount of Service Days required. Assuming this is a 260-service day contract with 10 of them being paid holidays.	The amount of service days should be the 260, with the holidays from the school calendar that are contractual.
What benefits does your current provider provide to the hourly staff? a. Holiday Pay? b. PTO? c. Healthcare – Medical/Dental? d. 401k?	Unsure
Please confirm all equipment should be brand new for the alternate bid price.	We are assuming that all equipment for the alternate bid price would be brand new.
Can you please provide who is responsible for procuring consumable supplies (paper, plastic, soap, etc.) under this RFP? a. If it is the contractor's responsibility, can we please have the student enrollment and staff population for each building listed? This is needed to generate a cost for consumable supplies.	The District will procure the consumables. The custodial company will be responsible for distributing to the buildings/departments from the Maintenance Department.
Please clarify what weekend support is to be included within our Base Proposal? Are school-sponsored weekend events supposed to be included? If so, please provide the number of weekend hours we should include in our base bid.	Weekend support does not need to be additional within the contract. However, we expect that if the district has school-sponsored weekend events, that the custodial company work with the District to re-distribute staffing to help minimize any additional costs for the services being provided. There are times that the District may need additional weekend hours to be billed separately for outside entities that rent the facilities. At that time, the District will reach out to management for a quote for the time needed.
Can you please provide the percentage of floor type: Carpet, and Hard Surface? a. Hard Surface = % b. Carpet = %	High School – 70% / 30% Middle School – 80% / 20% Elementary – 50% / 50%
Please confirm that the amount of day custodians required in the base bid is 2 FTE's.	2 (two) Day porters shall be included in the Base Bid.
Please confirm that the additional day custodian in the alternate bid will equate to 3 FTE's total (Base, plus alternate).	A 3 rd (third) Day porter shall be included as an Alternate.
Who is the current contractor for these services?	West Michigan Janitorial Services.
How long has the current contractor held this contract?	Since 2012

What is the current total FTE count at each location?	Unsure
Has the current FTE staffing model been sufficient to provide the necessary services to the district?	Unsure
What is the reason(s) for this contract going out to bid?	The District is obligated by the board to re-bid this service at least every 3 – 5 years, depending on whether the 3-year contract has been extended for the full 2 additional years.
Is all equipment, supplies, and consumables provided by the district?	Consumables are purchased and provided by the District. It is the Custodial Companies responsibility to provide the cleaning products for the equipment, regardless of whether the District owns the Equipment. The District has requested that the Custodial Companies provide two bids, one with them providing Equipment and one with using the District owned Equipment.
Can the district provide an equipment list for each location?	The District does not have a current inventory list.
On the pricing worksheet for custodial supplies alternate pricing, should this include pricing for equipment along with chemicals and paper products?	The District only wants to see base bids that include and exclude Equipment. Paper products (consumables) will always be purchased by the District. Cleaning chemicals will always be the responsibility of the Custodial Company.
What are your current shift hours?	Unsure. But, what we would like to see would be any building that might require setup for athletic events, etc. those evening individuals come in at 2:30-3:00pm. All others maybe start at 5:00pm for cleaning.
Can we get a copy of your current contracted monthly invoice?	This would be the yearly rate divided by the 12 months.
What have been the shortcomings of the other contractor? Is this the reason for the RFP?	The reason for re-bidding is because the 5 years is at the end of the current contract.
What is most important to the district with the new contractor?	The most important to the District would be the quality of the cleaning being provided by the contractor.
Is the square footage within the RFP cleanable square footage?	The square footage within the RFP is for the entire building, not necessarily the cleaning square footage.

END OF ADDENDUM