

The purpose of this addendum is to provide answers to the following questions asked by prospective bidders during the pre-bid conference held on March 15th, 2022. This addendum also includes answers to questions received from prospective bidders received before the cut-off date/time for RFP questions, Friday, March 18th, 2022 by 5:00 P.M.

I. Question & Answers – Pre-bid conference

1. Can we walk the bid in the day they are due?
 - Yes, but they must be sealed and in by 2:00 PM
2. What is the minimum number of references required?
 - At least two to three reputable references.
3. What type of references are you looking for?
 - A franchise or professional reference, the company should be able to vouch for your performance.
4. What is the price range or budget for the bid?
 - We have a budget, however the amount to disclose should be based on the requirements in the packet.
5. How much time in advance will we be notified for a day porter?
 - We will try to give at least 24 hours.
6. How much time in advance will a day crew be notified?
 - The day crew is for a year contract working specific hours Monday thru Friday.
7. How can I bid on something I have not seen.
 - We can always email you a copy of floor plans, however bids should be based on Day Crew Teams and Specialty Services based on the information requirements in the packet.
8. Is all the equipment and supplies provided?
 - Yes all of the equipment and supplies are provided. If there is a particular item you wish to use, we would need to review those items and have an SDS sheet available.
9. How do we submit the pricing for COVID Cleaning, we need square footage for supplies?
 - This would be part of the specialty services and we would provide you with the square footage of the areas needing COVID Cleaning.
 - Suggest submitting a price range based on square footage. EX; 0-800 sq. ft. - \$400.00
10. How often do the locations change?
 - They vary based on the needs of the school.

11. If the company that won the bid decides later not to continue, who will get the bid after them?
 - The next company on the bid list that met all the requirements will be selected.

12. What will happen to our contract once the school vacancies start to fill back up?
 - The bid is for 1 year, after that time period we will reevaluate the program to see if we will continue.

13. Is the pricing the main criteria?
 - The criteria for gaining the bid is outlined in the packet. We will review each category by its percentage weight.

14. If my company partners with another company, do all employees need to meet the insurance qualifications?
 - The insurance limits are outlined in the packet and must be available for all employees working with your company and those you partner with.

15. What is the best way to submit a price if we don't know the square footage up front?
 - We suggest a price range based on the square footage. EX; 0-800 sq. ft. - \$400.00

16. Is a Supervisor required to be on site during the shift?
 - The packet state that a Supervisor and employees need to be on site. We recommend that you have a Second in Command available to be on site if the Supervisor is not able to be there.

17. After the bid closes, how long will it be before we can start?
 - If selected there can be a grace period of 3 - 4 days or approximately 2 - 3 weeks. This will vary depending on final approvals. You will be notified of the grace period.

18. If my team finishes earlier than the allocated hours per the contract, can we leave?
 - The hours allocated per school will be based on how many employees you have on a team and all duties performed at each school needs to meet inspection criteria.

II. Questions submitted by prospective bidders by 5:00 P.M, March 18, 2022

Q1. What's the square footage of the overall project?

Answer – As discussed in the pre-bid conference, total square footage may vary depending on the school, # of rooms, and/or areas you'll be responsible for. The consensus in the room was that your best bet is to figure out your hourly labor rate to match the different options referenced on the proposal pricing sheet of the RFP (Option 1-4). For example purposes only: If your company is assigned to clean one of our Middle Schools; Hope Mills Middle, you'll be responsible for the cleaning of the following areas in accordance to schedule outlined in appendix C of the RFP:

Guidance Office – 10 Offices

Front Office – Principal's office (includes staff restroom)

Bookkeeping Office areas

6th Grade Hall – 7 classrooms; girls & boys restrooms + 2 additional offices (Approx. 16, 257 sq. feet.)

7th Grade Hall – 11 classrooms; girls & boys restrooms + Computer Lab. (Approx. 15,396 sq. feet)

8th Grade Hall - 18 classrooms; girls & boys restrooms + teacher's lounge + 2 additional offices with staff restroom + Media Center. (Approx. 22,545 sq. feet).

Q2. How many schools will we be responsible for?

Answer - Difficult to assess at this time. The expectation is to start out assigning your 4 personnel crew (5 hours daily) to a school where needed and or a 3 personnel crew if this is a better fit for the scope of work. The team can be used at one school and/or multiple schools where needed. The RFP pricing sheet includes pricing/quote for options 1-4. Were you in attendance at the pre-bid meeting? We discussed this and other related questions during the meeting.