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ADDENDUM I
Williamson County Schools
RFP #1199
OUTSOURCED CUSTODIAL SERVICES

RELEASE DATE: Friday, March 13, 2020 at 12:00 pm

**IMPORTANT INFORMATION TO ALL PARTICIPANTS
WHO ATTENDED THE
PRE-BID MEETING ARE INCLUDED
IN THIS DOCUMENT**

Read carefully and follow all directions to avoid disqualification

1. As discussed in the Mandatory Pre-Bid Meeting held for this project on Wednesday, March 4, 2020, any questions received after the pre-bid meeting would be addressed in an Addendum. This Addendum I will list all questions received by WCS up to the deadline of Wed. March 11, 2020 at 3:00 p.m. The answer to each question is provided.
2. A NEW Revised proposal sheet is also included. Proposers must use this revised sheet and the revised electronic sheets to avoid disqualification.
3. **DISCARD THE OLD RFP COVER SHEETS along with the electronic spread sheets that were attached to the original document.**
NOTE: Failure to use these REVISED RFP cover sheets will cause your submittal to be disqualified. Please make sure your submittal is accurate.
4. There are important topics addressed within this addendum which are necessary for submitting a proposal. It is imperative that proposers pay close attention to each one and make sure they have addressed it before sending in their sealed proposal.
5. There have been some minor changes to the staffing of day porters and a clarification of the night staff that is to be utilized in each location. In addition, the minimum amount of pay for the Zone Supervisor, Night Foreman, and Daily Cleaners has been increased from the original document. Please note these changes in the hierarchy example included in this addendum I.

6. The WCS Executive Staff has determined a variation in the monthly grading sheets is required. The WCS Custodial Contract Administrator's sheets have been revised to include the Principal or their appointed Assistant Principal designee's scores. An example of that sheet is included. However, WCS reserves the right to tweak and change this rating system over the term of the contracts if needed.
7. The WCS Contract Administrator will compile their grading scores which will reflect 75% of the monthly custodial score, the Principal (or AP designee) will also contribute to the monthly score which will be weighted at 25% of the total. The combined scores (100%) will then be used to determine if the Custodial Company is in compliance and if deducts should be taken from their monthly invoice.
8. WCS reserves the right to perform audits of the custodial services payroll, including operational records and to perform custodial work-force interview with its employees at any time.

QUESTIONS RECEIVED FROM VARIOUS CONTRACTORS ARE LISTED BELOW:

1. **QUESTION:** Regarding the nightly cleaner head count minimums, are these to be designated FTE or PTE, or does it not matter how many hours each team member works as long as we have that many team members in each school at some point during the shift?
ANSWER: All day Porters and Night-time Foreman must be full time employees of the awarded contractor. Other employees can be either FTE or PTE as long as all shifts are covered.
2. **QUESTION:** Does WCS have the schools plotted on a plot map per zone, we are trying to get an idea of distance between each school and spread across each zone. It will also help with Team Member and Supervisor allocation.
ANSWER: Participants can visit the WCS website www.wcs.edu and look under the category Transportation and Zoning. If they click on School Zones, all the schools are marked on a Williamson County map for your viewing. WCS has enclosed a map of the school locations.

SOUTH HARPETH AREA

SOUTHEAST

Brentwood

Scales Elementary

Brentwood Middle

Brentwood High

Grassland Middle

Grassland Elementary

Edmondson Elementary

Westwood Elementary

Fairview

Berrys Chapel

Lipscomb Elementary

Concord Rd

Burkitt Rd

Walnut Grove Elementary

Crockett Elementary

Sunset Middle

Hunters Bend Elementary

Kenrose Elementary

Sunset Elementary

Elementary

Fairview Middle

Fairview High

Ravenwood High

Jordan Elementary

Nolensville Elementary

Nolensville High

Mill Creek Ele

Mill Creek Middl

Bingham

Pearre Creek Elementary

Franklin High

Franklin Special School

Centennial High

Franklin Special School District Elementary

Clovercroft Elementary

Renaissance High

Alternative Learning Center (ALC)

Trinity Elementary

Leipers Fork

Hillsboro Elementary

Southall

Winstead Elementary

Creeside Elementary: Opens August @ Epworth

Oak View ES

Arrington

840

Boston

West Harpeth

Page High

Page Middle

Rudderville

Burwood

Independence High

840

Thompson's Station Middle

Thompson's Station Elementary

Arno

College Grove

College Grove Elementary

Fly

Theta

Thompsons Station

Heritage Middle

Heritage Elementary

Summit High

Spring Station Middle

Bethesda Elementary

Longview Elementary

Allendale Elementary

Bethesda

Spring Hill

Duplex

Chapman's Retreat Elementary

Santa Fe

Carters Creek

Main St

396

Saturn Pkwy

Eagleville

Kedron

W

OUTSOURCED CUSTODIAL HIERARCHY

Below are the WCS requirements concerning the supervision and management of our account by each of the awarded contractors. Each company should have a staffing hierarchy that is structured as shown below.

Upper Level Management, Owner, Director and / or

District Zone Manager, Account Manager

This person is accountable to WCS and is responsible for the entire contract.

This person is also responsible for each position listed below

Zone Supervisors

This position reports directly to the
District Zone Manager or other as described above.

The position supervises the 5-6 Night Foreman
in each of the schools

Full time position paying a minimum of \$41,000 annually

Night Foreman

Each night foreman reports directly to the Zone Supervisor
This position is in the school supervising the nighttime cleaning personnel

Working alongside the cleaners and
taking an interest and pride in the school facility

They are responsible for the cleaning crew in their school only.

Full time position paying a minimum of \$15.75 per hour

Daily Cleaners

This position reports directly to the Zone Supervisor or Night Foreman
The daily cleaners may be full time or part time as determined by the Custodial

Management, as long as the appropriate amount

(as listed on the RFP cover sheets) are present for their individual shift

Note: Day Porters are required to be FT employees

***Full Time pay a minimum of \$12.50
or Part Time pays a minimum of \$11.50***

**REVISED
PROPOSAL COVER SHEET
RFP # 1199
WILLIAMSON COUNTY SCHOOLS**

RFP #1199 OUTSOURCED CUSTODIAL SERVICES

I, _____ (print name) _____ (title)

verify that I have carefully read the specifications, terms, conditions and instructions contained within this document and that I understand, acknowledge and agree to all the language set forth in this document. I recognize, by signing this document and submitting my proposal in a sealed envelope with Williamson County Schools, that as the proposer I am fully acknowledging and accept the language contained within this RFP document.

Notice to Proposer – *If you find any of the language, terms, conditions or specifications unacceptable – then please do not bid or submit a proposal package for this project.*

Signature: _____

COMPANY NAME: _____

ADDRESS: _____

Phone Number _____ E-Mail _____

Cell Phone Number _____

NOTE: All Proposers 5% bid bond amount will be based off the total amount of the North Zone only.

This will make all proposers 5 % bid bond comparable without having to include the totals for both zones costing the proposer extra dollars. However, let it be noted that WCS does not intend to award the North Zone to but one contractor. This 5 % bid bond (based on the North Zone) will hold the proposer who the South Zone is awarded too in order to honor their commitment (the same as if they had based the amount on the South Zone).

HOURLY RATE, THAT INCLUDES ALL MATERIALS, SUPPLIES & EQUIPMENT

\$ _____ per hour for 1 employee \$ _____ per hour for 2 employees

Company Name _____ Bid date _____ Revised RFP #1199 North Zone Custodial

	NORTH ZONE LOCATIONS	Current Student Enrollment Feb. 2020	Day Porter	Night time cleaning staff required	Net Cleanable Sq. Foot	Bid Cost Factor Per Square Ft.	Monthly Bid Cost Amount	# Months	Annual Total Extended
1	Brentwood High	1,736	3	3 + Foreman	216,601		\$ -	12	\$ -
2	Brentwood STEM Bldg		1	2.5 + share Foreman from BHS	61,000		\$ -	12	\$ -
3	Brentwood Middle	1,327	2.5	2.5 + Foreman	109,900		\$ -	12	\$ -
4	Centennial High	1,655	3	3 + Foreman	244,500		\$ -	12	\$ -
5	ALC 408 Century Ct. Franklin	50	0.5	1 cust.	3,500		\$ -	12	\$ -
6	WCS Central Office	125	0	2 + Foreman	21,000		\$ -	12	\$ -
7	WCS Support Service Bldg.	100	0	2 cleaners to clean all these areas combined + share Foreman with Central Office	14,200		\$ -	12	\$ -
8	WCS Textbook Warehouse	25	0		3,500		\$ -	12	\$ -
9	WCS Transportation	50	0		2,800		\$ -	12	\$ -
10	WCS Transition Academy	10	0	1 cleaner	800		\$ -	12	\$ -
11	Creekside Elementary	541	2	2 + Foreman	110,500		\$ -	12	\$ -
12	Crockett Elementary	830	2	2 + Foreman	83,700		\$ -	12	\$ -
13	Clovercroft Elementary	773	2	2 + Foreman	109,500		\$ -	12	\$ -
14	Edmondson Elementary	763	2	2 + Foreman	79,660		\$ -	12	\$ -
15	Franklin High	1,757	3	3 + Foreman	236,900		\$ -	12	\$ -
16	Franklin High Annex Phase 1 & Phase 2		1	2 + share Foreman from FHS	46,000		\$ -	12	\$ -
17	Grassland Elementary	568	1.5	2 + Foreman	71,000		\$ -	12	\$ -
18	Grassland Middle	983	2	2.5 + Foreman	133,450		\$ -	12	\$ -
20	Hunters Bend Elementary	494	1.5	2 + Foreman	62,800		\$ -	12	\$ -
21	Jordan Elementary	542	1.5	2 + Foreman	121,000		\$ -	12	\$ -
22	Kenrose Elementary	806	2	2 + Foreman	83,100		\$ -	12	\$ -
23	Lipscomb Elementary	630	2	2 + Foreman	73,330		\$ -	12	\$ -
24	Mill Creek Elementary	765	2	2.5 + shared Foreman with Middle	100,600		\$ -	12	\$ -
25	Mill Creek Middle	785	2	2.5 + shared Foreman with Elem	122,950		\$ -	12	\$ -
26	Nolensville High School	1,170	3	3 + Foreman	243,500		\$ -	12	\$ -
27	Nolensville Elementary	819	2	2 + Foreman	109,000		\$ -	12	\$ -
28	Ravenwood High	1,665	3	3 + Foreman	234,960		\$ -	12	\$ -
29	Scales Elementary	858	2	2 + Foreman	75,000		\$ -	12	\$ -
30	Sunset Elem	716	1.5	2.5 + shared Foreman with Middle	97,144		\$ -	12	\$ -
31	Sunset Middle	608	1.5	2.5 + shared Foreman with Elem	118,806		\$ -	12	\$ -
32	Walnut Grove Elementary	580	2	2 + Foreman	71,600		\$ -	12	\$ -
33	Woodland Middle	1023	2	2.5 + Foreman	110,800		\$ -	12	\$ -
		Floating - 2 FTE Day Porters							\$ -
				Total net cleanable sq.ft.	3,173,101				\$ -

	SOUTH ZONE LOCATIONS	Current Student Enrollment Feb. 2020	Day Porter	Night time Cleaning Staff Required	Net Cleanable Sq. Foot	Bid Cost Factor per Sq. Ft.	Monthly Bill Cost Amount	# Months	Annual Total Extended	
1	Allendale Elementary	699	2	2 + Foreman	109,740		\$ -	12	\$ -	
2	Bethesda Elementary	549	1.5	2 + Foreman	78,640		\$ -	12	\$ -	
3	Chapman's Retreat Elementary	742	2	2 + Foreman	79,840		\$ -	12	\$ -	
4	College Grove Elementary	633	1.5	2 + Foreman	64,140		\$ -	12	\$ -	
5	Creekside	541	1.5	2 + Foreman	110,000		\$ -	12	\$ -	
6	Fairview Elementary	590	1.5	2 + Foreman	54,600		\$ -	12	\$ -	
7	Fairview High	714	2	3 + Foreman	169,530		\$ -	12	\$ -	
8	Fairview Middle	551	1.5	2.5 + Foreman	105,600		\$ -	12	\$ -	
9	Heritage Elementary	615	2	2 + Foreman	75,800		\$ -	12	\$ -	
10	Heritage Middle	1,027	2.5	2.5 + Foreman	121,850		\$ -	12	\$ -	
11	Hillsboro Elementary/Middle	605	1.5	2.5 + Foreman	102,940		\$ -	12	\$ -	
12	Independence High	1,849	3	3 + Foreman	234,960		\$ -	12	\$ -	
13	Longview Elementary	986	2	2 + Foreman	112,500		\$ -	12	\$ -	
14	Renaissance High School	171	1	1 + Foreman	14,800		\$ -	12	\$ -	
15	Oak View Elementary	372	2	2 + Foreman	67,900		\$ -	12	\$ -	
16	Legacy Middle *around 8/2020	TBD	2.5	2.5 + Foreman	130,000		\$ -	11	\$ -	
17	Page High	1,124	2.5	3 + Foreman	158,920		\$ -	12	\$ -	
18	Page Middle	1,123	2.5	2.5 + Foreman	120,000		\$ -	6	\$ -	
19	Pinewood Elem Off. & Sic. Ctr	30	0	1 cleaner	8,500		\$ -	12	\$ -	
20	Pearre Creek Elementary	786	2	2 + Foreman	109,740		\$ -	12	\$ -	
21	Summit High	1,183	3	3 + Foreman	238,280		\$ -	12	\$ -	
22	Summit High Child Care House	30	0	1 cleaner	2,100		\$ -	12	\$ -	
23	Spring Station Middle	1,048	2.5	2.5 + Foreman	128,970		\$ -	12	\$ -	
24	Thompson Station Middle	640	2	2.5 + share Foreman with Elem	130,000		\$ -	12	\$ -	
25	Thompson Station Elementary	874	2	2.5 + share Foreman with Middle	120,000		\$ -	12	\$ -	
26	Trinity Elementary	838	2	2 + Foreman	78,900		\$ -	12	\$ -	
27	Westwood Elementary	552	1.5	2 + Foreman	76,520		\$ -	12	\$ -	
28	Winstead Elementary	633	1.5	2 + Foreman	80,500		\$ -	12	\$ -	
Floating - 2 FTE Day Porters										\$0.00
Total net cleanable square foot					2,885,270					

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as follows:

1. The under signed is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20__

Notary Public _____

My commission expires: _____

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.

2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.

3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith naught.

Principal Officer _____

STATE OF _____ COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the _____ of _____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

Notary Public _____

My commission expires: _____

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Date

Custodial Cleaning - Day

Custodial Cleaning - Day					
3/3/3333					
AREA & DUTIES:		AREA & DUTIES:		AREA & DUTIES:	
ENTRY/LOBBY		CAFÉ		HALL RESTROOMS	
D-Floor Swept/Mopped	Yes	D-Buffer Floor	Yes	D-Corners	Yes
D-Front Entry	Yes	D-Clean Walls	Yes	D-Graffiti Removed	Yes
D-Trashcans	Yes	D-Dust Mop	Yes	D-Mirrors	Yes
D-Corners	Yes	D-Spot Mop	Yes	D-Paper Towels	Yes
Total Yes	4	Total Yes	4	D-Sinks Cleaned	Yes
Total No	0	Total No	0	D-Soap	Yes
Total N/A	0	Total N/A	0	D-Sweep/Mop Floors	Yes
AREA & DUTIES:		AREA & DUTIES:		AREA & DUTIES:	
CORRIDORS		GYM		CLASSROOM #2	
D-Floor Corners	Yes	D-Bleachers	Yes	D-Floor Corners	Yes
D-Floor Mats Vacuumed	No	D-Damp Spot Mop	Yes	D-Floor Swept	Yes
D-Floor Spot Mopped	No	D-Floor Corners	Yes	D-Restrooms	N/A
D-Floor Swept	Yes	D-Floor Swept	Yes	D-Trashcans	Yes
D-Stairways	Yes	D-Floor Mats Vacuumed	Yes	D-Vacuumed Rugs/Carpet	N/A
D-Water Fountains	Yes	D-Trashcans	Yes	D-Sinks/Counter tops	Yes
D-Trashcans	Yes	W-Doors/Window Frames	Yes	D-Spot Mop	Yes
Total Yes	5	M-High Dusting	Yes	D-High Dusting	Yes
Total No	2	Total Yes	8	Total Yes	6
Total N/A	0	Total No	0	Total No	0
AREA & DUTIES:		AREA & DUTIES:		AREA & DUTIES:	
OFFICE/LOUNGE		Locker Rooms		CLASSROOM #3	
D-Carpet/Rugs Vacuumed	Yes	D-Commodes/Urinals	Yes	D-Floor Corners	Yes
D-Clinic	Yes	D-Dispensers Filled	Yes	D-Floor Swept	Yes
D-Corners	Yes	D-Damp Spot Mop	Yes	D-Restrooms	N/A
D-Floor Swept	Yes	D-Floor Corners	Yes	D-Trashcans	Yes
D-Restrooms	Yes	D-Floor Swept	Yes	D-Vacuumed Rugs/Carpet	N/A
D-Trashcans	Yes	D-Mirrors	Yes	D-Sinks/Counter tops	Yes
W-Door Frames	Yes	D-Sinks Cleaned	Yes	D-Spot Mop	Yes
W-Floor Mopped	Yes	D-Trashcans	Yes	D-High Dusting	Yes
W-Furniture	Yes	D-Sanitary Box	Yes	Total Yes	6
W-Window Frames	Yes	W-Door Frames	Yes	Total No	0
M-High Dusting	Yes	M-High Dusting	Yes	Total N/A	2
Total Yes	11	Total Yes	11	AREA & DUTIES:	
Total No	0	Total No	0	CLASSROOM #4	
Total N/A	0	Total N/A	0	D-Floor Corners	Yes
AREA & DUTIES:		AREA & DUTIES:		AREA & DUTIES:	
Library		Totals		CLASSROOM #1	
D-Vacuum / Sweep	Yes	Total Yes for report:	89	D-Floor Corners	No
D-Restrooms	Yes	Total No for report:	5	D-Floor Swept	No
D-Trashcans	Yes	Total N/A for report:	8	D-Restrooms	N/A
D-Book Shelves	Yes	Total yes & no	94	D-Trashcans	No
D-Floor Corners	Yes	Score	95%	D-Vacuumed Rugs/Carpet	N/A
D-Computer Stations	Yes			D-Sinks/Counter tops	Yes
W-Door Frames	Yes			D-Spot Mop	Yes
M-Ceiling Corners	Yes			D-High Dusting	Yes
M-High Dusting	Yes			Total Yes	6
M-Window Frames	Yes			Total No	0
W-Air Vent>Returns	Yes			Total N/A	2
D-Spot Mop	Yes				
Total Yes	12				
Total No	0				
Total N/A	0				

Principals Signature:
Comments:

Important Note: WCS reserves the right to tweak or alter this rating system over the terms of the contract