

July 13, 2015

TO: ALL OFFERERS

FROM: Melanie Reiser
Director of Operations and Compliance

SUBJECT: ADDENDUM TO INVITATION TO BID – FCS15001-JANITORIAL, Janitorial Services

ADDENDUM #1

Submitted Written Questions & Answers:

Q. Please provide a copy of the bid tabulations from the previous contract for this current work.

A. Freire Charter School Wilmington is a new charter school in its first year of operation. This is our first RFP.

Q. What is the total square footage of the school? What is the total “net cleanable” square footage space for this building?

A. Please refer to page 44 of the RFP.

Q. Are we able to submit questions after the meeting with any concerns that arise from the meeting?

A. The question period has closed.

Q. There is a total square footage listed on page 44. What is the square footage breakdown for Carpet, VCT, Ceramic, and any other floor surfaces that may be in the building?

A. VCT: 17250 sf
Carpet (elevator cabs and front vestibule only): 60 sf
Ceramic tile: 750 sf
Walk-off mat (similar to carpet): 80 sf

Q. On page 3, section 2 (Contract Requirements), it is stated that the contract shall be valid for 10 mos - Aug 1, 2015 through June 30th, 2016, then spells out the renewal terms thereafter; In section 4 of that same page, it states the contract period should be 11 months. Could you please tell what the yearly contract period is?

A. The contract will run from 8/1/2015 through June 30, 2016 (11 months)

Q. We have read the explanation as outlined on page 21, item 19 ACA Safe Harbor; Could you please tell us what documentation/information you are looking for to complete #5 (ACA Safe Harbor) on page 14, Evaluation Criteria ?

Your cover letter should demonstrate an understanding of ACA Safe Harbor. Furthermore, on your pricing sheet you must identify the Additional Fee to obtain health coverage from the Vendor and delineate the Additional Fee from all other charges and fees. You must identify both the Additional Fee to be charged and the basis of how the fee is applied (i.e. per employee, per invoice, etc.).

Q. Day Porter - What specific duties will the day porter be responsible for completing on a daily/weekly basis?

A. Below is a typical daily schedule. The day porter will also be charged with day-to-day tasks (moving boxes, cleaning up student messes, tasks as assigned by Head of Academic Supports). This list may be modified on an ongoing basis to best serve the needs of our students. The Day Porter should be comfortable lifting 60-80 lbs.

7:00 - 8:15

AM Open building
 Cleanup any trash out front
 Inspect Dumpsters, Parking Lot, and Sidewalk -- Clean up trash
 Check all emergency exits are clear
 Take down wall posters not in designated areas
 Clean/Open
 elevators
 Make sure dumpsters are
 locked
 Building Check***
 Check that bathroom passes in all classrooms
 Clean gym at 7:55am after students go to class (store tables)
 Check in with Felicia

8:15 - 10:15

AM Building Check
 Clean all glass in front of building
 Clean front of building
 Vacuum floor mats in front lobby/entranceway
 Handle any previously assigned projects
 Dust the tops of all lockers

10:15AM Setup Lunch. If done before lunch starts, do Building Check.

11:15 – 1:00 In gym for lunch. If lunch is slow, do a Building Check.

PM

1:00 – 1:20

PM Clean gym, take out trash and breakdown tables.

1:30

Building Check
Check all emergency exits are clear
Clean front door glass again.

3:30

Building Check
Check in with Felicia

*****Building Check - make sure hallways, both stairwells, bathrooms and all common spaces are clean. Pick up any trash if necessary. Fill empty soap dispensers, paper towel machines and hand sanitizers. Empty full trash cans.**

Follow the lock procedure listed below.

If a locker has no lock, tell Felicia so a new lock can be installed.

If a locker's lock is unlocked, turn it around and lock it, so they must find someone to use the key.

If you find a book, please bring it to Felicia's office on the 3rd floor.

Q. Cafeteria workers -

a. How many hours per day will the hot food servers be required to work?

b. What specific duties will the hot food servers be required to complete on a daily basis?

A. We anticipate needing one food server working from 7:00 a.m. to 3:00 p.m. The server will begin the day by distributing the cold, grab and go breakfasts and counting the number of meals served (using a clicker, a roster or a point of service computer – TBD). After breakfast, the server will begin heating the frozen lunches and setting up the service line. During lunch, the server will work with the day porter to continue to heat up lunches for next service, ensure food service line is stocked, and check students (out of the line using a clicker, a roster or a point of service computer – TBD). After lunch, some post-lunch paperwork will need to be completed and the kitchen area will need to be cleaned and readied for the next day.

Q. During the contract period, what holidays or breaks do you observe?

A. Please use the calendar below when preparing your quote.

August

3rd - 7th - Deep Clean - post construction (includes washing interior of all windows)

10th -14th - day porter and night crew

17-21 - floor work

24-26 - day porter only

27-28 - day porter, night crew

31 - day porter, cafeteria, night crew

September through June - assume week days include day porter, cafeteria, and night crew unless otherwise noted. Cafeteria half days run from 7 a.m. to 9 a.m.

September

4 - school closed - no cafeteria
7 - school closed - Labor Day - no work
11 - 12pm dismissal - half day for cafeteria
17 - 12pm dismissal - half day for cafeteria
23 - school closed - no cafeteria
25 - 12 pm dismissal - half day for cafeteria

October

9 - school closed - no cafeteria
12 - school closed - Columbus Day - no work
23 - 12 pm dismissal - half day for cafeteria

November

6 - 12 pm dismissal - half day for cafeteria
11 - school closed - Veterans' Day - no work
20 - 12 pm dismissal - half day for cafeteria
25 - 27 thanksgiving break no cafeteria, no night crew

December

11 - 12 pm dismissal - half day for cafeteria
24 - 25 - winter break - no night crew, no cafeteria, day porter
28 - 31 - winter break – floor stripping and waxing), night crew and day porter needed for special projects (e.g. deep cleaning, washing interior windows)

January

1 – school closed – New Year's Day – no work
15 - 12 pm dismissal - half day for cafeteria
18 - school closed - MLK Day - no work
20 - 12 pm dismissal - half day for cafeteria
21 - 12 pm dismissal - half day for cafeteria
22 - 12 pm dismissal - half day for cafeteria

February

5 - 12 pm dismissal - half day for cafeteria
11 - 12 pm dismissal - half day for cafeteria
15 - school closed - President's Day - no work
19 - 12 pm dismissal - half day for cafeteria

March

4 - 12 pm dismissal - half day for cafeteria
18 - 12 pm dismissal - half day for cafeteria
25 - Apr 1 spring break no cafeteria, night crew and day porter needed for special projects

April

8 - no school - snow make up day - no cafeteria unless changed to make up for weather,
22 - 12 pm dismissal - half day for cafeteria

May

6 - 12 pm dismissal - half day for cafeteria
20 - 12 pm dismissal - half day for cafeteria
30 - no school - memorial day - no work

June

13 - 12 pm dismissal - half day for cafeteria
14 - 12 pm dismissal - half day for cafeteria
15 - 12 pm dismissal - half day for cafeteria
16 – 30 summer, no cafeteria, night crew and day porter needed for special projects

Q. Due to the shortness of time between the submission of RFP and start date, will there be a grace period to allow for proper background checks which typically take 4 to 6 weeks to get?

A. We will work with the vendor. All clearances must be obtained by August 28 when students start. Day porter should have clearances sooner if possible.

Q. In section D, the RFP states the proposals are due by mail. In section M, the RFP states the proposals can be mailed or hand delivered. Can the proposals be hand delivered, is there a preference?

A. We will accept proposals via mail or hand delivery. Hand delivery should occur between 9 a.m. and 1 p.m. on Friday, July 17. There is no guarantee that someone will be available to receive packages on other days. You can call ahead to 302-521-0432 if you wish to hand deliver on another day to determine if someone is in the office.

Further clarification on scope of service

- Day porter will be responsible for snow removal of up to ½ inch on walkways and laying down salt. Equipment and salt to be provided by the school. All other snow removal will be handled by our external provider.
- In addition to the duties to be performed by the night crew, we would like for the interiors of all windows to be wiped clean of smudges and fingerprints once per week.

All other terms and conditions remain the same.

If you have any questions, please contact me at 267-992-4346 or melanie.reiser@freirecharterschool.org.