

**JACKSON-MADISON COUNTY SCHOOL SYSTEM REQUESTS PROPOSALS for
CUSTODIAL SERVICES**

Sealed proposals to be received by 10:30am CST, Tuesday, June 13, 2023

Madison County Finance Department
1981 Hollywood Dr. – Suite 100
Jackson, TN 38305

Please see below for questions and answers and updates regarding RFP #22-60.

Please note that a Cashier's check, letter of credit, or bid bond executed by a security company authorized in the State of Tennessee in the amount of 5% of the bid which was listed in the JMCSS Requirements IS NOT REQUIRED to be submitted with your proposal.

Will a pre-bid meeting or site visit be scheduled for this opportunity? If not, can we set up something individually to see a couple of schools?

There is no pre-bid meeting or site visit scheduled. Individual site visits will not be given either. They would need to be done in a group setting in order to be fair to all potential bidders.

Is there office space available for the contractor?

There are custodial closets and storage at all schools. There is NO office space.

When does the current contract expire? Are there any additional renewal years available?

The current contract expires on June 30th. Yes, the contract can be extended for additional years.

Why is this RFP out?

The district decided to put the annual contract out for bid.

My company is interested in bidding on only one cluster. If we are the low bidder for that cluster, will we be awarded the contract for that cluster?

Companies can bid on only 1, or multiple clusters. The lowest and best bidder will be selected.

What are some of the different floor types within the schools?

Each facility will have multiple flooring types...carpet, VCT, concrete, and rubber.

How many bathrooms are among the schools?

Each school has varied restrooms. There will be multiple large communal restrooms for students and visitors. Buildings will have additional smaller restrooms throughout.

Are all soap fixtures and paper towel dispensers the bidder will be required to replace as needed from the same supplier?

Yes, the bidder will need to supply, replace, maintain soap fixtures and paper towel dispensers.

Should pricing be formatted in any specific format...is there a pricing guide of your preference?

No, there is no specific pricing format. We recommend vendors price per building within each cluster. Vendors can bid one cluster, or multiple clusters.

Is there any preference on how the pricing should be submitted based on summer months?...example: should summer hours be billed separately...should we provide in session monthly cost vs out of session monthly costs?

No. The pricing should just account for the summer months. There is no need to price summer months out separately in your bid.

Please provide the enrollment of each of the schools listed in the RFP.

See attached list.

Please provide the number of school staff of each of the schools listed in the RFP.

See attached list.

Regarding the schedule, on page 21 of the RFP, is the schedule listed for the school the exact schedule, or is the bidder to provide the number of people needed on square footage/scope?

The staffing schedule that was included was just an example. The bidder will need to provide a proposed employee schedule that it estimates will be needed to handle each site.

The proposals for the RFP are due on June 13th, and the contract begins on July 1st. That is an extremely tight window for Board of Education approval and contract approval. When will the BOE meet to award the contract? What is the timeline for approving the contract? Is the district planning on staying with the current vendor? If not, any vendor will have difficulty starting this contract up properly based on purchasing equipment and hiring staff. Is there room to move the start date of the contract to August or September?

The current contract ends June 30th. The JMCSS attorney has been consulted for guidance on adjusting the contract dates. The answer for this concern is not available right now. In the past, the district has been willing to work with new vendors as they begin the startup of a new contract.

Who is the current incumbent for the services within JMCSS schools? Do they use subcontracting? If so, what is the portion of the subs?

Currently, HES has the contract for Custodial services for JMCSS. JMCSS does allow for limited subcontractors, but these agreements must be approved by the district.

What is driving this RFP to come within one year of the last release (i.e. service issues, new model, etc.)?

The district decided to put the contract out for bid. The district decided to split the schools into clusters to allow for multiple vendors.

Can you provide a list of last year's pricing submitted and by which companies?

This would require a vendor filing a Public Records Request with the Madison County Risk Management Department. Mike Winslow is who you would need to contact. He can be contacted at mwinslow@madisoncountyttn.gov

What is the current Annual contract amount for these services?

See response to previous question.

Has there been any escalation in pricing since last year's RFP award?

No.

What are the current starting wage rates paid to employees for the outsourced portion of this district?

The wage rates are determined by the bidder.

Is a portion of the cleaning performed in-house? If so, what are the starting wages for the in-house portion of the cleaning?

JMCSS does have a small cleaning staff. The average wage for this staff is approximately \$15/hr.

Will the incumbent be required to supply all new equipment? (i.e., if they are pricing this with current equipment already in the schools, then their price would be cheaper no matter what, etc.)?

The bidders will need to supply all the equipment needed. There is no requirement for new equipment.

Do you have a day requirement for the contract cleaning? If so, what is that number?

The buildings must be cleaned Mon-Fri. Cleaning is also required after all school-related functions which would occur after normal business hours. (i.e. plays, games, etc).

Can you provide a breakdown by building for student/teacher headcount?

See attached student enrollment and staffing charts.