**CLAWSON PUBLIC SCHOOLS**

**Request For Proposals For Custodial, Grounds & Facility Maintenance Services**

**ADDENDUM #1**

**April 4, 2018**

Pursuant to Sections 1.5.9 and 1.5.11 of the Request For Proposals For Custodial & Facility Maintenance Services issued on March 15, 2018 (the “RFP”), the School District is providing the following answers to Requests For Clarification that were timely received in accordance with the RFP specifications:

1. Is fertilizer and weed control of turf areas part of this contract? If so, is there a frequency the schools call for?

Only pre-mixed weed killer. Other pesticides and herbicides will be applied by the School District’s IPM contractor.

1. Do any of the sites have irrigation systems for their lawn and landscape? If so, is the startup, winterization part of the grounds duties?

While some Facilities have irrigation systems, none of the existing systems are currently operational. Thus, the School District does not need to winterize these systems.

1. What does it entail to groom the artificial turf of the High School soccer field?

Please refer to the Sprinturf manufacturer’s recommendations at this link: <https://sprinturf.com/wp-content/uploads/2017/03/Sprinturf-Maintenance-Manual.pdf>

1. Does the contractor supply sidewalk ice-melt or is that supplied by the school district? Is there a place to store product on sites?

Sidewalk ice melt is ordered and managed by the Contractor, but purchased by the School District through an approved vendor. There is space to store the ice melt product at each Facility, but not in large quantities.

1. How is communication handled with City to salt the parking lots?

There is very little needed communication with City as this happens automatically; the City salts the lots while they are salting the adjacent streets.

1. During holiday breaks, when school is closed, can snow removal be delayed?

No. Snow removal is required during all break and/or calamity (snow) days. Many times there are events during breaks such as athletic practices, meetings, etc.

1. Is it expected that a sweeping truck is used for the monthly "Sweeping parking lots and remove debris and weeds from curb lines"?

No. This entails the removal of garbage/debris from the parking lot and pulling weeds regularly and this is performed by the grounds personnel.

1. Page 11 Shows facility maintenance services.  Who provides vehicles?  Who provides fuel and maintenance for vehicles if provided by district?

The School District owns and supplies two (2) four wheel drive pickup trucks. The School District covers the reasonable costs of fuel and maintenance parts. Minor repairs such as changing windshield wiper blades, etc. are performed by the Contractor. Any damage to these vehicles caused by the Contractor must be repaired or paid for by the Contractor.

1. Page 14 Contractor plows all parking lots.  District has 2 trucks, what happens now if one breaks down?  Does contractor bring in an extra truck?

Yes, the Contractor would need to cover this service by bringing in an extra truck. There are no spares.

1. Mail runs to buildings.  Who provides vehicle?  If District, who provides fuel & maintains?

Currently, one of the grounds personnel does the mail run using one (1) of the two (2) four wheel drive pickup trucks. As to fuel and maintenance, see response to Question 8 above.

1. What are we to do with leaves that are cleaned up?  Is there somewhere to go with them or will contractor need a place off-site?

Contractor will need to remove and legally dispose of leaves.

1. RFP has a current staffing chart.  One of the HS/MS positions is a sub.  Is the HS/MS to have 8 or 9 FTEs daily?  Is sub filling in for someone so there is 8 total if someone is out, unless no one is out in which case there would be 9?

The HS/MS has eight (8) FTEs daily.

1. Page 5 of contract says we are to have 1 full time on-site shared manager (Contract Manager) and 1 on-site assistant/afternoon manager.  Can we have more detail on this?  What does “Shared” manager mean?

Disregard “shared” and that is removed from that sentence. The School District expects one full time on-site manager, and supervision of the afternoon crews.

1. Page 12 who pays for parts on district owned equipment when routine maintenance is performed?

The School District.

1. Can you verify what areas the day custodians can clean during the day besides the cafeteria? Can you provide each building's area that is cleaned by day custodians?

As mentioned in the RFP, the School District is a typical school setting. The day-time custodians would have access to spaces when no students are present such as the CAFÉ, kitchen, media center and gym. The School District relies on the Contractor to develop the final building cleaning and care plan.

1. Can you verify the number of lockers that need a recombination during the summer at each building?

Approximately 1,000

1. No licensed work will be required of the Maintenance positions?

Correct. This Contractor will be responsible for all maintenance up to the point a license is required to do the work.

1. The "Current Custodial, Grounds and Maintenance Shift Detail" shows a HS/MS "SUB" is this just someone who fills in for call offs, and should this position be bid into the price?

This position fills in for call offs School District-wide.

1. Grounds Position- If it is raining, or in the winter when it's not snowing, what are the expectations for this position? Who would you be responsible for managing the day to day work?

When it rains, or in the winter when it is not snowing, the two (2) grounds positions assist the maintenance department in completing maintenance work orders. In addition, they do work to preventative maintenance on the grounds equipment such as sharpening blades, changing oil in the mowers, etc.

1. Can you clarify if there are summer programs, what buildings are being used during the summer and dates they will be used?

Yes. There are numerous activities in the High School and Middle School throughout the summer typical of a regular high school and middle school building. The Administration and child care operate in the Baker Building all summer long. Kenwood Elementary has a School Age Summer Camp from 6/18 through 8/17. Schalm Elementary has a School Age Summer Camp from 8/20 through 8/30. There is typically a reading camp at Schalm Elementary for a short duration in July, but the exact dates are not confirmed yet for this camp. ***See* Attachment 1**for preliminary summer schedule.

1. Is the custodial staff able to use a washing machine on site to launder soiled microfiber towels?

No.

**Attachment A**

**Preliminary Summer Calendar**

**Attached**

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