

**HOUSTON INDEPENDENT SCHOOL DISTRICT  
Hattie Mae White Administration Building  
4400 West 18<sup>th</sup> Street  
Houston, Texas 77092-8501  
Procurement Services Department  
Phone: 713-556-6534 Fax: 713-556-6562**

**REQUEST FOR PROPOSAL (RFP) ADDENDUM**

**March 28, 2014**

**Addendum No. 1**

**RFP Project No. 14-03-01  
RFP/Custodial Operation Services**

**This addendum is issued to address the following issues/concerns:**

1. **Question:** Does HISD expect all vendors to provide the same level of cleaning as seen on the 3/17 and 3/18 site tours? Is the district satisfied with the level of cleaning provided at this time? What does the district perceive as the APPA level currently being provided?

**Answer:** No, we expect a Level 2 cleaning per the APPA standard, as a point of reference. No, the District is not satisfied with the level of cleaning provided at this time.

2. **Question:** Concerning custodial specifications; have the specifications changed in RFP#14-03-01 Custodial Operation Services as compared to the contract most recently awarded to McLemore? If the specifications did change, please explain the changes.

**Answer:** The specifications for the most part are the same. Please be sure to go over all the specifications referenced in Appendix A & Appendix B. Be sure to go over the Specific Conditions in Section 3.2 & Specifications in Sections 3.3 thru 3.5 of the "RFP".

3. **Question:** Please explain the Saturday coverage at the secondary schools. Will we need to provide staff? If the answer is yes then how much staff during the times noted every Saturday? What is the current practice for Saturday coverage?

**Answer:** Yes. For Saturdays at the Secondary Campus please referenced the schedule in Appendix C & Appendix D. If Saturday coverage is needed; the hours are noted in the Hours of Service for the referenced school or facility in Appendix C & Appendix D. The vendor should be able to confirm as part of their bid the number of custodians that will be assigned to each campus.

4. **Question:** Can you provide the percentage of VCT tile, terrazzo tile, concrete and carpet per school?

**Answer:** No. There were site visits scheduled during Spring Break (March 17<sup>th</sup> - March 21st. Additional visits can be requested during the best & final negotiation.

5. **Question:** How many gym floors are wood and what is the square footage of these floors? Do you currently apply a water or oil based product?

**Answer:** Water-based is the standard.

6. **Question:** Concerning annual window washing, is this just for first floor exterior windows and up to 8 feet interior windows?

**Answer:** All window trim including 8ft. above and below are part of the annual cleaning.

7. **Question:** About the crystallized floors process, is this processed completed by the maintenance staff and how frequently? How many schools have this process completed in?

**Answer:** This is not a standard of the District that will be maintained. Therefore, it is not part of this bid specifications.

8. **Question:** Are there any facilities that day service is being provided at this time? How frequent is the contractor asked to provide day support?

**Answer:** No there are not. No day support is needed.

**Question:** The contractor is required to provide the equipment listed in Appendix C. Who provides vacuums, floor fans, mop buckets, janitor cart, tilt trucks, etc...?

**Answer:** All equipment and materials referenced above are provided for use by the contractor as well as used by the contractor. HISD only provides disposables, chemicals and dispensers for paper products.

9. **Question:** In the pricing section; it has asked to provide the number of custodians per building on pages 77-78. Is this FTE equivalents (8 hours positions) or just number of employees?

**Answer:** If the FTE equivalents are not being provided; then provide the number of employees that will be used and how many hours each will work at each facility. I.E., John Doe works from 4 pm to 8 pm, Monday thru Fridays.

10. **Question:** Does the District expect the contractor to work only full-time employees or part-time employees as stated in Appendix C (hours of service)?

**Answer:** No expectations exist other than the response in question 9.

11. **Question:** The non-school buildings have set hours of coverage. Are we required to provide labor during those entire times or just clean the building some time during those hours?

**Answer:** Coverage with labor during the hours of occupancy is what's expected.

- 12. Question:** During the tour of the Early Childhood Center we were told that the contractor is required to disinfect all padded mats in classrooms daily. Is this the expectation of the District?

**Answer:** Yes. For all Early Childhood Centers and Pre-K rooms in Elementary Campuses.

- 13. Question:** Who provides the walk off mats at all of the entrances?

**Answer:** HISD

- 14. Question:** Per the Houston ISD RFP #14-03-01, Appendix F it states:

Is a performance bond required? If so, what amount? Will an annual bond be accepted?

In the event a non-construction project total exceeds \$100,000; the Procurement Team Leader will determine the necessity of a performance bond. The selected Proposer will be required to supply the applicable bonds prior to the District beginning either the contractual process, or the issuance of a purchase order & prior to any work being performed. Many performance bonds required may be based on the total annual dollar value. The District may require proof of bondability prior to issuing awards."

Please confirm; is a performance bond required? The text above says the

Procurement Leader may or may not require a bond. Will the bond amount be \$100,000 or will you request a bond amount equal to the total annual dollar value of this contract? Was McLemore required to provide a performance bond after their 2012 award of this contract? If so, for what amount?

**Answer:** If any type of Bond is required for this non-construction project; it will be determined by the Procurement Team Leader or the Project Manager. By Policy; Construction Projects require Bonds.

- 15. Question:** Will SCTRCA Certification be acceptable or only those certifications listed in the RFP?

**Answer:** Only the certifications referenced the "RFP".

- 16. Question:** What type of MWBE compliance software does the district utilize? The Business Assistance Department will be implementing a new system in the future.

**Answer:** No details concerning this implementation has been finalized. If more information is needed; please contact the Business Assistance Department at 713-556-7273.

- 17. Question:** Does the Business Assistance Department: Supplier Diversity, have a standardized form or format for the monthly expenditure report?

**Answer:** Yes. Please contact the Business Assistance Department at 713-556-7273.

- 18. Question:** We did not see a requirement for a bid bond in the RFP, so to confirm, a bid bond will not be required, correct?

**Answer:** Correct.

- 19. Question:** If a performance and or payment bond is required, can a vendor submit such bonds using our own forms or do we have to use the district forms as seen on the RFP, page 17, section 2.15, web address <http://apptemp.houstonisd.org/Procurement/WebPDF/BondGroup.pdf>?

**Answer:** By Policy; Bonds are required for Construction Projects. If needed; Bonds should be submitted on the form referenced under the above website.

- 20. Question:** On the Performance bond, is the value based on the 30 day window clause?

**Answer:** This question is not applicable. By Policy; Bonds are required for Construction Projects.

- 21. Question:** Does this bid require 3 bonds? We have seen a bid bond, a payment bond, and a performance bond? Please specify the type of bond you would require for this RFP?

**Answer:** By Policy; Bonds are required for Construction Projects.

- 22. Question:** RFP (page 17) states that the Procurement Project Manager will advise on the following: "The procurement Project Manager will advise potential Proposers if a particular project requires bonding." Please advise if this is required and the specific bond that is required for this RFP.

**Answer:** By Policy; Bonds are required for Construction Projects.

- 23. Question:** Please specify the amount of hours you are expecting to need for Saturdays per the Custodial Operation Services.

**Answer:** If Saturday coverage is needed; the hours are noted in the Hours of Service for the referenced school or facility in Appendix C & Appendix D. The vendor should be able to confirm as part of their bid the number of custodians that will be assigned to each campus.

- 24. Question:** Will Saturday hours be included as part of the s/f rate or be submitted on a bill-back basis?

**Answer:** Saturday should be part of the standard monthly cost, not additional to the amount in the proposal.

- 25. Question:** What is the scope of work for Saturday operation services?

**Answer:** The same as the regular scheduled hours.

**26. Question:** Please identify the consumable supplies that HISD will be providing as part of the custodial program?

**Answer:** All equipment and materials referenced above are provided for use by the contractor as well as used by the contractor. HISD only provides disposables, chemicals and dispensers for paper products.

**27. Question:** Please specify the exact process for the gym floors (i.e. sanded, re-stained, painted?)

**Answer:** Water-based is standard.

**28. Question: In Section 3.2 Specific Conditions - Under Vendor Price Terms**

Will this contract only be for 1 year with the option to renew for 2 years?

**Answer:** There has been a decision to offer this contract for 5 years. Therefore, the contract will be for 1 year with the option to renew for a total of 4 years.

**29. Question:** We wanted to inquire if not confirm the expectation around the final date for question submittal as within the RFP on page six (6) in section 1.1.5 there is reference to the 21<sup>st</sup> day of March whereas on page ten (10) in section 1.11.1 it denotes the 24<sup>th</sup> day of March. Please advise as to which date by 3PM CST is the expectation.

**Answer:** If you have questions; you can answer them up until the close of business today. (March 24<sup>th</sup>, 2014) Normally; many questions are answered during the Pre-Bid which is this Wednesday; March 26<sup>th</sup> beginning at 10:00 am. Therefore; an addendum will be published by this Friday – March 28<sup>th</sup> no later than 3:00 pm to address any other questions.

**30. Question:** Within the Square Footage information, it lists all the schools in the district, is that all within the RFP that will cover, or only for the additional schools that the RFP had floor plans listed as file attachments?

**Answer:** There are approximately 282 schools in the District. The schools/facilities referenced in this "Request For Proposal" are the only ones that will be serviced by this contract. (although this number can increase or decrease; depending on the needs of the District). The floor plans references the majority of the schools/facilities referenced in this "Request For Proposal".

**31. Question:** How can I obtain open records request for the current janitorial contract for all of these schools?

**Answer:** You may contact: Public Information Office – Legal Services

Houston Independent School District; 4400 West 18<sup>th</sup> Street, Houston, TX 77092-8501  
(713)556-7245

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**32. Question:** Is there any Penalty section information mentioned anywhere in the RFP?

**Answer:** It is recommended that you review this proposal in it's entirety. Also be sure to review **Sections 3.1 (Scope of Work) & 3.2 (Specific Conditions)** as well as **Appendices A – G**.

**33. Question:** What is the District's Holiday schedule?

**Answer:** Please refer to our website @ [www.houstonisd.org](http://www.houstonisd.org).  
**Select – the calendar picture - to view the District Calendar & also refer to the 2013-2014 Calendar.**

**34. Question:** What is the work day calendar (days worked) for in-house custodial staff?

**Answer:** Monday thru Friday for all elementary campuses and Monday thru Saturday for all secondary campuses is the normal work schedule.

**35. Question:** What is your summer school & summer extracurricular activity schedule? How many of the 32 schools in the Custodial Operation Services RFP#14-03-01 will be having summer school and summer extracurricular activities?

**Answer:** Usually each principal decide their dates of summer school with most campuses beginning mid June 2014. The end date usually range from July 3rd through approximately mid July 2014. Classes are usually held Monday thru Thursday. This information will be more confirmed in the coming months with the awarded vendors.  
Also, please refer to our website @ [www.houstonisd.org](http://www.houstonisd.org).  
**Select – the calendar picture - to view the District Calendar & also refer to the 2013-2014 Calendar.**

**36. Question:** Can the district provide Houston ISD's in-house custodial wage schedule (ie. Starting wages, supervisor wages, etc.)?

**Answer:** Starting wages for custodians average \$8.15per hour and for Supervisors average \$21.26 per hour. Benefits are optional for the employee.

**37. Question:** Concerning the Saturday hours of service in secondary schools (7 am – 4 pm); what do we do relative to vendor custodial services for extracurricular, school and non-school related events outside of the RFP's 7 am to 4 pm Saturday service window? Would vendors be allowed to submit a separate billing for service outside of this Saturday 7 am – 4 pm time frame.

**Answer:** Normal custodial duties are required so cleaning maintenance to all areas, whether its coverage for an event, or catch-up cleaning for floors from the week are included.

**Yes, a separate bill can be submitted for work requested outside of the timeframe on those days.**

**38. Question:** In Appendix D for the Non-School Buildings we would like to know if the Janitorial staff have to be in there for all the hours between 10 AM to 10:30 PM, please clarify.

**Answer:** Staff would need to be there the full time.

This addendum must be returned **with** your sealed RFP. All other terms and conditions specified in the above referenced HISD solicitation shall remain the same.

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Authorized Signature