



## **FirstLine Schools Custodial Services**

### **2020 RFP QUESTIONS**

**As of March 19, 2020**

**Final Q&A to be posted by March 19, 2020**

**Q1: Are you expecting every employee to work all days of the year?**

A1: No. We understand there may be a reduction in force for the summer months, we do expect employees to work all work days in the 10 months of the regular school year (August through May).

**Q2: 10 Days of sick time for all employees**

A2: Yes

**Q3: What is "Plant equipment"?**

A3: FLS does not provide any custodial equipment. Proposers are expected to plan to provide all materials to include floor machines, scrubbers, buffers, custodial carts, mops/buckets and all necessary cleaning chemicals and supplies.

**Q4: What is driving RFP**

A4: We do RFPs roughly every five years. Typically for a three-year contract with two optional one-year extensions. We are currently in year five of five with our current vendor.

**Q5: Who is your current provider?**

A5: Our current custodial provider is Goodwill Industries.

**Q6: How many employees do you have total?**

A6: 17 Full time employees and 20 Part time employees currently. FirstLine expects the vendor to provide level of staffing to fulfill requirements of the RFP

**Q7: Does FLS have any commitments to DBE organizations**

A7: FirstLine awards DBE proposal points based on the criteria listed in the RFP. Please see our scoring rubric on pages 18 and 19 of the RFP for how those points are awarded.

**Q8: On DBE requirements, will we get any points for committing to purchase supplies/equipment from DBEs**

A8: As per the RFP, DBE participation points are awarded based on the principal ownership of the company. Please see our scoring rubric on pages 18 and 19 of the RFP for how those points are awarded.



**Q9: If you are DBE will that help with your Bid?**

A9: Yes points are awarded for DBE. Please see our scoring rubric on page xxx of the RFP for how those points are awarded.

**Q10: Are there structural differences in buildings**

A10: Yes, each building is very different. The basic information for each building can be found in the RFP to include year of construction, square footage, and floor types. Floor Plans for each site were shared following the mandatory pre-bid meeting.

**Q11: Are there any meals served outside of the cafeteria?**

A11: Yes. Breakfast meals at each school are either in cafe (only a couple of grades at one school), Breakfast in Classroom or “grab and go” (eaten in classrooms) as well as snack at the end of the day. Supper, served as part of the after-school program, is also served in classrooms. Schools that host Pre-k may also serve lunch in the classrooms. Please see page 13 of the RFP with information on what types of breakfast is served at each site.

**Q12: Who is responsible for supplies/consumables i.e. tissue, hand towels, soap, hygiene products?**

A12: The vendor is responsible for the purchase and management of all supplies, materials and equipment to fulfill the scope of work of this contract.

**Q13: Do you require us to hire your current staff**

A13: Although we cannot require you to hire our current staff, we do ask that in the event you are filling available staff positions that all our current staff members are interviewed and given the opportunity to apply for any open positions.

**Q14: Is there a bona fide collective bargaining agreement under which either the FirstLine Schools Inc or the current contractor has entered?**

A14: No.

**Q15: What is the current total both monthly and yearly?**

A: Monthly = \$102,681.02, Annually = \$1,232,172.24

**Q15: Who is responsible to replace and pay for any broken or damaged restroom dispensers?**

A: The vendor.

**Q16: Who is responsible to provide all can liners?**



A16: The vendor is responsible for all supplies and materials related to the fulfillment of the scope of work under this contract.

**Q17: On page 7 under insurance it states the limits the proposer shall obtain and maintain. Question: If the successful proposer uses sub-contractor(s), or franchise(s) in the performance of the contract, does the sub-contractor(s) or franchise(s) have to obtain and maintain these same limits?**

A17: Yes.

**Q18: On page 15 under #5 Semi-Annual Services it calls for a - "Machine strip, rinse, and re-seal all tile and terrazzo flooring" Who is responsible for the cost of the stripper and wax?**

A18: The vendor is responsible for all supplies and materials related to the fulfillment of the scope of work under this contract.

**Q19: Is bonding needed and if so, what type?**

A19: Yes, employee bonds to protect against theft.

**Q20: What is the purpose of a company financials and will this throw a company's proposal out?**

A20: The financials allow us to ensure the businesses that we contract with are stable and has the resources to perform the terms of the contract if awarded.

**Q21: How should responding vendors designate or label which areas of it's respective responses that are deemed confidential and not to be shared in the event of a FOIA request is submitted?**

A: Please confer with your legal council.

**Q22: Are we to submit a redacted version with the initial bid submission or will a request for a redacted version be issued if a bid challenge is submitted?**

A: We will not request anything additional for any records requests, per state law. Please refer to your counsel for guidance.

**Q23: What is the current yearly budget expenditures for the current contract in place per year? Please share the years itemized.**

A: Please see Q15 above.

**Q24: Please provide the total number of day porters currently servicing the facilities at each school?**

A: Ashe=2, Wheatley=2, Green=1, Live Oak=1, LHA=2



**Q25: Firstline schools has a mandated desired wage rate, is this rate to include medical benefits, or Firstline expects the awarded vendor to pay medical benefits in addition to the stated wage requirement?**

A: FirstLine expects all benefits to be in addition to the employees' hourly wages.

**Q26: What are Firstline's cultural core values as an organization? Are there any instances in which the selected vendor will be incorporated into culture building days?**

A: Firstline's cultural core values (we call them commitments) can be found under the "About Us" tab on our website or by clicking this [link](#). There are various professional development sessions that we require our vendor partners to participate in. School based staff are also often invited to participate in whole staff events and PDs where applicable.

**Q27: Once the award is made, when can selected vendor begin working with ops to game plan the transition?**

A: We anticipate contract approval at our May board meeting. We would begin planning the transition immediately after.

**Q28: Are we required to pay part-time workers and full-time workers at the same rate?**

A: The wage requirements in the RFP are related to position and should be paid based on that position. Part-time/full-time status does not reduce this requirement.

**Q29: Are we required to submit a bid bond and or a performance bond along with the RFP?**

A: Please see Q19 above.