

**Southfield Public Schools**  
**Request for Proposal**  
**Custodial and General Maintenance Services**  
**Bid Addendum I**  
**April 23, 2021**

1. The agenda for the April 8, 2021 Pre-Bid meeting is attached.
2. The sign in sheet for building walk through April 9, 2021 is attached
3. Correction to Appendix B- Total square footage for Southfield High School for the Arts & Technology is 451,230
4. Add to Page 22 of 30: **Pricing Bid Form: Custodial, General Maintenance, and Management** List staffing plan. Include full time and part time. Also specify numbers in each shift include day, afternoon and/or night shift.

**Questions from vendors:**

1. What are the staffing level requirements?

**Response:** The District is seeking a staffing plan as part of the bid response.

2. What are the current staffing levels?

**Response:**

Building Name	Staffing by Building	SY2019-2020 Student Enrollment
Adler Elementary	3.0	348
Birney K-8	4.5	446
Bussey Center	2.5	65
Levey Middle	4.0	360
MacArthur K-8/University MS & HS	8.5	455/221/389 (516)
McIntyre Elementary	2.5	352
Stevenson Elementary	2.5	391
Vandenberg World	2.5	288
Southfield HS for Arts & Technology	12.5	1306
*Southfield Regional Academic Campus	2.5	66
J.W. English Complex – Central Administrative Offices	2.5	
*Southfield Center & Kennedy Learning Center	2.0	81

*\* Includes Administrative Offices for approximately 20 staff members*

**Other Staffing**

Title	Staffing Number
General Maintenance Worker	2.0
General Maintenance Supervisor	1.0
HVAC Assistant	1.0
Painter	1.0
Project Manager – AM Manager	1.0
PM Manger	2.0

3. Are there any third shift requirements?

**Response:** No, not at this time. Although, the expectation is that the Contractor respond to emergencies that occur after normal operating hours.

4. How are weekend events done? Are they in the base bid or are weekends billed on a case by case basis?

**Response:** Please refer to Section 11 in the RFP and see Required Alternate #3.

5. Who is the current service provider?

**Response:** DM Burr Group

6. Can you provide the labor and cost details of the current contract?

**Response:** Please see the response b above and the current contract dollar value is \$2,537,977.

7. Is existing labor associated with any Union?

**Response:** No

8. Are there any Living Wage Requirements?

**Response:** Please see the RFP details

9. On the staffing sheet in the RFP, it does not reference any maintenance employees or supervisors. I know this contract includes maintenance as well, is there a set number of maintenance employees or supervisors required?

**Response:** Please provide staffing levels and pricing for Maintenance Workers under REQUIRED ALTERNATIVE #6. General Maintenance Worker – two (2.0) and Maintenance Supervisor – Licensed Construction Contractor – one (1.0)

10. In regards to the “Performance Incentive” section, who will be responsible for determining the quarterly quality reviews? Will the vendor have input for determining the scores each quarter?

**Response:** The District and the selected Contractor will collaboratively develop the performance matrix in which the Contractor’s performance will be evaluated in key performance areas, i.e., customer service, customer response to work orders, turnover, cost-savings and health and safety.

11. Is a full-time outside grounds custodian required at the high school?

**Response:** Yes, for each high school building.

12. In regards to equipment, is the vendor required to provide any or is the district responsible for providing all the equipment?

**Response:** The District owns and maintains equipment for Custodial and Maintenance Services. However, the District is seeking Required Alternative Pricing under #5 of the Fee Schedule. A listing of what the District currently has in equipment is provided attached.

13. I noticed on the walk-through there were air purifiers in classrooms, will the Custodian need to clean the filters?

**Response:** Yes, there is an air purifier in every instructional space in the schools and there are air purifiers in administrative offices. The air filter will last five years but requires periodic cleaning.

14. What is the status of the swimming pools in the high schools?

**Response:** There is a swimming pool in Southfield High School for the Arts and Technology and MacArthur K-8 and University High School. The swimming pool at MacArthur K-8/University High School is used most often by students. The select Contractor will need to provide a Certified Pool Operator to care for the swimming pools.

15. Does the district own any equipment to help it disinfect surfaces?

**Response:** Yes, the District owns Electrostatic Sprayers and Clorox 360 Electrostatic Sprayers that are available in each building for the Custodians use.

16. Does the district disinfect surfaces throughout the day?

**Response:** Yes, the Custodian is responsible for cleaning and disinfecting frequently touched surfaces at 9:00AM and 1:00PM daily during the Day Shift and again at night using the Electrostatic Sprayers.

17. Confirming the bid security and additional Performance bond?

**Response:** A bid bond is required. The District may require a Performance bond but has not done so in the past.

18. Is there going to be an additional charge for office space?

**Response:** A bidder will be responsible for paying for a small percentage of the utilities.

19. Is this contract 365 days year?

**Response:** Yes

20. Who is the current contractor(s)?

**Response:** Please see response to Question 5.

21. What is the cost of the contract for the past two years?

**Response:** \$2.5M each year

22. Which positions need additional certifications?

**Response:** Certified Pool Operator and Maintenance Supervisor (licensed contractor)

23. How many day porters are required?

**Response:** The District is asking responders to the RFP to provide a staffing plan for each building.

24. How many day maintenance people are required?

**Response:** The District is asking for an REQUIRED alternative labor cost for two (2) General Maintenance Workers and one (1) Maintenance Supervisor.

25. Will the quarterly Performance walks be conducted with the vendor?

**Response:** Yes

26. I know on page 13, it specifies working between the hours of 4am and 12:30am, what is the minimal staffing requirements per location per shift?

**Response:** Please see response to Question 23.

27. Do you have a breakdown of carpet vs. vct per location?

**Response:** No

28. Please provide a copy of the pre-bid sign in sheet?

**Response:** Please see above and attached.

29. Is the contractor responsible for gym floor refinishing? If so, what is the total square footage of the gyms that require annual refinishing?

**Response:** Yes.

Square Footage of Gym & Dance Studio Floor	
Southfield Birney	8,320
Southfield Birney Dance	Not Available
Southfield HS Aux	10,170
Southfield HS Main	19,250
Southfield Lathrup HS <i>Dance</i>	1,500
Southfield Lathrup HS Main	16,950
Southfield Levey	8,060
Southfield Thompson	8,560

30. What are your current hot button issues? i.e. turnover, cleanliness?

**Response:** Perception that cleaning and disinfecting is not being performed with fidelity given COVID-19 and position vacancies.

31. What is the current pay scale for each hourly position referenced in this RFP?

**Response:**

32. What is the current pay scale of the Maintenance Positions listed in Appendix C-1?

**Response:** Maintenance Workers, \$20.00 per hour, Maintenance Supervisor, \$23.00, Painter, \$17.00 per hour and HVAC Technician Helper, \$21.00 per hour.

33. Please confirm the amount of Service Days. The RFP mentions 250, is that correct?

**Response:** 365 with exception for recognized holidays

34. Please confirm that the contractor is responsible for the cleaning of all exterior windows? If so, what is the frequency?

**Response:** Yes, quarterly with exception for glass at entry doors and atriums which should be cleaned of fingerprints daily.

35. Are the 2 Modular Buildings listed under the Bussey Center included in the square footage listed (47,760)?

**Response:** Please disregard, the two (2) modular units were demolished.

36. What is your current custodial operating model? How many full-time and part-time custodians by building?

**Response:** Please see response to Question #2 above.

37. Can you confirm the Management structure you are requiring for this RFP? How many account managers? How many Assistant managers? How many project managers/supervisors?

**Response:** One (1) full-time School District dedicated onsite Contract Manager/Project Manager and two (2) full-time School District dedicated onsite assistant/afternoon managers.

38. Will the District pay for employee benefits?

**Response:** No, the Contractor will be responsible for all salaries, wages, benefits including health and medical insurance, payroll, and other taxes, fees and other charges or insurance required by any federal, state or local law, statute or regulation.

**Southfield Public Schools**  
**Custodial and General Maintenance Services RFP**  
**PreBid Meeting**  
**April 8, 2021**

1. Introductions: Felicia Venable, Director of Operations, Jesse Sutton, Purchasing Specialist, Martha Ritchie, Purchasing.

2. RFP Overview and Directions- Martha Ritchie

3. Appendix B correction: Southfield A & T High School total square footage: 451,230

4. Scope of Work overview- Felicia Venable, Director of Operations

5. Mandatory tour of buildings- 8:30 a.m. April 9, 2021- Meet at the Operations Office, 24661 Lahser, Southfield, MI (portable buildings across from bus lot)  
Felicia Venable, Director of Operations 248-251-4165

6. Questions- All questions with answers not included in specifications will be verified in writing and answered via addenda.

# SOUTHFIELD PUBLIC SCHOOLS

## CUSTODIAL & GENERAL MAINTENANCE SERVICES

Friday April 9<sup>th</sup> 2021

Name	Company Name	Email Address	Cell Number
Russell Hollenbeck	HES Mgt Services	rhollebeck@wfservices.com	314-280-9796
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Mark Langkos	DM Burr	mark.langkos@dm-burr.com	248-709-6110
Jonathan Crosby	L&C Global	jonathon.crosby@lcfacility.com	586-213-3256
Kels Hofmann	INTERSTATE BUILDING MAINT.	KHOFFMANN@INTERSTATEMAINTENANCE.COM	419-910-1551
Damon W. Perry	GDI	damon.perry@GDI.COM	313-304-2216
Christa Fwoelich	Giant	cfwoelich@giantmunicipal.com	313-910-1505
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Derrell Eaton	Auxilio Services	deaton@auxilio-services.com	517-606-3687
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TASHUNNA SIMMONS	RJB Propak, Inc.	tashunna@rjb-propak.com	815-543241
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Katarina Riaks	ATALIAN Global Services	Katarina.Riaks@atalianworld.com	317-937-4889

Name	Company Name	Email Address	Cell Number
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Ken Stocken	KStocken@ssk.com		
	Diversified / Synohu	KStocken@ssk.com	248-798-0433
Mike McIntyre	GRBS	MMeIntyre@grbsinc.com	269-217-8001
Alex Fawha	RNA FACILITIES MGMT	AFAWHA@RNAFM.COM	734-330-3841

# EQUIPMENT LOCATION

## School Name Levey

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Rider			2700	1266964	Old/unknown if it works
Walk Behind		Scrubber-Dryer Adfinity X2		3.51E+12	working
Vacuum	Tornado	CV30/1	73,485		working
Vacuum	Tornado	CV30/1	11530		working
Vacuum	Tornado	CV30/1	114686		working
Vacuum	Tornado	CV30/1	100670		working
Vacuum	NA	NA	115421		working
Salt Spreader					working
Snow Blower			31AM5BTR710	1J027B10063	working
Blower				100,040,150,006,533	working

## School Name Bussey

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Vacuum	Tornado	CV30/1	70,755	70,755	working
Vacuum	Tornado	CV30/1	115426	115425	working
Vacuum	Tornado	CV30/1	115431	115431	working
Walk Behind	Tomcat			210-2008	not working
Snow Blower	Cub Cabet	31AM5BTR710			working
Salt Spreader					Old
Swing Arm(Dmburr)			97564	scratched off	working

## School Name SRAC

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Salt Spreader					Working
Snow Blower	Cub Cadet		31AM5CVS710	1H138B80227	Working
Scrubber	Advance		GWD 360	60300016	
Swing Arm (DMBurr)					Working
Vacuum	Tornado	CV30/1	91449	115422	Working
Vacuum	Sanitare	NA	NA	NA	Working
Vacuum	Tornado	CV30/1	91449		Working
Leaf Blower					

## School Name Adler

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Salt Spreader					Works
Snow Blower	Cub Cadet		31AM5CVS710	1H138B80227	Works
Carpet Cleaner	Power Elite		PFX1385E	612001149	It leaks
Floor Scrubber	Minute Man		MC200000P	XMC20000QP1015	It leaks
Vacuum	Tornado	CV30/1	91449	115433	Works
Vacuum	Tornado	CV30/1	91449	44308	Works

School Name Birney

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Walk Behind	Advance	24V	X26D-0	1874428	Working
Swing Arm	Minute 20"		Old/removed	Old/removed	
Wet Vac	Power Filt	120V	PF55	13D3084	Working
Swing Arm	Advance	20HD	01410A	400017879	Working
Swing Arm	Tennant	10Vac	612211	612211-598	Broken
Walk Behind	Speed Scrub	24 VDC	612086	612086-10148759	Working
Wet Vac	Typhoon	120Vac	608688	608688-10069047	Not Working
Wet Vac	Clarke	CTV-15	02180A	CTV15100163	Not Working
Vacuum	Tornado	CV30/1	88,829	91449	
Vacuum	Sanitaire		SC886	17372020097	Working
Vacuum	Tornado	CV30/1	91449	115440	Working
Snow Blower			31AH5DSA710	1H186B80600	Working
Salt Spreader(Old)					new on order

School Name Macintyre

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Vacuum Cleaner	Tornado	CV30/1	91449	11169	Working
Vacuum Cleaner	Tornado	CV30/1	91449	115437	Working
Walk Behind	Clark	L24263300AH		D12316	Working
Walk Behind	Speed Glean	36VDC	612966	612966-10052226	Working
Swing Arm	Tornado	Volt 11597590		961200165	Not Working
Betco	Kawasaki	10w-30	F5481V-E510-M	F5481VC23735	Working
Snow Blower	Club Cadet	2X24"	31AM5BTR7i0	IJ027B10136	Working
Salt Spreader					Working

School Name University/MacArthur

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
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Swing Arm	Hawk 20"		HP1520-HD	0640H1PO27765	Working
Buffer	Power Elite	65	M200	AD952	Working
Vacuum Cleaner	Tornado	CV30/1	91499	115435	Working
Vacuum Cleaner	Tornado	CV30/1	91499	115443	Working
Vacuum Cleaner	Tornado	CV30/1	91499	115428	Working
Vacuum Cleaner	Tornado	CV30/1	91499	115429	Working
Rider	GTX	36V	26-D	49722	Not Working
Wet Vac		WP-12ccp	607346	CW12P00036145BCC	Not Working
Wet Vac	Advance	120V	209004	1016117	Not Working
Wet Vac	Tennant	120V	V-WD-15	9000270-10906472	Not Working
Wet Vac	Typhoon	120V	608655	608688-10069044	Not Working
Carpet Cleaner	Nobles	120V	609640	509640-1013933L	Not Working
Wet Vac	Typhoon	120V	WD16107P	WD1GP00008149	Not Working
Wet Vac	Tornado	120V	94236	16A3012	Not Working
Pool Machine	Dolphine	29V	3001	AD36167220242	Working
Power Washer	12 YOB		RY141612	90079370	Working
Walk Behind Nilfisk Advan	Smart Solutions	por Machine/24 VD	Micromax20DC	62311417	Do not Know
Blue Salt Spreader (1)					
Snow Blower			31AM5BT710	1J027B10174	Working

**School Name Vandenburg**

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Carpet Extracter	Ambassador	115-AC	C46300-00	UC46000001674	Working
Auto Scrubber	Encore	24VDC	00960A	EC3423	Working
Vacuum Cleaner	Tornado	CV3011	91,449	115154	Working
Vacuum Cleaner	Tornado	CV3011	91,449	80,864	Working
Auto Scrubber	Nobles	36VOC	608344	608344-10018474	Working
Buffer	Clark	No Stickers	No Stickers	No Stickers	Working
Snow Blower	Club Cabet		31AM5BT710	1J027B10160	Working
Salt Spreader					Working

**School Name Thompson**

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Vacuum	Tornado		91449	115442	Working
Vacuum	Tornado		91449	115442	Working
Carpet Cleaner	Ambassador		C46000-00	JC46000001716	Working

Walk Behind	Viper		Fang2016	Fang2016001084	Not Working
Swing Arm			612211	612211-601	Working
Advance Cleaner			56108083	NA	Not Working
Wet Vac	Nobles		WD1692	WD1690023230DS	Not Working
Sped Glenn Plus	Nobles		7235		
Clark			32002PU	SC1560	Not Sure
Carpet Steamer(DMBurr)			PFX1350DX	17136	Not Working
Snow Blower			31AM5BTR710	1I179B40506	Working
Salt Spreader					Working

School Name Kennedy

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Vacuum	Tornado			115439	Working
Vacuum	Sanitare		NA	NA	Working
Old Salt Spreader(Red)					
Snow Blower			31AM5BTR710	1j027B1016	Working
Scrubber	vance Convertmatic		56315008	1873917	Working

School Name Stevenson

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Snow Blower	Cub Cabet		31AM5CVS710	1H138B80228	working
Salt Spreader					working
Swing Arm	Clarke		1700	Old	working
Carpet Machine	Kent	20BT	56393894	1498023	working
Swing Arm	Tornado	7/3/1905	97595	6140002107	working
Vacuum	Sanitare		5C886	1737020338	working
Vacuum	Tornado	CV30/1	91499	115424	working
Walk Behind	Clark	29VDC	53612	GH3296	working
Walk Behind	Adfinity	20D	9,087,164,020	4128765	working

School Name Southfield A & T

EQUIPMENT	MAKE	SIZE/TYPE	MODEL NUMBER	SERIAL NUMBER	CONDITION
Vacuum Cleaner	Tornado	30-1		114246	Working
Vacuum Cleaner	Tornado	30-1		114683	Working
Vacuum Cleaner	Tornado	30-1		115436	Working
Swing Arm	Pacesetter	20HD	AD15039	5-Mar-18	Working
Wet/Dry Vacuum	Power Elite		17B2996	PF53	Working

E Floor Cleaning Machine			281DD-AXP	1000003164	Working
Swing Arm	Power Elite		C0111)1	C15881	Broken
Swing Arm	Floor Works		612211	N/A	Broken
Walk Behind	Advance Convertamatic		X26D-C	1886488	
Carpet Cleaner	Passador Minute Man		C46000-00	UC46000001551	Broken
Wet/Dry Vacuum	Power Elite		290085	2900852653	Broken
Walk Behind	NA	NA	NA	210-3018	Broken
Wet/Dry Vacuum	NA	NA	94236	16B3009	Broken
Typhoon	Noble		608688	1006665	Broken
Tornado Wet Vac	Tornado		71000995	94193	Broken
Ryobi Pressure Washer	Na	126 PM	E362676	76298	Broken
Weed Wacker Electric	NA	NA	ME-676	76298	Broken
Typhoon EV	NA	NA	608688	608688-10069039	Broken
Auto Scrubber	Nobles		612966	612966-10084124	Broken
Niflisk Advance			GW45112AS	1575152	Broken
Blower	Wind Handler	NA	NA	10,040,150,006,960	Broken
Swing Arm	Triple	NA	AD15017	NA	Broken
Floor Machine	Windsor Compass	NA	NA	1000132990	Broken
Advance Reel Cleaner			485177407D	NA	Broken
Speed Scrub 2001	NA	NA	SS2001DW	201DW00011137BQ	Broken
Swing Arm	Tornado	NA	NA	NA	Broken
Wet Vac	Tornado	NA	NA	13C3119	Broken
Pressure Washer	Karcher 380	NA	NA	NA	Broken
Propane Burnisher		17HP	NA	4G2-2006-105-0629-04	Broken
Floor Machine	Nobles Strive	NA	9000503	900050-10208733	Broken
2100 Floor Machine	Na	NA	NA	2103129	Broken
Vacuum Cleaner	Tornado	NA	CV3011	NA	Broken
Power Elite	NA	NA	PFx13500K	17135	Broken
Power Washer	NA	NA	NA	100546	Broken
Floor Machine	Quick Clean 1500	NA	609640	609640-101393	Broken
FloorMaintainer 1700	Clarke	NA	NA	NA	Broken
Golf Cart					Working
Snow Blower	Cub Cabot		15CVS710	11077B30467	Broken
Snow Blower	Cub Cabot		31BH551B170	1H144B30263	Broken

Salt Spreader					Working
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