



**Nampa School District No. 131  
Custodial & Light Maintenance Request for Proposals May 2018  
Addendum #1—Questions & Clarifications**

All questions should be submitted:

via email to [bids@nsd131.org](mailto:bids@nsd131.org) or via mail to: Nampa School District  
619 S. Canyon Street  
Nampa, ID 83686  
Attn: Scott Jacobsen

All questions and answers will be posted on this form in as expedient a time as possible. No answers will be provided solely to any bidder, though NSD may respond directly to inquiries to seek clarification of submitted questions. Interested parties are encouraged to regularly check for updates to this Addendum, as notifications of updates may not necessarily be provided.

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**Re: Pre-proposal walk through**

**4/16/2018**

**Q:** The RFP indicates an optional walkthrough will be held on April 18, but does not list a time. Do you have a time scheduled for this?

**A:** The meeting and walkthrough is now scheduled for 1:30 – 3:30 pm on Wednesday, April 18 and will start at the District Office as indicated in the RFP specifications. Interested parties should contact Randy Dewey to confirm their attendance.

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**Re: Contract value in 2017**

**4/16/2018**

**Q:** What was the total dollar amount of the contract in 2017 for this RFP?

**A:** The value of the contract in 2017 is \$2,960,433. The cost of added services (fiscal year to date) is \$15,304.

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**Re: Number of workers, actual hours worked**

**4/16/2018**

**Q:** How many total workers were needed to fulfill this contract in 2017? Can you provide actual hours worked per facility? Total hours worked?

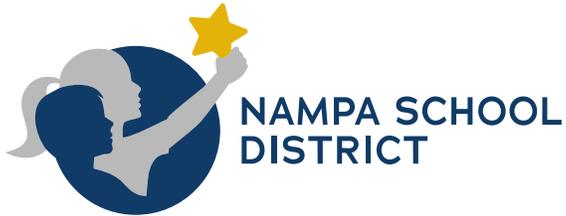
**A:** The current contract holder does not provide (specifically) man hours or head counts, but currently has 88.41 FTE assigned to the District. We do not require nor request minimum hours, people, or FTE—our needs and request are task- and outcomes-based—but we would expect approximately the same coverage.

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*Re: Lifting & moving items—responsibility*

*4/16/2018*

**Q:** The RFP states the team lead should perform lifting of desks and other items within limits. Whose responsibility is it to perform the task if the team lead is not physically able perform the task?

**A:** The vendor would be responsible for making arrangements necessary to task completion.

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*Re: FTE at Union & Gateways*

*4/18/2018*

**Q:** The RFP lists FTE requirements at Union and Gateways as a half-time position; these locations currently have a full FTE team lead assigned. Are you reducing these positions?

**A:** We will adjust both Union and Gateways to full-time leads; **this modifies the original request.**

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*Re: Crosswalk duties*

*4/18/2018*

**Q:** Would custodial personnel be assigned to or asked to cover crosswalk duty?

**A:** No; custodial staff are not allowed to monitor or discipline students. Crosswalk duty would qualify as monitoring, so custodial staff would not be used for crosswalk duty.

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*Re: Supplier relationships*

*4/18/2018*

**Q:** Do you have existing relationships with custodial supplies vendors with whom we would be required/directed/asked to do business?

**A:** No, we do not have pre-existing supplier relationships for custodial supplies; the contract holder would have full control over those arrangements.

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*Re: Restroom automation*

*4/18/2018*

**Q:** Do you have automated dispensers and such in your restrooms?

**A:** We have an assortment of automated dispensers, dryers, sinks, and toilets throughout the District, but no single site or restroom space is fully automated.

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*Re: Consumables use at sites*

*4/18/2018*

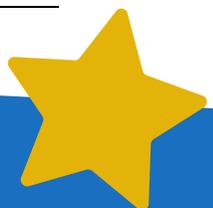
**Q:** How many schools use consumables?

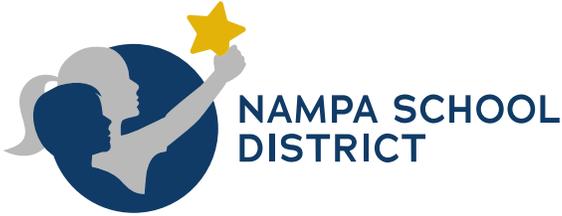
**A:** All schools use consumables; no school is fully automated.

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**Re: Hand sanitizer**

**4/18/2018**

**Q:** Do you use or will you require the contractor to supply hand sanitizer?

**A:** We do not currently require hand sanitizer and are not requesting or requiring such under this RFP.

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**Re: Team leads at meal times**

**4/18/2018**

**Q:** What are the required duties of team leads during school meal times?

**A:** We require that the team lead (or a member of the building team) be available during meal times to handle spills and other messes, as well as take out trash and other cafeteria-operations-supporting tasks. We do not necessarily require the lead to be “on patrol” in the cafeteria, though we do anticipate plenty of work to be done there during meal times.

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**Re: Gym floors refinishing & maintenance**

**4/18/2018**

**Q:** The RFP mentions gym floor refinishing in a couple places; can you detail exactly what gym floor refinishing responsibilities you are requesting/assigning?

**A:** Any full refurbishing of gym floors—in which they are stripped down to the bare wood and striping/finish applied anew—will be handled by the District and is not to be part of the Custodial/Light Maintenance duties under this RFP. The contractor will be responsible for daily and periodic maintenance necessary to hardwood gym floors. All products used in periodic refinishing maintenance must be oil-based.

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**Re: Gym floors count**

**4/18/2018**

**Q:** How many total gym floors does the District have?

**A:** Each school building can be counted as having one gym, except as noted below

Iowa Elementary.....Gym floor is carpet  
Sherman Elementary.....Gym floor is carpet  
West Middle School.....One main gym, one auxiliary gym, and one mezzanine area (~ ½ size)  
South Middle School.....One main gym, one mezzanine area (~ half size)  
East Valley Middle School.....One main gym, one auxiliary gym (~ ¾ size)  
Lone Star Middle School.....One main gym, one auxiliary gym  
Nampa High School.....One main gym, one auxiliary gym, two mezzanine areas (~ ½ size each)  
Skyview High School.....One main gym, two mezzanine areas (full size)  
Columbia High School.....One main gym, one auxiliary gym

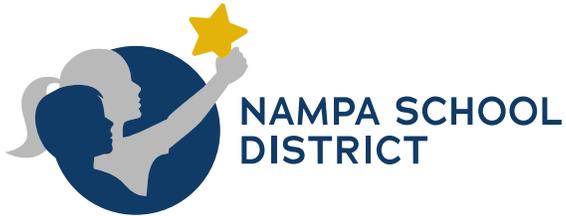
Reference to “size” is relative to what may be considered a normal size for a high school gym. Please refer to Attachment V in the primary specifications for gym floor square footage totals.

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**Re: Award considerations**

**4/18/2018**

**Q:** What are the District primary considerations for determining the award?

**A:** We are primarily concerned with cost, but are also interested in the prior experience of bidders with K-12 schools and entities of similar size/type. Inquiries to reference organizations may be made as to the perceived quality and value of services provided, treatment of vendor staff, turnover among custodial staff, and other non-price-based “quality” factors.

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**Re: Exceptions to events-related duties**

**4/18/2018**

**Q:** What events would be considered exceptional under the agreement, and billed as additional work?

**A:** Regularly scheduled events—e.g. sporting events—are expected to be covered by the contractor as part of the regular duties. Non-regular events such as private parties, homeowners’ association meetings, weekend recreation leagues, etc. are considered additional events and should be handled separately for billing purposes.

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**Re: Separate billing for labor & materials**

**4/18/2018**

**Q:** Do you require that the periodic billing be separated by labor and materials (or some other separation)?

**A:** No. The current periodic billing is monthly, and is the total annual contract split into 12 equal monthly payments, with no detail as to labor or materials. Additional event billings are submitted on a separate bill, and we anticipate continuing this arrangement.

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**Re: Consumables use limits**

**4/18/2018**

**Q:** Do you place any limits on the use of consumables?

**A:** No, there is no limit on consumables use.

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**Re: Unique flooring**

**4/18/2018**

**Q:** Does the District have any unique flooring surfaces that would require special treatment?

**A:** No, floor types are common and typical of a school setting.

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**Re: Current contract v. requested services**

**4/18/2018**

**Q:** Are you adding anything that is not covered under the current contract and cost of that annual contract?

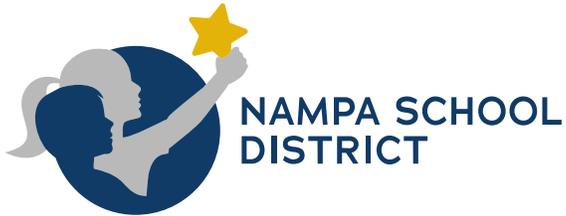
**A:** Yes, we have added certain services/tasks under this RFP that were not included in the prior contract base pricing. In particular, we have added

- Curb appeal painting

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- Building painting (approximately 20% of each building per year)
- Cafeteria trash bags
- Extended areas for hard surface weed control

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**Re: School break scheduling considerations/allowances**

**4/18/2018**

**Q:** Will the District require an allowance for or consideration of paid holidays or extended time off for employees of the vendor who are assigned to District sites?

**A:** We are not requesting or requiring any days- or hours-off allowances for individuals employed by the vendor and working under the agreement with the District; the contractor is at its own discretion for scheduling during school-out periods. The RFP does specify a number of deep cleaning type tasks that are best completed while students are not in schools, and these tasks are generally assigned to one of the common school-out periods (summer, Christmas, and spring breaks). District Maintenance staff are assigned to work a 256-day calendar, and we expect the contractor's work calendar to approximate the Maintenance days schedule. Additionally, all secondary schools conduct and host summer programming; a short program running through June at each plus a long program running through July at one high school location. (The long program rotates on a two-year basis, and Nampa High School is scheduled for the long program in 2018 and 2019). One elementary school will host a short program, and this rotates among buildings as well (Snake River Elementary will host in 2018). As such, we expect that those locations will be in need of regular daily attention, in addition to the summer break-planned deep cleaning tasks.

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**Re: Bid organization**

**4/18/2018**

**Q:** Do you want the bid organized any particular way?

**A:** We are mostly concerned with seeing the bottom line total cost for the whole agreement. We are also curious about the FTE quantity bidders would intend to or anticipate assigning to District work, particularly if that FTE figure varied substantially from the currently-assigned tally. We do reserve the right to make inquiry of bidders as to their anticipated/intended FTE assignment.

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**Re: Block building needs**

**4/18/2018**

**Q:** What work is required at the Block Building?

**A:** The block building has only one restroom, with a single sink and toilet. Only this bathroom space requires custodial attention.

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**Re: Maintenance office needs**

**4/18/2018**

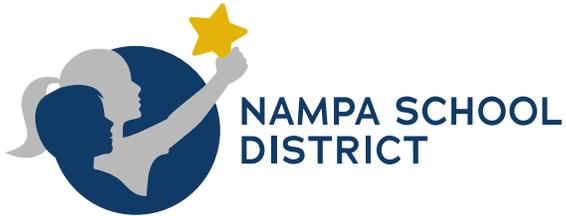
**Q:** What work is required at the Maintenance office?

**A:** The Maintenance office has three restroom spaces, six office spaces, and a single reception area that would require custodial attention. None of these areas require any sort of special work or attention.

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**Re: Pay rates when custodial was in house**

**4/18/2018**

**Q:** What did you pay team leads when the District had custodial services handled in-house?

**A:** Per our accounting records for the 2012/13 fiscal year (the last year in which custodial workers were District employees), hourly team lead pay ranged \$10.50 - \$15.35 and night staff \$9.54 - \$10.50 per hour..

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**Re: Sprinklers & grounds**

**4/18/2018**

**Q:** What is the District requesting specifically with sprinkler and related grounds work/monitoring?

**A:** Minor, easy-to-complete tasks such as replacing a malfunctioning sprinkler head (the District will supply parts & materials). We would also expect the team lead or his/her staff to report observed issues that may require the attention of District Maintenance or Ground staff.

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**Re: Team lead cell phones**

**4/18/2018**

**Q:** Cell phones are currently provided to team leaders by the vendor. Does the District have any expectations related to cell phones under the next contract?

**A:** The District needs the vendor to provide a way for school staff to contact the team leader without using the building intercom. This may be by cell phone, or the vendor may purchase radios that will connect to the District radio network.

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**Re: Bid bond**

**4/19/2018**

**Q:** Is the 5% bond refunded upon contract award?

**A:** Yes. The intent of the bid bond is to ensure that an awarded bidder enters into an agreement, and the bid bond is returned once the agreement is in place. Unsuccessful bidders will have their bid bonds returned as well.

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**Re: Consumables quantities & head counts**

**4/19/2018**

**Q:** Can the District provide a minimum head count of students and staff at each District location so we may calculate a projected quantity of consumables required? Can you also provide the product names and types currently in use?

**A:** We have posted an addendum to the RFP folder on our website—Addendum #2-Appendix B Building Student & Staff Counts.

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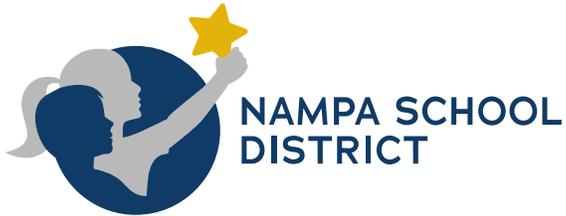
**Re: Team leaders and school breaks**

**4/19/2018**

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**Q:** Can you confirm that team leaders and full time employees will be required during non-school days such as summer and other breaks?

**A:** We generally expect that custodial staff will work a schedule approximating that of District Maintenance, which is a 256-day calendar. The bulk of “deep cleaning” work at District sites is assumed to be done during school breaks, as listed in Attachment III

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**Re: Equipment in use**

**4/19/2018**

**Q:** Can the District provide the type and count of large equipment currently in use or expected to be used at each location? Large equipment would include, but not necessarily be limited to, auto scrubbers, floor machines, burnishers, and walk-behind vacuums/sweepers.

**A:** We will develop a list of equipment currently in use at our sites and post it to the RFP folder as soon as the list is ready; it will be posted as **Appendix C** to the proposal specifications.

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*Last updated: April 23, 2018*

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