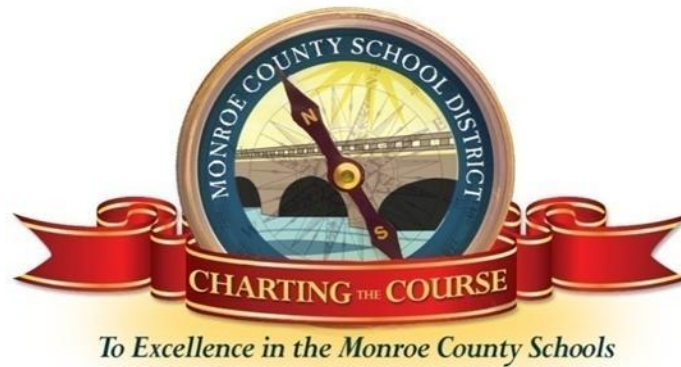


**MARK T. PORTER**  
*Superintendent of Schools*



**Members of the Board**

*District # 1*  
**BOBBY HIGHSMITH**  
*Chairman*

*District # 2*  
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*District # 4*  
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*District # 5*  
**SUE WOLTANSKI**

**Bid No: RFP 2019914**  
**Name of Bid: Custodial Services**  
**Post Date: 3/5/19**  
**Notice Post Time: 4:00 PM**

**Q&A No.3**

1. Equipment - Can the District provide a current listing of equipment including age and what is currently at each location listed in the RFP? **An inventory list for each site has been posted separately which includes the condition, but not age. This is an approximation and not a guarantee of what will actually be available at each site as items could be moved, purchased, or broken before the new contract begins.**
2. Equipment - Is 100% of the current on site “durable” cleaning equipment owned by the District? **The majority is owned by the District, however, the current contractor has approximately five auto scrubbers and seven gasoline powered blowers that they own on the school sites.**
3. Will we need to supply our own ladders for bulb replacement? **Yes, many ladders exist at the sites now and belong to the district for custodial use. Replacement ladders or additional ladders are to be provided by this contractor per the conditions in Section IV. F and G of the original bid document.**
4. Will wooden Gym floor resurfacing be part of this bid? **Gym floor resurfacing or refinishing is not included in this bid, however, this contractor is responsible for all cleaning activities associated with the gym floors. If the contractor damages the floor in cleaning they would be responsible for repairs that could include resurfacing or refinishing.**
5. Will we need to clean classroom equipment – Aquarium and science equipment? **This activity is not specified in the routine cleaning requirements, but these tasks or many other similar tasks could be requested by the school as part of their day custodian’s activities or four hour per day extra duties. See Section II. D. 3 and 4 of the original bid document for details.**

**INTERNAL SERVICES DEPARTMENT**  
**Purchasing | Property | Contracts | Records Management Divisions**  
241 Trumbo Road | Key West, FL 33040 | O: (305) 293-1400 | F: (305) 293-1408  
[www.KeysSchools.com](http://www.KeysSchools.com)

6. What are the current monthly charges for the Upper, Middle, and Lower Key contracts – or the collective Cost? **\$2,373,717.75 for district wide services. Please note that this is for a different scope of work than what is being requested now. Here is the link for the current contract:**  
<https://www.keysschools.com/cms/lib/FL02202360/Centricity/domain/36/contracts/ABM%20Contract%20Renewal%20Custodial%20Services%206.12.18.pdf>
7. The RFP mentions that all the vendors employees will need to be given and ID badge by the district. A.) What is, if any, the cost of this per employee and B.) How long does this process take? **Please familiarize yourself with the Jessica Lunsford Act required as part of this contract. The district website provides general information on this topic at <https://fl02202360.schoolwires.net/Page/534>. Below is the link indicating the cost and procedure for individual badging. Please note that the time varies based on the individual and their background. Complicated backgrounds take more time and may be denied.**  
<https://fl02202360.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=1571&dataid=5838&FileName=PROCEDURES%20FOR%20VENDOR-CONTRACTOR%20-%20revised%202018.pdf>
8. Can you please provide us with an approximate student count and staff count for each location? **See table below.**

Location Name & Address	Approximate Staff Count	Approximate Student Count
Key Largo School	103	857
Coral Shores School	77	717
Plantation Key School	65	519
Upper Keys Administration Annex, Maintenance, and Transportation	40	N/A
Marathon School	93	651
Stanley Switlik School	74	610
Sugarloaf School *Staff count includes all ESE staff even those at other locations	118	608
Gerald Adams School	83	573
Poinciana School	93	592
Key West High School	131	1245
Sigsbee School *Ties Building only	Included in KWHS Numbers	Included in KWHS Numbers

Horace O'Bryant School *Staff count includes all IT staff even those at other locations	159	1133
Reynolds School *Occupied by the Boys & Girls Club	N/A	N/A
Lower Keys Administration / Transportation / Adult Education *Staff count includes some staff with offices at other locations	105	N/A
Lower Keys Maintenance Building	16	N/A

9. Please provide how many work days you are requiring a full labor force; the RFP mentions 254 Operational days a year and 196 school days a year. Should we have full staff for all 254 days or just the 196 school days and adjust according during break periods? **We are hiring this contractor to accomplish the task described in the specification. The minimum number of days is 254, more days or more staff per day than the minimums listed may be needed to do the job correctly. The contractor will be held responsible for accomplishing the work described, not just the number of days or employees worked. Those are only shown as minimums.**

10. **Key Largo School Mile 105**

- Total number of restrooms? **Approximately 84 of various sizes, however, prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.**
- Is the daytime porter in addition to the 9 night cleaners? **See Q&A No. 2 and question #9 above.**
- Please provide a breakdown of the floor type square footage. How many square feet of VCT? Carpet?, Cement? Etc. **Approximately 40,165 square feet of concrete, 13,263 square feet of carpet, 128,461 square feet of VCT, 4,519 square feet of ceramic tile, 1,050 square feet of wood, 3,927 square feet of quarry tile, and 13,448 square feet of other flooring. However, this contract is not based on floor type, but locations to be cleaned and no change orders will be considered unless more than 15,000 square feet are added or removed. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.**
- What is frequency of exterior pressure washing? **This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.**
- Winter & Spring Breaks the VCT flooring is refinished. Is there any other type of periodic floor care maintenance in the year? For example, burnishing of VCT. If so, what is the annual frequency? **This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.**
- How many students are there? **See table above.**

- Is a daytime cleaner dedicated to the cafeteria 3.5 hours per day? **Yes.** Is this in addition to the daytime porter? **No.**
- How many sq ft are administrative & how many are school? **See Appendix C for square footage. This includes administrative areas at the school site, but for staffing, the minimum acceptable level should be calculated at the 26,000 gross square feet for schools.**

#### **11. Coral Shores 89901 Mile 90**

- Is the basketball gym floor care maintenance included? **See section VII. Cleaning Requirements of the original bid document and question #4.**
- Auditorium is rented for events. How is the cleaning for these event billed and coordinated? Based on an hourly rate? **See section VIII. A. of the original bid document.**
- Please provide a breakdown of the floor type square footage. How many square feet of VCT? Carpet?, Cement? Etc. **Approximately 95,150 square feet of concrete, 5,356 square feet of carpet, 83,877 square feet of VCT, 14,485 square feet of ceramic tile, 14,591 square feet of wood, and 13,265 square feet of other flooring. However, this contract is not based on floor type, but locations to be cleaned and no change orders will be considered unless more than 15,000 square feet are added or removed. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.**
- How many students are there? **See table above.**
- Total number of restrooms? **Approximately 51 of various sizes. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.**
- Reference mechanic shop, Winter & Spring Breaks the VCT flooring is refinished. Is there any other type of periodic floor care maintenance in the year? For example, burnishing of VCT. If so, what is the annual frequency? **This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.**
- What is frequency of exterior pressure washing? **This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.**
- Is a daytime cleaner dedicated to the cafeteria 3.5 hours per day? **Yes.** Is this in addition to the daytime porter? **No.**
- How many sq ft are administrative & how many are school? **See Appendix C for square footage. This includes administrative areas at the school site, but for staffing, the minimum acceptable level should be calculated at the 26,000 gross square feet for schools.**

#### **12. PKS Plantation school Mile 90**

- Total number of restrooms? Approximately 53 of various sizes. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.
- Is the daytime porter in addition to the 9 night cleaners? See Q&A No. 2 and question #9 above.
- Please provide a breakdown of the floor type square footage. How many square feet of VCT? Carpet?, Cement? Etc. This is a new building and we do not have an exact breakdown. In general, the majority of the school is LVT, the gym is rubber composite, the restrooms are ceramic tile, the mechanical rooms are concrete, and one room (approximately 793 square feet) is carpet. However, this contract is not based on floor type, but locations to be cleaned and no change orders will be considered unless more than 15,000 square feet are added or removed. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.
- What is frequency of exterior pressure washing? This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.
- Winter & Spring Breaks the VCT flooring is refinished. Is there any other type of periodic floor care maintenance in the year? For example, burnishing of VCT. If so, what is the annual frequency? This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.
- How many students are there? See table above.
- Is a daytime cleaner dedicated to the cafeteria 3.5 hours per day? Yes. Is this in addition to the daytime porter? No.
- How many sq ft are administrative & how many are school? See Appendix C for square footage. This includes administrative areas at the school site, but for staffing, the minimum acceptable level should be calculated at the 26,000 gross square feet for schools.

### 13. Administration Annex

- What time of day is this site cleaned? Evenings.
- Please provide a breakdown of the floor type square footage. How many square feet of VCT? Carpet?, Cement? Etc. Approximately 864 square feet of carpet, 1,324 square feet of LVT, and 108 square feet of ceramic tile. However, this contract is not based on floor type, but locations to be cleaned and no change orders will be considered unless more than 15,000 square feet are added or removed. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.