

CAPITOL REGION EDUCATION COUNCIL

ADDENDUM 1 Q&A

RFP # 20-104 CONTRACTED FACILITIES MANAGEMENT SERVICES 2020

The purpose of this is to answer questions that came out of the Pre-Bid meeting and walkthrough

1. What Buildings that have CREC custodial equipment?

- Discovery
- Reggio
- ASI
- Civic Leadership
- Museum
- IMS
- Aerospace High

2. What Buildings the vendor needs to supply custodial equipment?

- Crec Central
- 147 Charter Oak
- Arts High
- Arts Middle
- 55 Van Dyke
- 525 Brook St
- MLC
- Transportation
- Transportation Annex
- Sound Bridge
- Farmington Valley
- Anna Grace
- Two Rivers Middle
- UHART

3. What Buildings have generators?

The buildings below have generators which only cover emergency lighting if power goes out, except for 147 Charter Oak it will keep the entire building running.

- Discovery
- Aerospace High
- Museum
- Civic Leadership
- Two Rivers
- Reggio
- Transportation
- 147 Charter Oak
- Crec Central
- ASI
- IMS

4. Are current staff employees of CREC?

No

5. Are there any specifications on the requirements for wages?

\$15.00 minimum

6. What work order system is being used? What modules are being used?

School Dude with the Maintenance direct module

7. Are the Building Managers included in custodial cost per building?

YES

8. Does CREC provide trades position or is vendor responsible?
NO, We are looking for the bidders to tell us what they think we need to manage maintenance.
 - a. Electrician
 - b. Plumber
 - c. HVAC
 - d. Carpenter
9. Are they licensed positions?
YES
10. What cleaning equipment is supplied by vendor?
None, all are purchased through CREC
11. Does CREC supply vendor with office space?
Yes
12. What hours need to be covered?
Please see RFP for details for daily coverage and 24 hour on-call requirements
13. Are the positions:
 - a. Day Porter
 - b. Day Matron
 - c. Custodian
 - d. Head Custodian
 - e. Trades**YES**
14. Do you provide trades vehicles?
NO
15. Level of HVAC technician?
S2 Minimum
16. Evaluation criteria (how is determination weighed? (for example: 30% experience, 70% price)
80% experience, qualifications, references and 20% price.
17. Exhibit A shows 121 custodians, however shows N/A in the Learning Corridor Building under # of custodians. Does vendor provide a head custodian in these (5) locations?
NO
18. Are landscaping, maintenance and snow removal outsourced?
YES for Landscaping and Snow removal but we would like to perform as much maintenance in house before going to bring in another vendor.
19. Do you have a green cleaning” program?
Yes and we expect the new vendor to maintain and approved program.
20. Do you have a preferred list of cleaning products?
Yes and will review any new recommended products. All products must be approved for K-12 school use.
21. Does the total number of custodians include “head custodians”?
YES
22. Who pays for maintenance of equipment?
CREC owns equipment in our new schools and vendor provides equipment also. Maintenance is paid for by the owner of the equipment that needs maintenance.
23. How many Day Porter/Day Matrons are there currently in the system?

They are part of the total in the custodial amount but we are looking for the vendor to tell us what they think they need to provide the service required.

24. If weekend coverage is needed, is it invoiced separately per event?

YES

25. Is this part of a union contract?

NO

26. per the RFQ, preferences for hire MUST be given to existing employees. It will be important to know what wages are being paid to those that CREC wishes to maintain through this award in order to assure their rates can be matched. Please provide.

No you will negotiate at award.

27. Will cell phones and walkies be provided to the custodian staff or must the vendor provide? Vendor needs to provide

28. What is the time frame allowed for summer work to be performed?

Work to be performed around the school summer schedule.

29. Please provide the number of Full Time and Part Time custodial and maintenance staff for each school, along with their night/day shift hours.

You have the square footage of each building and we want you to tell us what you need to cover that space. Not how we are staffed now.