



# Collegiate Academies

## CA CUSTODIAL RFP PRE-BID VENDOR QUESTIONS AND RESPONSES

**All questions were received before 4:00pm on 2/28**

1. Who is CA currently using for custodial services?
  - Empire
2. How many day porters are you expecting per site for Option 1, Full Service?
  - We leave this up to each proposer to provide an adequate staffing model to address all required services and quality of cleanliness noted in the RFP. Take note of the daily meal service times and locations when creating the model to ensure adequate staffing for trash collection throughout the day.
  - CA has day porters on staff at some of our schools. You will need to provide a per day porter bid at each school in case the school wishes to hire a day porter through the winning bidder. In some cases, you could have a day porter contracted through the winning bidder and a CA day porter on staff. Again your day porter bid is per the scope needed to provide the level of service requested. You will need to note what is adequate staffing for each school.
3. Is there a Collective Bargaining Agreement in place with the current custodial employees?
  - No
4. Please provide the address to the Baton Rouge school location.
  - 282 Lobdell Blvd Baton Rouge LA 70806
5. When is the RFP proposal due?
  - On 3/27/2019 at 4:00pm
6. When is the RFP award to winning bidder?
  - 4/12/2019
7. On page 13(1-A) Day porter of the RFP: A.) Are the day porters required at each school, if not, at which schools are day porters required? B.) Please clarify how many day porters are required at each school. Are day porters required to be full time, working Monday thru Friday eight hours per day? C.) What would be the start time you would want day porters to be on campus?
  - A.) We leave this up to each proposer to provide an adequate staffing model to address all required services and quality of cleanliness noted in the RFP. Take note of the daily meal service times and locations when creating the model to ensure adequate staffing for trash collection throughout the day. Note a day porter may not be required at our OA campus.
  - B.) We leave this up to each proposer to provide an adequate staffing model to address all required services and quality of cleanliness noted in the RFP. Take note of the daily meal service times and locations when creating the model to ensure adequate staffing for trash collection throughout the day. The day porters are required to be full-time Monday thru Friday eight hours per day.



# Collegiate Academies

## CA CUSTODIAL RFP PRE-BID VENDOR QUESTIONS AND RESPONSES

- C.) Typically there are two start times for Day Porters 6:30am and 10am where we have currently at some locations two Day Porters on staff.
8. On page 13(1-A) Light maintenance: A.) Is a Light maintenance employee required at each school, if not, at which schools are a light maintenance employee required? B.) Is a Light Maintenance employee required to be full time, working Monday thru Friday eight hours per day? C.) What would be the start time you would want the light maintenance employee to be on campus? D.) Who is responsible for the light maintenance employee tools, equipment, ladders etc?
- A.) No, a light maintenance employee is not required at any of our schools. We are requesting the day porters be able to perform light maintenance duties when requested per the listing in this RFP.
  - B.) No, a light maintenance employee is not required at any of our schools. We are requesting the full-time day porters be able to perform light maintenance duties when requested per the listing in this RFP.
  - C.) N/A
  - General tools and equipment will be supplied by the school. Specialized tools and tall ladders will be supplied by the proposer.
9. On page 13-1 maintenance supplies: A.) Who is responsible for the purchase of light bulbs, sink or plumbing fixtures that need to be replaced, light fixture lens, ceiling tiles and baseboards that need to be replaced. B.) Who is responsible to replace broken or damaged restroom dispensers? C.) Who is responsible for the sanitary napkins that go into the dispensers? D.) Who is responsible for the can liners that go into the cafeteria trash cans after breakfast, lunch and supper services?
- A.) The school will provide light bulbs, sink or plumbing fixtures for replacements, light fixture lens, ceiling tiles and baseboards for replacements.
  - B.) The proposer is responsible for replacing broken or damaged restroom dispensers.
  - C.) The proposer is responsible for replacing sanitary napkins that go into the dispensers.
  - D.) The proposer is responsible for the can liners that go into the cafeteria trash cans after breakfast, lunch, and supper services.
10. Confirm the following: A.) The contractor is to machine strip, rinse, and re-seal of all tile, VCT, and terrazzo flooring is required semi-annually during Winter break, Spring Break, and/or Summer break as per page 15(5). B.) The contractor is to buff and recoat all hard surface classroom floors semi-annually as per page 15(5). C.) Pressure wash of all exterior entrances/exits floors during Winter and Summer breaks as per page 15(5). D.) The contractor is responsible for all consumables and non-consumables i.e. toilet tissue, hand towels, hand soap and can liners as per page 3 and 12. E.) The contractor is mandated to provide a starting hourly wage of \$13.41 per hour for full-time janitors and cleaners, and \$20.37 for full-time custodial supervisor/lead custodian and ten (10) minimum paid days off.



# Collegiate Academies

## CA CUSTODIAL RFP PRE-BID VENDOR QUESTIONS AND RESPONSES

- A.) Yes
- B.) Yes
- C.) Yes
- D.) Yes
- E.) Yes