

# ADDENDUM INVITATION TO BID Custodial Services

## Addendum 1

1. Holt Public Schools  
Holt Public Schools has been removed from the bid. Please disregard and do not include with your bid any documents for Holt Public Schools.

REMOVED FROM BID:

Holt Schools Pricing Proposal Sheet  
Holt Schools Cleaning Specifications  
Holt Schools Building Maps  
Holt Schools Calendar

2. Okemos Public Schools  
A revised Okemos Schools Pricing Proposal Sheet is attached.

3. Revised timeline

<u>Schedule of Events</u>	<u>Date</u>
RFP distributed to vendors	February 28, 2018
Pre-Bid Meeting at Ingham ISD 2630 W Howell Rd, Mason	March 7, 2018 at 9:00 am for 4 buildings
Pre-Bid Meeting at MMLA 730 W Maple St, Lansing	March 7, 2018 at 1:00 pm for 1 building
Pre-Bid Meeting at Dansville Schools 1264 Adams, Dansville	March 7, 2018 at 3:00 pm for 2 buildings
Pre-Bid Meeting at Okemos Public Schools Okemos High School, 2800 Jolly Road	March 9, 2018 at 3:00 pm
Pre-Bid Meeting at Okemos Public Schools Edgewood Childcare Center, 1826 Osage Drive Cornell School, 4371 Cornell Road Hiawatha Elementary, 1900 Jolly Road	March 13, 2018 at 8:00 am begins here for 7 buildings

March 2, 2018

Kinawa School, 1900 Kinawa Drive  
Chippewa Middle School, 4000 Okemos Road  
Okemos Public Montessori, 4406 Okemos Road  
Administration Building/Print Shop, 4406 Okemos Rd  
Bennett Woods, 2650 Bennett Road  
Transportation, 2700 Bennett Road

Questions due from vendors	March 14, 2018 by 5:00 pm
Answers due to vendors	March 16, 2018
Bid proposals due from vendors	March 23, 2018 at 3:00 pm
Public Bid Opening, Thorburn Education Center	March 23, 2018 at 3:00 pm
Post-Bid Interviews	Late March
Board of Education Meetings	April 2018

Attachment 1      Okemos Pricing Proposal Sheet

End

March 2, 2018

**ADDENDUM 1**



Attachment E – Pricing Proposal

**2018 CUSTODIAL SERVICES  
PRICING PROPOSAL**

Vendor Name \_\_\_\_\_  
Addendum Receipt \_\_\_\_\_

District Okemos Public Schools

CONTRACT YEAR	TERM	BID AMOUNT
Year One	July 1, 2018 – June 30, 2019	\$
Year Two	July 1, 2019 – June 30, 2020	\$
Year Three	July 1, 2020 – June 30, 2021	\$
Year Four (optional)	July 1, 2021 – June 30, 2022	\$
Year Five (optional)	July 1, 2022 – June 30, 2023	\$

BUILDING	REQUESTED # OF HOURS (RFP MINIMUM)	REQUESTED DAILY SHIFTS	DISTRICT PAPER PRODUCTS/CLEANING CHEMICALS		VENDOR PAPER PRODUCTS/CLEANING CHEMICALS	
			\$/MONTH	\$/YEAR	\$/MONTH	\$/YEAR
Okemos High School	8 HRS/DAY 40 HRS/DAY	Must be 10:00 am – 6:30 pm Must be 3:30 pm – 12:00 am			N/A	N/A
Chippewa Middle School	24 HRS/DAY	Must be 3:30 pm – 12:00 am			N/A	N/A
Kinawa School	24 HRS/DAY	Must be 3:30 pm – 12:00 am			N/A	N/A
Bennett Woods	8 HRS/DAY 3 HRS/DAY	Must be 3:30 pm – 12:00 am Must be 3:30 pm – 6:30 pm			N/A	N/A
Cornell School	8 HRS/DAY	Must be 3:30 pm – 12:00 am			N/A	N/A
Hiawatha Elementary	8 HRS/DAY 3 HRS/DAY	Must be 3:30 pm – 12:00 am Must be 3:30 pm – 7:30 pm			N/A	N/A
Okemos Public Montessori	8 HRS/DAY 3 HRS/DAY	Must be 3:30 pm – 12:00 am Must be 3:30 pm – 7:30 pm			N/A	N/A

Administration Building/Print Shop	1 HRS/DAY	Must be 6:30 pm – 7:30 pm			N/A	N/A
Edgewood Child Care Center	8 HRS/DAY	Must be 3:30 pm – 12:00 am			N/A	N/A
Transportation	1 HRS/DAY	Must be 6:30 pm – 7:30 pm			N/A	N/A

\$	\$	\$	\$
----	----	----	----

*The total number of hours do not decrease for the summer*

*It is expected that Vendor will report to work on "Snow Days" and during Holiday Breaks*

*District will supply a school calendar annually for Holiday closures where Vendor is not required to work*

Number of subs that will be available for District \_\_\_\_\_

Total number of hours that will be billed to District each day \_\_\_\_\_

Hours/day must be broken down on District invoice. If agreed upon hours are not met for a day, District expects vendor to issue a credit to the account unless otherwise agreed upon by District and vendor.

Unfilled Shifts, per hour reduction \$ \_\_\_\_\_

District requires an on-site supervisor that is not part of the cleaning staff. Please provide further information about the supervision included in the above pricing (i.e. supervisor's shift, how many days each week, cleaning/non-cleaning, etc.)

Detailed list of equipment and cleaning tools vendor will supply for each building is attached \_\_\_\_\_

Deduct for Okemos Public Schools to provide cleaning equipment \$ \_\_\_\_\_

Deduct for every-other-day cleaning \$ \_\_\_\_\_

*Alternative Pricing*

BUILDING	SUGGESTED HOURS/DAY	SUGGESTED SHIFTS AND NUMBER OF CUSTODIANS	DISTRICT PAPER PRODUCTS/CLEANING CHEMICALS		VENDOR PAPER PRODUCTS/CLEANING CHEMICALS	
			\$/MONTH	\$/YEAR	\$/MONTH	\$/YEAR
Okemos High School						
Chippewa Middle School						
Kinawa School						
Bennett Woods						
Cornell School						
Hiawatha Elementary						
Okemos Public Monessori						
Administration Building/Print Shop						
Edgewood Childcare Center						
Transportation						
			\$	\$	\$	\$

Total number of hours that will be billed to District each day \_\_\_\_\_

Hours/day must be broken down on District invoice. If agreed upon hours are not met for a day, District expects vendor to issue a credit to the account unless otherwise agreed upon by District and vendor.

Unfilled Shifts, per hour reduction \$ \_\_\_\_\_

Please provide further information about the supervision included in the above pricing (i.e. supervisor's shift, how many days each week, cleaning/non-cleaning, etc.)



EXTRA SERVICE CLASSIFICATIONS	FEE
Standard hourly rate for Custodian	\$
Standard hourly rate for Building Supervisor	\$
Standard hourly rate for District Supervisor	\$
Overtime* hourly rate for Custodian	\$
Overtime* hourly rate for Building Supervisor	\$
Overtime* hourly rate for District Supervisor	\$

\*Overtime rate applies to time worked over 40 hours per employee

The undersigned understands that the District Board of Education reserves the right to accept or reject any and all proposals in whole or in part, to waive informalities and irregularities, and to award the contract to other than the low bidder. My signature certifies that the proposal submitted complies with all specifications set forth, and that I am an authorized employee of the firm represented.

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone