

## RFP #2021/29 QUESTIONS AND ANSWERS

1. Are vendors expected to take on the CBA as drafted in Appendix A Physical Plant Agreement 7/1/19 - 6/30/21?

**Response - You will be expected to follow the current CBA which was recently renegotiated and approved by the board of School Trustees, see attached Current CBA 07/01/2021 - 06/30/2023**

2. Do 20 copies of proposals need to be supplied if electronic?

**Response - If electronic, 1 copy is sufficient.**

3. What are the current labor rates for grounds? Are there prevailing wages that apply? Is seasonal ground labor used today and how does that impact the CBA?

**Response- For labor Rates see attached Current CBA 7/1/21 - 6/30/23**

**Wages are part of the CBA appendix II.**

**We historically use summer help students at the Service Building to assist with moves, mulching, mowing, and general labor, this which does not impact CBA, they generally aren't used for custodial or in buildings except for large moves of schools and programs.**

4. Can you define what fields are identified as game / practice or total acres?

**Response - Total Corporation is 635 acres. We have attached an athletic field spreadsheet.**

5. What is the total outside spend for contracts (matting, uniforms, **Response-Uniforms 25,000, matting is a supply, we don't rent, we purchase average total 8,000**

6. HVAC, plumbing, electrical, playground inspection)? **Response- HVAC & Plumbing between 500,000 - 800,000, Electrical between 500,000 - 600,000, Playground inspections are done in house by building engineers and yearly by Service Building Mechanics repairs are made as needed by Service Bld personnel, the spend is usually between 10,000- 15,000 for parts and materials.**

7. With regards to the RFP, the labor agreement provided expired in June 2021. What is the status of the negotiations? Have you reached a new agreement yet, can you provide a copy?

**Response - See attached**

8. Can docuSign be used for signatures on these documents?

**Response- Yes they can**

9. How should the price submittal be handled in the proposal?

**Response: There is no specific format at this time.**

10. Is it the district's intent for the contractor to provide structural pest control under the guise of an IPM program?

**Response- yes**

11. Top dressing fields - what thickness / density of material is the district requiring per application?

**Response - We use 70 parts sand to 30 parts topsoil applied at a amount to give the desired result for each individual field or location on field**

12. Who is responsible for refinishing gym floors?

**Response- Roving Engineers assigned to the Ad Building scrub and recoat all gym floors.**

13. Please provide an equipment list and age of each.

**Response - See attached maintenance trucks and licensed equipment inventory along with an equipment list for tractors valued at over \$10,000. These lists show the type and quantity of trucks and lawn tractors that can be found at our Service Building and our school buildings. Some of these will be newer than what is shown on the list, but it will give you an idea of how we operate.**

14. Please provide the type of floors in each building.

**Response- District flooring is 85% carpet and 15% hard surface.**

15. Updated employee roster with years of employment.

**Response: See attached Seniority employee listing.**

16. What type of maintenance is required for the district's pools by the custodial / maintenance staff? **Response - (4) Four High Schools & (1) Elementary School (6) total pools clean and maintain pools, they do daily testing of water, they change DE filter media, change lights, add chemicals as needed order supplies needed, work with Health Dept to ensure we meet guidelines for swimming pool standards, IE life safety, emergency phones working, signage, and all are CPO (Certified Pool Operators)**
17. What six (6) buildings are not going to be maintained?  
**Response- These buildings do have to be maintained, but at a level lower than an occupied school. We continue to do the mowing, heating at minimum level, repair leaks, life safety inspections, etc. Eggleston, Greene, Hamilton, Hay Tarkington, Old Marquette**
18. Will answers to questions just be posted on the homepage of sb.school? Or at a certain address or emailed to all vendors?  
**Response: Answers will be sent to all that provided an email address.**
19. Can there be an extension on the due date?  
**Response: At this time, there is no extension on the due date.**
20. Is there a code requirement for licensed stationary engineers at certain buildings?  
**Response- Lift training certifications, forklift certifications, CPO- Certified Pool Operator's License, Lockout/Tagout certification, and Warren school requires a well operator and water treatment license, we currently are contracting this service.**
21. What percentage of the team will transition to vendor employees?  
**Response: See attached employee list; Anyone with 4 years or less will transition to the provider and anyone with 5 or more years of service will stay with the SBCSC and the Public Employee Retirement Fund (PERF). As employees leave or retire, the new employees transition to the provider. This only applies to the Hybrid model scenario.**
22. Please provide a current pay salary schedule for current and open positions.  
**Response - See attached CBA 7/1/21 - 6 30/23**

23. Please provide the number of employees for each health benefit selection (none, employee only, employee plus 1, family).

**Response - We can't provide that breakout, we budget as if they all have the family plan.**

24. Please provide a detailed list of any and all service contracts that the Proposer would be responsible for (include type of service, contract begin/end dates, annual dollar amount of contract).

**Response - All contractors currently used are not under a written contract, the only exception would be the security alarm service with Pemberton Davis Electric, to change this we would have to install new equipment) and Schindler Elevator for our elevator inspections. We write a yearly purchase order for these**

25. Please provide the estimated total employer percentage charge for the Indiana Public Employees Retirement Fund for 2022.

**Response- 14.2%**

26. What APPA level would you like vendors to use for each service (custodial, grounds, and service)?

**Response - Level #2 as a minimum as areas not typically used by staff and students may be agreed to at a lower level.**

27. Could you please share a bid sheet that we are required to fill pricing in?

**Response: At this time, there is no bid sheet or specific form to be used.**

28. Is the vendor to purchase all ground equipment needed to perform work?

**Response - Please refer to page 15 #5 and please see the attached vehicle and maintenance equipment list.**

29. Vendor to pay for all fuel and equipment maintenance?

**Response - Yes**

30. Vendor to purchase all snow removal equipment?

**Response - The school corporation currently owns the required snow removal equipment, if the vendor sees fit to change or add items, they will have to provide them.**

31. Is there bulk salt storage available?

**Response - No**

32. Playground mulching to be done on playgrounds? Vendors pay for supplies?

**Response - Yes, currently use a contractor that blows in new mulch every summer.**

33. Playground equipment repair to be purchased by the vendor?

**Response- Yes**

34. Landscape bed mulching or stone to be replaced/purchased by a vendor?

**Response - yes**

35. Landscape plants and trees replace cost?

**Response - all landscape plants and trees by vendor**

36. Trucks, trailers, equipment to be purchased by vendors? Who pays for maintenance and fuel?

**Response - The vendor**

37. Sports field supply cost? Infield mix, drying agent, clay bricks and top dress soil...vendor to purchase?

**Response - Vendor is to purchase**

38. Does the district desire (3) separate proposals with (3) separate pricing options or (1) proposals with (3) pricing options?

**Response: Yes three separate proposals for the three (3) different scenarios. See page 15 item # 3 (a-c) of the RFP.**

39. Do you have a specific pricing format or form you would like used?

**Response: No, there is no specific pricing format or form to be used.**

40. This is a one-year agreement with four (4) one-year options. Does the district desire to specify an amount of years for depreciating capital equipment and vehicles?

**Response: To be determined**

41. Can the district confirm that the program cost will be adjusted to account for existing SBCSC assets that can be utilized?

**Response: Yes**

42. Is the top dressing material for the fields to be paid for by the vendor or the district?

**Response- vendor pays for materials**

43. Exhibit A: Building List of the RFP shows 34 schools to be cleaned and maintained. At the pre-bid it was mentioned that there are 35 buildings occupied and 6 closed, please confirm gross square footage of those buildings?

**Response- Eggleston (68,000 sq. ft.), Greene (103,458 sq ft), Hamilton (71,410 sq ft), Hay (85,829 sq ft), Tarkington (46,733 sq ft), Old Marquette (56,771 sq ft) for a total of 432,301 sq. ft.**

44. Is snow removal billable after hours / weekends?

**Response- snow & ice removal after Vendor's normal operating hours will be billed at time and half of their hourly wage.**

45. In the RFP, the school states "the company must be able to comply with the CBA," does that mean the school expects the incoming provider to assume the CBA "as-is" and follow the CBA as drafted? Or does it mean the school would like the incoming provider to recognize the union and work cooperatively with the union to bargain a new CBA between the union and the incoming provider?

**Response: provider to assume the CBA "as-is" and follow the CBA as drafted If the latter, when bargaining a new CBA with the union, does the school expect the incoming provider to keep the employees current economic benefits/package as close to its current form as possible?**

46. According to Article 7 of the CBA, the employees currently enjoy the Indiana Public Employees' Retirement Fund (PERF). It is BSC (Building Service Contractor) understanding that only public employers/employees are eligible to participate in the PERF. If this is accurate and the school would like the incoming provider to assume the CBA as-is, how would you expect an incoming private employer to handle the PERF? Offer a 401(k) in the PERF's place?

**Response: Yes, the school wants all to have options for retirement as they have now.**

47. Article 5(8) of the CBA allows sick days to be banked. When the employees transition from being school employees to the incoming provider, will the school pay out all the accrued but unused sick days? Same question for accrued and used vacation time?

**Response - The vendor will be required to follow the current CBA and all associated costs.**

48. Article 7.1 references severance pay. When the employee leaves the school to transition to the incoming provider, at that time, will the school pay the severance pay?

**Response: To be determined**

49. If the incoming provider has to assume the terms and conditions of the CBA as-is, we will need clarification to determine how vacation works. I cannot tell if Article 6(6)(C) is granting 10 vacation days in addition to the vacation granted in article 6(6)(A). Can the school please clarify?

**Response - Article 6 - C is stating that a person may use vacation up to ten days when school is in session, rather than having to wait until summer break. These ten days it mentions, are days the employee must already have and are not extra days.**

50. If the incoming provider has to assume the CBA as currently drafted, can we change life, disability, medical, vision and dental insurance to BSC's provider plan that are the closest to the employees' current plans?

**Response: Yes, but needs to be equal or better than what the current CBA has.**

51. Page 13- Scope or Work - Section 3 - Computerized Maintenance Management System (CMMS): Maintain and monitor the school's Facilities/Energy Management Systems, while working with Cenergistic on energy savings. Can we obtain a Summary of all current utility expenses per building for the last year for a baseline?

**Response - The vendor's role in the utility budget is only to work with Cenergistic with how our system run, schedules, repairs, future and current energy capital improvements, and habits.**

52. Page 14- Scope of Work- Section 4 - Integrated Facility Management will be provided for the capital projects as related to referendum project needs including, but not limited to Asset Management program for all sites. (A) To what extent is the expectation for provider involvement? **Response A - Provide the Asset Management System complete and the required asset management system information input regarding our facilities and our corporation wide inventory required for our mandatory state reporting.** (B) Are we to include a full-time construction project manager? **Response B - Yes, for Planning, Construction management, and estimating** (C) What services are we to contribute and or manage? **Response C -Planning, Construction management, and estimating** (D) What is the typical dollar value of projects per year?**Response D - Varies from 5.0 to 20 Million**
53. Page 16 - General Requirements-6-d. Provide a list of services that are currently subcontracted. **Response- HVAC, Plumbing, Electrical, Energy Management repairs, Elevator repair, inspection, Asbestos Inspections, Bleacher inspection, Fire alarm repair & inspection, Irrigation repairs spring start up, winterization, fire suppression inspection and repairs, camera repairs, alarm system repairs, Parking lot striping, pool water testing**
54. Who should financially handle contracts for third-party vendors? **Response- vendor**
55. Does the provider hold the contracts and pays or does the district hold the contracts and the chosen contractor manages? **Response - Vendor**
56. Page 48 states "The SBCSC currently has an in-house maintenance staff consisting of the following positions housed at our Service Building; these personnel may remain in place and should be shown in the RFP response. (1) Carpenter Foreman, (1) Carpenter Locksmith, (2) Carpenter General, (2) Painters, (1) General Mechanic Foreman, (2) General Mechanics, (1) Equipment Repair, (1) Hauling Crew Foreman, (16) Mechanics Helpers (Food Delivery, Mail Delivery, Hauling, Lining Fields & Mowing).



57. Based on the above positions in Question #56: (A) Which employees hold licenses for electrical, plumbing or HVAC or is skilled licensed work outsourced as needed? (B) Do any of the 27 existing maintenance staff (Exhibit B6) hold a pool certificate?

**Response - Currently all electrical, plumbing, and HVAC or is skilled licensed work outsourced as needed. Our pool consultant, our Roving Engineers, Director of Buildings and Grounds, Director of Capital Projects, and our buildinging engineers in the buildings with pools hold a CPO license.**

58. Is there a CBA for licensed trades, or are they a part of the current agreement?

**Response - Skilled trades except for our two painters are not part of the CBA. The in-house skilled trades personnel (only the carpenters at this time) follow the employee personnel handbook and administrative rules.**

59. Repairs - can the district provide guidance on repairs that are billable vs non billable?

**Response - Billable items would likely be larger ticket items determined by a dollar amount agreed upon by both parties.**

60. Is there a BAS (Building Automation System) currently in use in the district? If so, please provide a list of systems per building, a listing of all points and sequences. Who is the current service provider?

**Response - All buildings after the summer of 2022 will be on the same energy management system, that system is Invensys, and Precision Control Systems Inc. is the current provider and service company.**

61. Regarding supplies for Preventive and Corrective Maintenance services and repairs, please elaborate if SBCSC will provide or purchase? Is SBCSC responsible for materials, supplies and parts? Is the Provider responsible for materials, supplies and parts?

**Response - Vendor is responsible**