

## RFP QUESTIONS & ANSWERS

### Questions received prior to, and answered at pre-bid meeting:

Q1. Are your custodians part of the district or are they contracted by a vendor?

A1. Our custodians are District employees.

Q2. In this RFP could you please clarify that you are looking for a supply program and training for your District staff and not for a vendor to bring in their staff correct?

A2. You are correct that we are looking to purchase supplies and obtain training for our District employees, we are not looking to replace them with a vendor's employees.

### Questions received and answered at pre-bid meeting:

Q3. What chemical mixing system are you currently using?

A3. Spartan Clean on the Go Lock & Dial dilution control system, modified to accept 2 liter cartridges and 5 gallon pails, and able to fill quart bottles or buckets. Spartan part number 905500.

Q4. Can vendors have access to current prices for Appendix A products?

A4. No.

Q5. Does ICCSD have a preferred end date for completing the transition to a new vendor?

A5. No, we do not have a specific date in mind. The District wishes to use up existing supply stock, and understands that transitioning to a new vendor might be complicated depending on dispenser replacement, etc. Each vendor is required to include a detailed implementation plan in their proposal, as noted in section 5.2.9.

Q6. Does ICCSD prefer to do JIT or vendor managed inventory?

A6. Vendor Managed Inventory (vendor counts inventory and proposes order quantities) with Vendor Restock (delivery to up to 6 storerooms) would provide the most benefit to ICCSD, but we understand that alternative is probably the most expensive for vendors to provide. So we listed other alternatives to allow pricing flexibility to vendors if needed.

Q7. Does ICCSD want affidavits separate, or placed in appropriate tabs?

A7. Place affidavits in appropriate tab. For example, Response Affidavit goes in Tab 4. One notarized copy is enough; additional copies of proposal can be "Xerox" copies.

Q8. For computerized staffing analysis of section 5.2.8, is a building-level evaluation sufficient, or would ICCSD prefer a room-by-room breakdown?

A8. We would prefer room-by-room.

Questions asked after the pre-bid meeting:

Q9. Total number of Roll Towel Dispensers in the district. Or close estimate.

A9. It is difficult to say how many roll towel dispensers we have, and we cannot give a close estimate. We have roughly 400 restrooms in the District; some have multiple roll towel dispensers and some have none. Our guess is 400-800 roll towel dispensers installed.

Q10. Total number of Toilet Tissue Dispensers in the district. Or close estimate.

A10. Again, it is difficult to say how many toilet paper dispensers we have, and we cannot give a close estimate. We have roughly 400 restrooms which contain an estimated 1,000 toilets. We guess that roughly 500 are dual "open" TP units, and about 500 are 4-roll "wagon wheel" style TP units.

Q11. Do you currently own the Roll Towel Cabinets and Toilet Tissue disp. or on loan or lease?

A11. Although many roll towel dispensers were originally obtained by lend/lease agreement, we believe all obligations have been met. To the best of our knowledge, all TP and towel dispensers are the property of ICCSD.

Q12. Can you shed some light what you are looking for, in the Roll Towel Dispensers. Lever, Crank, Touch Free Mechanical, or Battery.

A12. Current roll towel dispensers have a mechanical lever, but we are open to battery-powered sensor-actuated.

Q13. Do you currently own the Spartan chemical dispensing equipment, or is it on loan or lease agreement?

A13. Chemical dispensers are the property of ICCSD.

Q14. Is it possible to stop by a building to look at current paper and chemical dispenser set up?

A14. Yes, a brief visit can be arranged if needed. Please call for an appointment.

Q15. Section 3.3: Are vendors allowed to supplement their submitted proposal with an onsite presentation?

A15. No, the District will not accept an offer of an onsite presentation as a routine part of the evaluation process – the vendor's written proposal should stand alone. However, ICCSD reserves the right under section 3.3 Proposal Clarification to interview one or more vendors to clarify their proposal.

Q16. Section 5.2.2: Will preference be given to current vendor(s) concerning controlled paper and hand soap due to existing dispensers within the district?

A16. No preference will be given to any vendor in the decision-making process, other than considering all transition costs of going to a new vendor based on the proposals received. For example, if a new vendor's roll towels are not compatible with existing dispensers, and the new vendor proposes providing replacement dispensers at a per unit cost to ICCSD, the total cost of the new dispensers would be included in comparing that vendor's costs to other vendor proposals.

Q17. Is the district willing to upgrade existing dispensers, at no charge to the district, and with a commitment from the (new) vendor to hang and place the units?

A17. Yes.

Q18. Section 5.2.8: The Iowa Association of School Business Officials (IASBO) recommends a Level 3 clean for most school facilities: Based on these guidelines, what level of clean does the District wish to maintain?

A18. We are generally aiming for level 3 cleaning.

Q19. District assets greatly impact the costs associated with maintaining the desired level of clean, an empty gym is much easier to clean than a library filled with shelves, chairs and desks, for example: Is there an expectation that the vendor conduct a count of District assets in order to provide accurate labor information for use in decision-making, and to assist the District in justifying manpower and equipment?

A19. That seems desirable, but we can discuss the need and value with selected vendor later.

Q20. Is there an expectation for the vendor to account for custodial staff non-cleaning activity as part of their labor analysis? (Examples: raising the flag, driving a bus, jammed locker, etc.)

A20. Yes.

Q21. Do all rooms need to be measured and analyzed, as opposed to analyzing at the building level?

A21. Yes (see Q8/A8).

Q22. Section 5.2.5 (b.): Reference is made to a single storeroom for delivery (usually the main custodian office) but there is no reference to how many locations will require the vendor to assess inventory needs: Is the vendor required to take inventory at (1) location per building, or up to (6) storerooms per building?

A22. The expectation for this alternative (Vendor Managed Inventory to Single Storeroom) is that only one location (the main custodian's office) would be counted, and supplies would be delivered to only one location.

Q23. During what part of the day should the vendor expect to conduct inventory at each building?

A23. We can be flexible on time of day for inventory. Our expectation is that after a familiarization period, the vendor's employee could conduct the inventory without help from the custodian.

Q24. Will the vendor be provided with a key, and associated identification requirements, or will they be required to have an accompanying host at each facility?

A24. As noted in section 4.13, any employees of the vendor who perform services on ICCSD property must participate in the District's background check procedure once each school year. If successful they will be issued a picture badge which they must wear while performing services. They will also be issued an electronic key fob and/or mechanical key that will allow them access to custodial area(s) for inventory and delivery. As mentioned above in Q23/A23, after a familiarization period, the vendor's

employee will be expected to provide services without accompaniment by a District employee. Substitutes will also require background checks and badges.

Q25. Can inventory be conducted before or after school hours?

A25. Yes, inventory could be performed outside of school hours, as long as it is within the "window" when the building security alarm is not armed, which is generally the time period that custodial staff is on duty.

Q26. Are there any delivery timeframe restrictions? If yes, which buildings, and when are the associated deliveries allowed?

A26. Deliveries will be prohibited during student arrival and departure times, i.e. 30 minutes before school starts and 30 minutes after school ends for the day, and occasional instances of "special programs" where there may be extra traffic at school. Those times could be communicated to service employee and/or vendor on a case-by-case basis.

Q27. Are you willing to sign lease agreements on dispensers?

A27. We would consider signing a lease agreement for dispensers, but not for a period longer than 3 years. Lease "buyout" costs would be considered when comparing the cost of vendor proposals.

Q28. What specific chemical dispensers are you using now?

A28. Spartan Lock & Dial dilution control system part no. 905500 (see Q3/A3).

Q29. If there are multiple models of dispenser, how many of each model are currently installed throughout the district?

A29. With only 1 or 2 exceptions, all dispensers are the same model. Estimated numbers are shown in Appendix B of the RFP.

Q30. What % of your yearly spend is on chemicals/cleaners?

A30. About 15%.

Q31. What other school districts did you study to come up with your ideas for the RFP?

A31. Information from a number of sources was used to generate the items listed in the RFP, including schools, manufacturers, and vendors. Note that RFP section 6.4, Tab 3 References, requires the vendor to supply the names, contact information, and description of services for 3 clients that vendor has provided RFP supplies and services to.

Q32. Does the \$440k include all supplies purchased?

A32. The value of all the supplies issued during the period May 2016 thru April 2017 that are covered by this RFP was approximately \$440,000. See section 5.2.10 for other items not included in this RFP.

Q33. What amount is spent on the top 25 items?

A33. The top 25 cost items amount to 75% of the total.

Q34. How many liquid hand soap dispensers are currently installed throughout the district?

A34. It is impossible for us to give an accurate estimate for this RFP. We have roughly 400 restrooms that contain a total of about 700 sinks. Each restroom has at least one soap dispenser, but some have many. In addition, hundreds of classrooms have a sink and a soap dispenser. A guess would be over 1000 soap dispensers in the District.

Q35. Would we be able to tour some of your school buildings?

A35. We could arrange a brief visit to a couple of school buildings, if needed. We would need to agree on specific objectives for the visits in advance.

Q36. What specifically would you require from the vendor in terms of Regulatory Compliance Updates? (RFP Section 5.2.7 c)

A36. Any regulatory changes that might affect custodial training. For example, the changes in Safety Data Sheets for the Globally Harmonized System for Hazard Communication brought with it specific requirements and deadlines for training. We would like the vendor to notify us of new requirements, then provide training (online and/or in-person) to implement the change.

Q37. What specific information would you require from the vendor in regards to its safety program? (RFP Section 6.3)

A37. Just a general description of the vendor's safety program, with enough details provided to provide some evidence that vendor employees would not be a hazard to students, staff, or parents while providing service on District property.

Q38. Will there be one master account with 29 different ship-to locations, or 29 separate accounts?

A38. We would expect one master account or "bill to" location (Physical Plant), with multiple "ship to" locations. We will want to see usage rates by location, but there are a number of ways to accomplish that.

Q39. Will you accept alternative brand options on chemicals (other than Spartan)?

A39. Yes (section 5.2.4 paragraph 2).

Q40. If so, would you require chemical samples at the time of bid?

A40. No, chemical products will not need to be "qualified" prior to awarding the bid. However, please note the Brand Name paragraph under section 5.2.1: "All products submitted must be a recognized national brand." We expect any product line meeting this requirement will be able to supply an adequate range of products for our use.

DJM 5/30/2017