

**ADDENDUM #1
TO
REQUEST FOR PROPOSALS
FOR
CUSTODIAL, GROUNDS AND FACILITY MAINTENANCE
SERVICES**

APRIL 24, 2012

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN

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In accordance with Section 1.5.11 of the Request For Proposals For Custodial, Grounds and Facility Maintenance Services, dated April 9, 2012, (the "RFP"), issued by the Education Achievement Authority of Michigan (the "Authority"), the Authority is electing to clarify certain information in the RFP and provide additional information regarding the RFP and Services contemplated thereunder. A notice of this Addendum #1 will be e-mailed to all parties that timely filed an Intent To Respond with the Authority. This Addenda #1 will also be issued through the Authority's website and shall become a part of the RFP. Each Contractor must in its Proposal, to avoid any miscommunication, acknowledge this Addendum #1 (and any other addenda which it has received), but the failure of a Contractor to receive, or acknowledge receipt of, any this or any other addendum shall not relieve the Contractor of the responsibility for complying with the terms thereof.

1. The Authority has elected to modify Section 1.4 of the RFP, and the updated RFP Timeline is as follows:

Issuance of RFP:	April 9, 2012
Mandatory Pre-Proposal Conference:	April 17, 2012 at 3 PM
Deadline for Written Intent to Respond:	April 20, 2012 at 5 PM
Facility Walk-Through:	April 24, 2012 at 4 PM
Deadline for Written Requests For Clarification:	April 30, 2012 at 5 PM
Due Date for Proposals:	May 10, 2012 at 1 PM
Contractor Interviews:	Week of May 14, 2012
Authority's Consideration of the Contract:	Week of May 28, 2012
Implementation of Contract:	July 1, 2012

2. Sections 1.5.8, 1.5.9 and 1.8 of the RFP are hereby modified to incorporate the respective revised deadlines and dates as specified in the above updated RFP Timeline.

3. Contractors should submit their Proposal pricing based upon the approximate enrollment and staffing figures set forth in Attachment A-2 of the RFP, which has been updated and is attached hereto as **Attachment 1**. As set forth in the RFP, the Contractor pricing may be adjusted in accordance with the Consumable Supplies pricing variable required in the Proposal Form if these numbers are increased/reduced.

4. The Authority is requesting that Contractors submit the "snow removal" portion of their Grounds Services pricing as follows:

- An annual contract pricing for all snow removal to perform all snow removal for all Facilities required under the specifications of the Contract. This pricing shall include all snow removal services and cost to apply salt/ice melt. Salt/ice melt will be paid separately by the Authority.
- Unit Pricing for salt/ice melt. This should be expressed in "per ton" or "per yard" or other equivalent pricing. The Contractor will bill the Authority for only the salt/ice melt that is actually used to service the Facilities.

- A “per push” price which would be paid each time the Contractor performs snow removal services required under the specifications of the Contract. This price shall be include the price for snow removal at all Facilities. This “per push” price shall also include the price for application of salt/ice melt to be done in conjunction with the snow removal.
 - A “per salt/ice melt application” price which would be paid each time the Contractor is required to apply salt/ice melt at all Facilities when snow removal is not required under the specifications of the Contract.
5. All references to the “School District” in Attachment C of the Contract shall be modified to the “Authority.” Furthermore, the following sections of Attachment C of the Contract (“Grounds Services”) shall be modified as follows
27. The Contractor shall provide all necessary salt/ice melt for application at the Authority’s Facilities. The Authority will pay for only salt/ice melt that is actually used for the Facilities. The Contractor shall spread salt/ice melt only at spread rates approved by the School District. The Contractor shall provide a monthly detailed accounting of the quantity of salt, location of use and time of application, which shall be line-item detailed for billing purposes. The Contractor shall be required to monitor each Facility (and pending weather conditions) and apply salt/ice melt as necessary (even if no snow has fallen or accumulated) to ensure all walkways, sidewalks, driveways, entrances and parking lots maintain a “slip free” environment, or at others times requested by the Authority.
30. If the Authority moves its administration offices to a different location, upon request of the Authority, the Contractor shall be responsible for plowing snow from, and applying salt/ice melt to, the Authority’s administration office parking areas on all days, including weekends and days school is not in session, to accommodate use of those parking areas and walkways/sidewalks.
6. All gym floors must be stripped/screened and refinished with the appropriate floor application at least one (1) time per year. This usually occurs during the summer months.
7. The procurement of supplies will be as follows:
- Custodial Cleaning and Consumable Supplies shall be supplied by the Contractor as part of the Contract pricing.
 - Grounds supplies shall be supplied by the Contractor as part of the Contract pricing.
 - Facility Maintenance supplies. Section 2.5.3 of the RFP and Section VI.C. of the Contract shall be modified as follows:

The Contractor shall be responsible for securing all facility maintenance supplies and parts (e.g., filters, belts, hoses, valves, fixtures etc.) necessary to perform the preventative maintenance components of the Facility Maintenance Services directly through the vendor(s) selected and approved by the Authority. The Authority will provide the Contractor with a list of the approved vendors which may be utilized by the Contractor. The Contractor will be responsible for ordering all necessary supplies and parts through the applicable approved vendor. Invoicing and payment of these Facility

Maintenance Services supplies and parts will be directly between the vendor and the Authority, provided however, the Contractor will be responsible for the payment of any orders of excess or incorrect supplies and parts placed by the Contractor, its employees or agents. The Contractor shall be responsible to manage the inventory and shall submit to the Authority a monthly report detailing all consumption of such Facility Maintenance Supplies (including type and quantity of each Facility Maintenance Supply for each Authority Facility). Supplies/Materials for any corrective maintenance will be agreed upon by the Parties in writing prior to the commencement of any approved corrective maintenance projects/services. The Contractor may not order any Facility Maintenance Supplies in one order or lot that exceeds \$ _____, and may not order Facility Maintenance Supplies in excess of \$ _____ in a fiscal year, without the Authority Liaison's prior written approval.

8. It is contemplated under the RFP and the Contract that the Authority intends to utilize the selected Contractor(s) to service the Facilities listed in the RFP, as well as those additional facilities that the Authority may acquire in the future under its contemplated expansion. The RFP contemplates that the pricing for additional buildings would be negotiated based upon the "price per square foot" pricing provided in the Contractor's Proposal. Notwithstanding the foregoing, however, the Authority reserves the right to utilize other contractors to service additional facilities acquired by the Authority if geographic or other circumstances deem the usage of the selected Contractor(s) impractical.
9. The RFP contemplates that a Contractor may submit a Proposal for only one of the named components of Services in the RFP, being: Custodial Services; Grounds Services; or Facility Maintenance Services. However, the RFP does not contemplate a Contractor submitting a proposal for only one (1) facet of a component (for example, only the corrective maintenance portion of the Facility Maintenance Services).
10. Attachment D of the RFP has been revised and is attached hereto as **Attachment 2**.

ATTACHMENT 1

UPDATED ATTACHMENT A-2 OF RFP

ATTACHED

EAA School Profile

EAA School Name	Address	Grade Config.	Projected Enrollment	Capacity	% Occupied w/pk	Year Built	Age Of Building 2011	Square Footage	FTEs
Bethune	8145 Puritan Street	PK-8	678	1132	60%	1925	86	88,110	45
Burns	14350 Terry Street	PK-8	489	823	59%	1923	88	65,370	37
Central	2425 Tuxedo Street	9-12	851	1699	50%	1924	87	229,545	57
Denby	12800 Kelly Road	9-12	1,149	1737	66%	1929	82	214,510	70
Ford High School	20000 evergreen Road	9-12	1,136	1871	61%	1956	55	270,218	67
Law	19411 Cliff Avenue	PK-8	652	1227	53%	2001	10	125,995	47
Mumford	17525 Wyoming	9-12	896	1500	60%	2012	0	239,000	59
Murphy	23901 Fenkell Street	PK-8	542	774	70%	1963	48	107,591	38
Nolan Elementary/ Middle	1150 E. Lantz Street	PK-8	564	1183	48%	1926	85	112,432	42
Pershing	18875 Ryan Road	9-12	925	2207	42%	1929	82	249,694	61
Phoenix Academy	7735 Lane Street	PK-8	372	907	41%	1916	95	112,628	32
Scott, Brenda	18400 Hoover	PK-8	734	1152	64%	2003	8	147,620	48
Southeastern	3030 Fairview Street	9-12	1,230	1722	71%	1914	97	264,527	76
Stewart	13120 Wildemere Street	K-8	458	903	51%	1925	86	71,350	35
Trix	13700 Bringard Drive	PK-8	344	659	52%	1944	67	48,208	25
Total			11,020	19,496	57%			2,346,798	

ATTACHMENT 2

UPDATED PROPOSAL PRICING FORM

ATTACHED

PROPOSAL PRICING FORM -REVISED

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN

REQUEST FOR PROPOSALS FOR CUSTODIAL, GROUNDS AND FACILITY MAINTENANCE SERVICES

CONTRACTOR INFORMATION:

CONTRACTOR'S NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

A. CUSTODIAL SERVICES PRICING:

This Pricing is to reflect an award by the Authority of ALL Custodial Services contemplated in the RFP for ALL Facilities, including all personnel, supplies and equipment necessary to perform the Custodial Services in accordance with the terms and conditions of the RFP and the Contract. These are to be expressed as not-to-exceed amounts and all amounts are to include wages, benefits, overhead and profit to perform all Custodial Services.

1. All Custodial Services Year 1: \$ _____

2. All Custodial Services Year 2: \$ _____

3. All Custodial Services Year 3: \$ _____

4. Number of total man-hours budgeted per year under quoted Pricing:

a. Custodial Management: _____

b. Custodial Labor: _____

5. Number of total FTEs budgeted per year under quoted Pricing:

a. Custodial Management: _____

b. Custodial Labor: _____

6. Amount Pricing would be increased/decreased if the School District requested a permanent addition/removal of portions of the Custodial Services:

a. ½ FTE: _____ (Lead Custodian)

_____ (Day Custodian)

_____ (Night Custodian)

- b. 1 FTE: _____ (Lead Custodian)
- _____ (Day Custodian)
- _____ (Night Custodian)

7. **Additional Services Hourly Pricing:**

The hourly rates set forth below are for work requested by the School District that is outside the scope of the Custodial Services under an award of the Contract:

- (i) Hourly Rate: \$ _____
- (ii) Weekend Rate: \$ _____
- (iii) Holiday Hourly Rate: \$ _____
- (iv) Emergency Hourly Rate: \$ _____

B. GROUNDS SERVICES PRICING

This Pricing is to reflect an award by the Authority of **ALL** Grounds Services contemplated in the RFP, except snow removal and salt/ice melt application, including all personnel, supplies and equipment necessary to perform the Grounds Services for all applicable Facilities in accordance with the terms and conditions of the RFP and the Contract. These are to be expressed as not-to-exceed amounts and all amounts are to include wages, benefits, overhead and profit to perform all Grounds Services.

- 1. **Grounds Services Year 1:** \$ _____
- 2. **Grounds Services Year 2:** \$ _____
- 3. **Grounds Services Year 3:** \$ _____

4. **Number of total man-hours budgeted per year under quoted Pricing:**

- a. Grounds Management: _____
- b. Grounds Labor: _____

5. **Number of total FTEs budgeted per year under quoted Pricing:**

- a. Grounds Management: _____
- b. Grounds Labor: _____

6. **Amount Pricing would be increased/decreased if the School District requested a permanent addition/removal of certain portions of Grounds Services:**

- a. 1/2 FTE: _____
- b. 1 FTE: _____

7. **Additional Services Hourly Pricing:**

The hourly rates set forth below are for work requested by the School District that is outside the scope of the Grounds Services under an award of the Contract:

- (i) Hourly Rate: \$ _____
- (ii) Weekend Rate: \$ _____

(iii) **Holiday Hourly Rate:** \$ _____

(iv) **Emergency Hourly Rate:** \$ _____

8. **Snow Removal Services**

This Pricing is specific to the Snow Removal Services portion of the Grounds Services contemplated in the RFP, except snow removal and salt/ice melt application, including all personnel, supplies and equipment necessary to perform the Snow Removal Services portion of the Grounds Services for all applicable Facilities in accordance with the terms and conditions of the RFP and the Contract. These are to be expressed as not-to-exceed amounts and all amounts are to include wages, benefits, overhead and profit to perform all Grounds Services:

- (i) An annual contract pricing for all snow removal to perform all snow removal for all Facilities required under the specifications of the Contract. This pricing shall include all snow removal services and cost to apply salt/ice melt.

\$ _____

- (ii) Unit Pricing for salt/ice melt. This should be expressed in "per ton" or "per yard" or other equivalent pricing. The Contractor will bill the Authority for only the salt/ice melt that is actually used to service the Facilities. Please clearly indicate unit pricing measure used.

\$ _____

- (iii) A "per push" price which would be paid each time the Contractor performs snow removal services required under the specifications of the Contract. This price shall include the price for snow removal at all Facilities. This "per push" price shall also include the price for application of salt/ice melt to be done in conjunction with the snow removal.

\$ _____

- (iv) A "per salt/ice melt application" price which would be paid each time the Contractor is required to apply salt/ice melt at all Facilities when snow removal is not required under the specifications of the Contract.

\$ _____

C. **FACILITY MAINTENANCE SERVICES PRICING:**

This Pricing is to reflect an award by the Authority of **ALL** Facility Maintenance Services contemplated in the RFP for **ALL** Facilities, including all personnel, supplies and equipment necessary to perform the Custodial Services in accordance with the terms and conditions of the RFP and the Contract. These are to be expressed as not-to-exceed amounts and all amounts are to include wages, benefits, overhead and profit to perform all Facility Maintenance Services.

1. **All Facility Maintenance Services Year 1:** \$ _____

2. **All Facility Maintenance Services Year 2:** \$ _____

3. **All Facility Maintenance Services Year 3:** \$ _____
4. **Number of total man-hours budgeted per year under quoted Pricing:**
 a. Facility Maintenance Management: _____
 b. Facility Maintenance Labor: _____
5. **Number of total FTEs budgeted per year under quoted Pricing:**
 a. Facility Maintenance Management: _____
 b. Facility Maintenance Labor: _____
6. **Amount Pricing would be increased/decreased if the School District requested a permanent addition/removal of portions of the Custodial Services:**
 a. ½ FTE: _____ (Plumber)
 _____ (Electrician)
 _____ (HVAC Technician)
 _____ (Boiler Operator)
 b. 1 FTE: _____ (Plumber)
 _____ (Electrician)
 _____ (HVAC Technician)
 _____ (Boiler Operator)
7. **Additional Services Hourly Pricing:**
 The hourly rates set forth below are for work requested by the School District that is outside the scope of the Custodial Services under an award of the Contract:
- (i) **Hourly Rate:** \$ _____ (Plumber)
 \$ _____ (Electrician)
 \$ _____ (HVAC Technician)
 \$ _____ (Boiler Operator)
- (ii) **Weekend Rate:** \$ _____ (Plumber)
 \$ _____ (Electrician)
 \$ _____ (HVAC Technician)
 \$ _____ (Boiler Operator)
- (iii) **Holiday Hourly Rate:** \$ _____ (Plumber)
 \$ _____ (Electrician)
 \$ _____ (HVAC Technician)
 \$ _____ (Boiler Operator)

- (iv) **Emergency Hourly Rate:** \$ _____ (Plumber)
- \$ _____ (Electrician)
- \$ _____ (HVAC Technician)
- \$ _____ (Boiler Operator)

D. CUSTODIAL, GROUNDS AND FACILITY MAINTENANCE SERVICES PRICING:

This Pricing is to reflect an award by the School District of **ALL** Custodial Services **and** Grounds Services **and** Facility Maintenance Services contemplated in the RFP to a single Contractor, including all personnel, supplies and equipment necessary to perform these Services in accordance with the terms and conditions of the RFP and the Contract. These are to be expressed as not-to-exceed amounts and all amounts are to include wages, benefits, overhead and profit to perform all Custodial Services and Grounds.

- 1. **All Services Year 1:** \$ _____
- 2. **All Services Year 2:** \$ _____
- 3. **All Services Year 3:** \$ _____
- 4. **Number of total man-hours budgeted per year under quoted Pricing:**
 - a. Management: _____
 - b. Labor: _____
- 5. **Number of total FTEs budgeted per year under quoted Pricing:**
 - a. Management: _____
 - b. Labor: _____
- 6. **Please indicate any changes to the FTE and Additional Services Pricing set forth in the service specific categories above, if any.**

E. WAGES & BENEFITS OFFERED BY CONTRACTOR

As set forth in the RFP, the Contractor shall include the scale of wages and summary of benefits what would be offered to its employees.

F. CONSUMABLE SUPPLIES PRICE INDEXING

If the Authority's enrollment were to increase or decrease significantly from the figures set forth in the RFP, the Authority is seeking pricing on a "cost per pupil" basis to be used to develop the increase/decrease in Contractor's pricing under the Contract if the Authority's enrollment increases or decreases from its anticipated figures.

\$ _____

G. EXPANSION PRICING

The Authority is seeking pricing on a "cost per square foot" basis to be used to develop the increase in Contractor's pricing under the Contract when the Authority expands its operations to additional buildings beginning in the 2013-14 school year. This cost per square foot pricing should include all costs for management, labor (including wages and benefits), cleaning and consumable supplies, costs for preventative maintenance services etc.

\$ _____

H. PERFORMANCE BOND

Please provide the cost to supply a performance bond for the **first year labor cost** of the Contract, indicate add/deduct the sum of: \$ _____.

I. ACKNOWLEDGEMENT OF ADDENDA TO RFP

The Contractor acknowledges receipt of the following addenda:

Addendum Number _____ dated _____

Addendum Number _____ dated _____

Addendum Number _____ dated _____

The undersigned understands that the Authority reserves the right to accept or reject in whole or in part any and all Proposals, to waive informalities and irregularities therein, and to award the Contract to other than the lowest Contractor and to award the Contract to one (1) or more Contractors in the School District's sole and absolute discretion.

If award is made to our firm based upon our Proposal, we agree to enter into the attached form of Contract with the Authority to furnish the Services in strict accordance with this Request For Proposal, the Contract and our Proposal.

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this Request For Proposal, unless specifically enumerated as an exception as part of our Proposal.

I hereby certify that I am authorized to sign as a Representative for the firm.

CONTRACTOR HEREBY SUBMITS THIS PROPOSAL PRICING FORM IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE RFP.

DATE: _____

(Signature/Principal)

(Name Printed)

Name of Company: _____

Contact Person/Phone Number: _____