



**REQUEST FOR BID
RFP_2008-003**

ADDENDUM NO. 1

To: Prospective Bidders

From: John N. Tortelli
Cooperative Educational Services

Date: November 30, 2007

CES has received the following questions regarding RFP 2008-003 by telephone, mail and/or e-mail. Please accept the following as responses to the questions submitted.

Submitted by: Bob Makowski
Corporate Director of Educational Services
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Question 1:

Page 60 #13: states that the vendor will supply all supplies including consumables. Will there be a list of consumables used at each school from last year made available so we could accurately estimate the cost?

Background:

RFB 2008-003, Section II: Scope of Work and Specifications, Item 13 on Page 61.

13. At no cost to the member, the vendor will furnish all supplies. This includes but is not limited to trash receptacles, trash receptacle liners, feminine hygiene products, paper products, toilet paper, toilet seat covers, hand soap, lotions, floor finish, strippers and wax, and all related dispensers. They include but are not limited to:
 - a. Toilet paper will be of 100% post consumer waste content, double ply, such as Fort Howard or approved equivalent.

- b. Paper towels will be of 100% post consumer waste content, semi-bleached, multi-fold, such as Fort Howard or approved equivalent.
- c. Wax, such as Able's Diamond Cote Premium Grand Floor Finish or equivalent.
- d. Stripper and wax for wood floors.
- e. Roll paper towels, when used, in kitchens and coffee stations.
- f. Germicidal cleaner to be used in all child care areas.
- g. Paper toilet seat covers.

CES Response:

Since this is a Request for Proposal the Member and the awarded offeror will establish who will furnish which supplies. The offeror will need to include pricing for supplies in Form D of their proposal.

Question 2:

Page 61 #15: states that the vendor will be responsible at the option of the member to supply walk-off mats. Can you supply a list of said mats?

Background:

RFB 2008-003, Section II: Scope of Work and Specifications, Item 15 on Page 61.

15. At the option of the member, walk-off mats will be provided at all exterior entrances to the building and in all kitchen areas. Mats are to be a minimum of 18 linear feet by 3 feet wide. Mats should be on a regular service/cleaning schedule to maintain a clean appearance at all times. A minimum rotation of every two (2) weeks will be enforced.

CES Response:

By reviewing the information in the "Categorical Price and Cost Submittal" (see below and on page 75), the Offeror can provide a list of mats that they can supply and it can be an option made available to the Member. The offeror will need to provide mat costing information as part of **Form D**. The format for pricing information is listed in **Form J** on page 108 of the RFP 2008-003.

Categorical Pricing and Cost Submittal.

1. The offeror must provide a complete listing of all products and services that it proposes to offer under this solicitation. All prices submitted must be categorized by supplies, materials, reimbursables and labor as separate line items, unless the item/service being priced is a per unit cost which includes labor, equipment and materials.

2. Offeror must base material and equipment prices submitted on a fixed discount off an MSRP or published list price. If a list price or MSRP is not available, one of the established methods described herein for pricing such items must be used, that is, custom items or sole source.
3. For labor costs, not covered by other methods, offeror must provide hourly rates.
4. Price sheets, catalogs and other pricing forms must clearly identify and describe the supplies or material, its unit of measure offered and its stated price. Within the terms of this RFP, the response documents must indicate the CES discount off the price sheet, catalog, etc.
5. When providing equipment costs, indicate an hourly, daily and weekly rate.
6. All pricing information must be placed behind Tab 6 of the offeror's response.

Question 3:

Is the turn around on the monthly billable net 30 or 45 days?

Background:

RFB 2008-001A, Section I: INSTRUCTIONS TO THE OFFEROR, E. LISTING OF GENERAL TERMS AND CONDITIONS: Payments, Page 23.

Payment: CES will make every effort to collect payment from members for the purchase of goods and services within 30 days after the receipt of goods or services and a correct invoice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. *Any offer that requires payment in less than 45 days shall not be considered.* CES must first receive payment from the schools in order to process payment to the contractor. Any contractor, whose business would be in jeopardy due to slow payments, is encouraged not to respond. It has been CES' experience that schools always pay, but many are slow in processing payments

CES Response:

CES must first receive payment from its member before it can pay any invoice submitted. This process can take longer than 45 days since most members' Boards will need to approve the expenditure. CES will make every effort to pay the offeror in a timely manner.

Question 4:

On form D-4 under Description of Cost Factors under Item Description there are several areas such as Administration, Classrooms etc that you request pricing for either by square foot or hourly. We assume that the cost would be based on the requirements of the SOW (scope of work) but we have no idea as to the type of floor cover exists in these areas. Can you clarify the type floor cover and approximation of square feet for each?

CES Response:

Since this is a request for proposal and not a bid, the Member will work with the awarded offeror to develop the scope of work for services. The scope of work will vary by building and district. The offeror can use the average square footage for classroom, office, etc to help in fill out Form D. Also in Form D the offeror can provide different cost structures for various floor types.

Question 5:

Please provide us with the current annual cost at each school for this service.

CES Response:

CES currently does not track amount spent by individual school only by vendor. The current vendor of janitorial services had invoiced CES \$1,258,592 for the period of 07/1/2005 to 06/30/2007.