

**COUNCIL ROCK SCHOOL DISTRICT**

**Administration & Business Office**

30 North Chancellor Street

Newtown, PA 18940

215-944-1000

**ADDENDUM No. 3**

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**TO:** All Vendors  
**RE:** Custodial Services Request for Proposals 25-18  
**DATE:** March 7, 2025

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Notice to all vendors submitting proposals in response to the Custodial Services RFP 25-18. This addendum is to amend or clarify the request for proposals dated February 7, 2025.

Please submit two (2) hard copies and one (1) USB with PDF digital copy of responses in a sealed envelope clearly marked "Council Rock School District Professional Services – Custodial Services RFP 25-18" on or before 2:00 PM Friday, March 14, 2025 to the following:

Ashleigh Esteves  
Purchasing Secretary  
Council Rock School District  
30 North Chancellor Street  
Newtown, PA 18940

**General Information:**

A revised Fee Proposal Form to include optional year 1 (July 1, 2028 – June 30, 2029) and optional year 2 (July 1, 2029 – June 30, 2030) pricing is attached.

General questions and answers from vendors are as follows:

1. Are restroom supplies and liners ordered by the vendor then billed back? If not, then do you have product information and usage?

All required housekeeps supplies shall be part of the bid. The district does not currently supply these products however basis products are listed under "Housekeeping Supplies" on page 40 of the RFP. Usage quantities are not available. All products must comply with the Pennsylvania Green Cleaning in School Law, Public Act 095-0084.

2. Please confirm minimal day staff per building.

The staffing for both day and night custodians shall be at least the minimum staffing level that is required to meet or exceed APPA level 2 cleaning requirements. Please note that each building should have at least one full time employee dedicated.

3. Is the day staff included in the 78 custodial in the RFP?

Day and evening staff are included in the 78 custodial staff. However, the staffing for both day and night custodians shall be at least the minimum staffing level that is

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required to meet or exceed APPA level 2 cleaning requirements. Each contractor shall determine specific staffing needs.

4. Please confirm weekend coverage.

Please review the "Weekend Custodians (Weekend Coverage)" section on page 33 of the RFP. Sample weekday and weekend schedules are provided. If the events fall within the weeknight designated custodial hours, the custodial vendor provides the support with no additional cost to the district. If the events are on weekends or holidays, the custodial vendor is entitled to the additional costs for the custodial services utilizing the hourly rates.

5. Is there a recycling program?

Yes, there are separate trash and recycling containers.

6. Is there a location to park a company vehicle for usage to move supplies around to other schools?

The awarded contractor has the use of one of the three buildings located at the Council Rock Maintenance Facility, 301 Twining Ford Road, Richboro, PA. The building has parking available.

7. Can you please confirm all gyms that have wood floors?

The following schools have a synthetic gym floor:

1. Goodnoe Elementary
2. Richboro Elementary
3. Hillcrest Elementary

All other schools have wood gym floors.

8. Does CRSD currently use a work order system?

A work order system is currently in place. The custodial contractor will not need to utilize the system. All work orders are communicated with the Custodial Manager.

9. Based on the 32BJ SEIU seniority and member report, none of the current staff are participating in union health benefits. Are health benefits being provided by the district or by the current vendor to the current employees?

The school district does not directly provide health benefits to the current staff.

10. Is the use of propane burnishers allowed?

No

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11. Can you provide last year's and this year's current billing for this contract including extra billing work?

Fiscal Year 2023/2024: Total expenditures \$4,964,294.49.

This total includes contract work, weekend facility usage, and any additional services requested.

12. What is the district's budgeted amount for this year's contracted services?

A budget amount for the 2025/26 fiscal year is not available at this time.

13. Since we are rehiring the existing cleaners, do we have to pay for the below even though they already passed, as they are currently working?

Child Abuse History Clearance as provided by the Pennsylvania Department of Public Welfare \$13 and criminal history background check \$23, FBI finger printing \$22.60, Arrest conviction form \$22 - must show K-12 experience paid by contractor.

Yes, clearances are only valid for five years and will be required for the new contract.

14. Please share the carpet vs floor in each school.

This information is not available. Walk throughs were made available to view any existing conditions.

15. Is any equipment staying at the school?

No, the school district does not own any custodial services equipment.

16. Can a vendor use higher education and charter schools as a reference?

References should follow the guidelines outlined in the RFP.

17. Can you share current vendors KPI?

This information is not available at this time.

18. Can you share the chemicals currently being used?

The district does not currently supply these products however basis products are listed under "Housekeeping Supplies" on page 40 of the RFP. All products must comply with the Pennsylvania Green Cleaning in School Law, Public Act 095-0084.

19. Please confirm the windows (second floor), strip and wax of floors and carpet cleaning are to be done only during summer break.

Generally, these tasks do take place during summer break. However, there are times that these tasks are required during the school year.

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20. Please share how high the second-floor windows are and if they are higher than 20 feet.

This information can be obtained through building walk throughs.

21. Are there any pain points with the current vendor?

This information is not available at this time.

22. Are snow events off shift or weekends a billable rate?

Any snow event that occurs off shift would be a billable event. A weekend snow event would be billable unless the custodial vendor has a staff member scheduled to be on site to manage a weekend event.

23. Is the weekend, after school events, and outside events a separate billable rate?

Please review the "Weekend Custodians (Weekend Coverage)" section on page 33 of the RFP. Sample weekday and weekend schedules are provided. If the events fall within the weeknight designated custodial hours, the custodial vendor provides the support with no additional cost to the district. If the events are on weekends or holidays, the custodial vendor is entitled to the additional costs for the custodial services utilizing the hourly rates.

24. Can you please elaborate on the one month overlap between the current and new vendor if a new vendor is chosen?

The one-month overlap is meant to give new management a chance to acclimate to the district and be ready to take over on July 1, 2025. The observance of summer cleaning progress will be paramount.

25. Since there is a difference in pricing periodicals such as strip and wax as well as carpet cleaning, is it possible to submit separate pricing for these services?

No, the annual price must be all encompassing for services as outlined in the RFP.

**END OF ADDENDUM**

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Contractor: \_\_\_\_\_

Base Bid Fee Proposal – Three (3) Years July 1, 2025 through June 30, 2028

The contact shall include coverage as outlined in the RFP for 19 Buildings

Base Bid	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Custodial Services Annual Price	\$	\$	\$
Custodial Services Monthly Price	\$	\$	\$
FTE and Man Hour Information	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Number of man-hours budgeted per year under quoted pricing – Total Hours	#	#	#
Supervisors Man Hours	#	#	#
Custodial Labor Man Hours	#	#	#
Secretarial Support Man Hours	#	#	#
Other Man Hours (Describe)	#	#	#
FTE and Man Hour Information	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Number of FTE’s budgeted per year under quoted pricing	#	#	#
Daytime Supervisors FTE’s	#	#	#
Nighttime Supervisors FTE’s	#	#	#
Custodial Labors FTE’s	#	#	#
Other FTE’s (Describe)	#	#	#
Other FTE’s (Describe)	#	#	#
FTE breakdown per year under quoted pricing (full time – part time)	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Full time FTE’s	#	#	#
Part time FTE’s	#	#	#

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Complete the schedule of hourly rates as listed below. Include any additional hourly rates that may apply in the spaces indicated with "Other." Years July 1, 2025 through June 30, 2028

All Options Hourly Rates	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Custodian	\$	\$	\$
Custodian Weekend Rate	\$	\$	\$
Custodian Holiday Rate	\$	\$	\$
Custodian Overtime Rate	\$	\$	\$
Day Supervisor	\$	\$	\$
Night Supervisor	\$	\$	\$
General Manager (Provides oversight of Custodians and Leads)	\$	\$	\$
Other Personnel (Describe)	\$	\$	\$
Other Personnel (Describe)	\$	\$	\$
Provide Unit Cost for each additional toilet paper dispenser added after the award, including the annual paper supply (Total annual cost to owner for each)	\$	\$	\$
Provide Unit Cost for each additional paper towel dispenser added after the award, including the annual paper supply (Total annual cost to owner for each)	\$	\$	\$

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Base Bid	Optional Year 1 (2028/2029)	Optional Year 2 (2029/2030)
Custodial Services Annual Price	\$	\$
Custodial Services Monthly Price	\$	\$
FTE and Man Hour Information	Year 1 (2025/2026)	Year 2 (2026/2027)
Number of man-hours budgeted per year under quoted pricing – Total Hours	#	#
Supervisors Man Hours	#	#
Custodial Labor Man Hours	#	#
Secretarial Support Man Hours	#	#
Other Man Hours (Describe)	#	#
FTE and Man Hour Information	Year 1 (2025/2026)	Year 2 (2026/2027)
Number of FTE’s budgeted per year under quoted pricing	#	#
Daytime Supervisors FTE’s	#	#
Nighttime Supervisors FTE’s	#	#
Custodial Labors FTE’s	#	#
Other FTE’s (Describe)	#	#
Other FTE’s (Describe)	#	#
FTE breakdown per year under quoted pricing (full time – part time)	Year 1 (2025/2026)	Year 2 (2026/2027)
Full time FTE’s	#	#
Part time FTE’s	#	#

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Complete the schedule of hourly rates as listed below for optional years 1 and 2. Include any additional hourly rates that may apply in the spaces indicated with "Other."

All Options Hourly Rates	Optional Year 1 (2028/2029))	Optional Year 2 (2029/2030)
Custodian	\$	\$
Custodian Weekend Rate	\$	\$
Custodian Holiday Rate	\$	\$
Custodian Overtime Rate	\$	\$
Day Supervisor	\$	\$
Night Supervisor	\$	\$
General Manager (Provides oversight of Custodians and Leads)	\$	\$
Other Personnel (Describe)	\$	\$
Other Personnel (Describe)	\$	\$
Provide Unit Cost for each additional toilet paper dispenser added after the award, including the annual paper supply (Total annual cost to owner for each)	\$	\$
Provide Unit Cost for each additional paper towel dispenser added after the award, including the annual paper supply (Total annual cost to owner for each)	\$	\$

By: \_\_\_\_\_  
 (Company Name)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Name – Printed)

\_\_\_\_\_  
 (Company Address)

\_\_\_\_\_  
 (Cell Phone Number)

\_\_\_\_\_  
 (City, State, Zip Code)

\_\_\_\_\_  
 (Company Phone Number)