

***WAKE COUNTY PUBLIC SCHOOL SYSTEM
BID ADDENDUM***

**FAILURE TO RETURN THIS BID ADDENDUM IN ACCORDANCE WITH
INSTRUCTIONS MAY SUBJECT YOUR BID TO REJECTION**

Bid Number: 251-27-075

Description: Cleaning Downtown West

Opening Date/Time: April 23, 2026 @ 1:00 pm EST

**Addendum Number: 01
Addendum Date: 4/17/2026**

INSTRUCTIONS: The RFP referenced above shall be updated as follows:

1 -RETURN ONE PROPERLY EXECUTED COPY OF THIS ADDENDUM WITH BID RESPONSE OR PRIOR TO THE BID OPENING DATE/TIME LISTED ABOVE. FAILURE TO SIGN AND RETURN THIS ADDENDUM MAY RESULT IN THE REJECTION OF YOUR RFP RESPONSE.

ATTACHMENTS:

Attachment 1 – Pre-Bid Meeting Notes

Attachment 2 – Replace Pricing Sheet F (1) with Revised Attachment: F (1)

Attachment 3 – WCPSS Response to Vendor Questions

**Pre-Bid Meeting
Maintenance and Operations
April 8, 2026, 9:00am**

Clarence Rogers

- Introduction
- Must be responsive and responsible
- Questions that are asked today or submitted in writing by due date will be answered and posted as an addendum
- Make sure all bid documents are completed and signed where needed and make sure to include certifications
- We cannot accept any exceptions to terms and conditions
- Introduction of Departments
- E- Bidding is new this year
- In order to maintain confidentiality of the bids, all correspondence needs to go through Clarence Rogers.

Clarence Rogers

- There are 79 service bids. Bids will open on April 22nd and 23rd
- 1 Playground Inspection bid. Bid will open on April 9, 2026
- Answers to today's questions are not binding. All questions need to be submitted in writing to myself (bids-crogers7@wcpss.net). Questions are due at 11:00 am on 4/15/26
- Make sure you review the deadlines for these bids
- There is a sign-up sheet. Please sign before you leave.

Open Discussion

Environmental & Grounds

Q: Is the duct cleaning part of the mechanical system as well or is it just the duct system?

A: We do clean out the air handler system as well as the duct system.

Q: Is there a mold testing required for clearance by the contractor?

A: WCPSS will do the mold testing not the contractor

Q: Hazmat bid – In the Bid we only put in a line for labor?

A: Yes

Q: Hazmat Bid – Do we add a line for disposal and transportation?

A: Your Bid will only be the labor rate for services provided. Disposal, Transportation materials will bid separately.

Q: Does this Bid include disposal?

A: Labor for services is the only number up for bidding.

Q: Is there a 10% mark up on invoices for materials?

A: Yes, Also the equipment fee is to be included in the labor rate.

Q: Parts for recycling is pricing all inclusive?

A: All 3 lines are required. Admin sites only schools are not included.

Q: Explain the labor charge or rate and what that is supposed to include.

A: It obviously includes the charge for labor, but it also includes mileage and wear and tear on equipment. We would expect you to have negative air machines (air scrubbers) if you're conducting mold remediation, but instead of charging an equipment rental fee that you might charge other clients, this would be wrapped up in the labor rate. You can charge separately for materials + 10% upcharge. You can also charge separately for disposal costs + 10% upcharge. In addition, if there is a piece of equipment that you need to rent (for example, a lift) to get one of our jobs done, we would expect you to charge us for that as well.

Automotive Vehicles

Q: Does this bid include the purchasing of tires

A: No – Tires are purchased on the state contract.

This bid is only for tire repair and road service.

Q: How many vehicles does Wake County service

A: 575 vehicles and 40 heavy duty.

Flooring

Q: Flooring and Painting – tours?

A: No tours. You must give hourly rate. If a project comes up, the school can be walked, and you can see the area needing paint. Individual projects under one big contract – give labor rate and it must include disposable material in labor rate. Materials must be bid separate from labor rate.

Q: Refinished hardwood Floors are bids separate?

A: Yes. Refinishing and Patchwork are separate items

Q: Is there a backlog of work?

A: Yes

Energy

Q: How is the Boiler PM contract listed?

A: Boiler PM contract, Install, Maintenance pricing is not hourly. Pricing is per unit.

Q: Elevator s – PM contractor services?

A: No PM contracts on elevators. Just install and repair.

Q: Fire alarm monitoring yearly rate – total for 270 schools or just individual schools

A: Per Site

HVAC, Kitchen Equipment, Chiller,

Q: Air Cooler & Chiller cleaning would it be 1 line item or separate

A: 1 line item

Q: Do we bid on only what is stocked

A: Yes

Building Auto Maintenance

Q: Replacing controllers etc. should there be a breakdown for each type?

A: Yes, Wake County has 205 Automated sites

Q: Is there Frequent Overtime?

A: No

Custodial Cleaning Contract –

Q: Can we use sub-contractors?

A: Awarded vendor can sub but sub's cannot sub again

Q: Will there be multiple contractors?

A: There will be one vendor per area, and vendors can be awarded to multiple areas.

Q: Are floor plans provided?

A: Yes

Q: What is the bid date?

A: April 23, 2026 @ 1:00 pm

Q: Do some schools require more effort?

A: Every school is different

Q: How many schools are currently outsourced?

A: 173 Schools for rebidding on a 5-year contract

Q: Does Wake County supply all paper products?

A: Yes, the contractor will supply equipment

Q: Is there a place for contractor to store their equipment?

A: Yes, in the custodial closet that you will have access to. Items that you choose to leave on the premises to store will be your responsibility. Wake County is not responsible for your equipment.

Q: At the beginning of the flooring contract are we required to strip the floors?

A: No, stripping of the floors is only every 3 years. Waxing and carpet cleaning every year by June 30th. Area manager will determine if you wax or strip floors.

Q: ID or logo required while working?

A: Yes, and contractors must sign – in upon arriving on all Wake County campus.

Q: How do you get access to schools?

A: Keys to the school will be given to the owner of the cleaning business.

Q: Will the contractor need to provide auto scrubbers?

A: No, Auto scrubbers are already on site.

Q: Are current contracts active now?

A: Yes, each region has a separate contract.

Q: Number of coates provided?

A: 5 -6 coates are required Wake County provides the wax.

Q: Before any summer work how would he know the PM's on the equipment?

A: Please read the scope of work. contractor is not responsible for the upkeep of the equipment.

Q: Is pro – pane burnish provided by the vendor & pads?

A: Yes, Wake County provides these supplies.

Q: Do all schools have external propane cages?

A: Schools will have an outside cage or closet

Q: Is there grout in all schools?

A: Different in all schools. Wake County will alert vendors if additional quotes are needed.

Q: Does Wake County use Robot scrubbers?

A: No

Q: Will contractors have access to WIFI in the schools?

A: No

Q: Can time clocks be installed or school phones allowed to be used ?

A: No

Q: Is the cafeteria included in the bid?

A: Yes, contractor cleans floors and sets tables and chairs back up for the next morning. Please read scope of work .

Clarence – Closing

Deadline to submit all questions will be April 15, 2026 @ 11:00am. Questions will be answered on website in addendum.

School	Level	Area	School Schedule	# Work Days	Current # Full-Time Contract "Day" Custodians	100% Contract	Net Cleanable Sq.Ft.	Hard Surface Floors Sq.Ft.	Carpet Sq.Ft.	Current # Modular Buildings	Current # Modular Building Classrooms	Current # Single Room Mobile Unit Classrooms
Athens	High	Downtown West	T	194		No	254,189	122,415	81,595	2	16	7
Broughton	High	Downtown West	T	194		In-House	262,684	119,833	98,044	2	12	
Carl Sandburg	High	Downtown West	T	240		In-House						
Centennial	Middle	Downtown West	Mod - YR	194		No	121,706	61,360	38,000			
Combs	Elementary	Downtown West	T	194	1	Yes	75,314	47,923	37,354	1	6	7
CrossRoads Flex	Academy	Downtown West	T	194		Yes	20,230	5,950	14,280			
Lacy	Elementary	Downtown West	T	194		No	82,108	26,844	30,617			2
Martin	Middle	Downtown West	T	194		No	166,081	92,408	28,405			3
Mt. Vernon	Ele. & Middle	Downtown West	T	194		No	50,658	19,048	23,281			1
Olds	Elementary	Downtown West	T	194	1	No	42,898	12,834	23,000			
Project Enlightenment	Special	Downtown West	T	194		No	34,488	17,406	17,082			
Root	Elementary	Downtown West	T	194		No	68,756	44,445	27,656			
Wake Young Men's Leadership	Academy	Downtown West	YR	240		No	25,969	45,900	8,286			
Wake Stem	Early College	Downtown West	M	194	1	Yes	27,837	12,844	9,845			
Wake Young Women's Leadership	Academy	Downtown West	M	194	1	No	19,991	18,923	5,579			
Wiley	Elementary	Downtown West	T	194		No	86,435	31,890	17,529			

School	Level	Area	100% Contract	Cost Per School
Athens	High	Downtown West	Contract	\$
Centennial	Middle	Downtown West	Contract	\$
Combs	Elementary	Downtown West	Contract	\$
CrossRoads Flex	Academy	Downtown West	Contract	\$
Lacy	Elementary	Downtown West	Contract	\$
Martin	Middle	Downtown West	Contract	\$
Mt. Vernon	Ele. & Middle	Downtown West	Contract	\$
Olds	Elementary	Downtown West	Contract	\$
Project Enlightenment	Special	Downtown West	Contract	\$
Root	Elementary	Downtown West	Contract	\$
Wake Young Men's Leadership	Academy	Downtown West	Contract	\$
Wake Stem	Early College	Downtown West	Contract	\$
Wake Young Women's Leadership	Early College	Downtown West	Contract	\$
Wiley	Elementary	Downtown West	Contract	\$
Broughton	High	Downtown West	In-house	\$
Carl Sandburg	High	Downtown West	In-house	\$ No Bid Needed

* Instructions See Attachment F
Prices needed for all Contract and In-house schools

Total Price needed for all Contract school.
\$ _____ \$0.00

input required in highlighted spaces only

Bidding Company Name _____ Date _____

Company Rep(Print) _____ Signature _____

Questions for RFP #251-27-075 – Cleaning, Downtown West Region

#	Reference	Vendor Question	Answers
1	General	What is the current contract value for this service annually?	\$768,269.18
2	General	How many restrooms are included, and what is their total square footage?	n/a
3	General	The current incumbent contractor(s) providing these services.	Jay's Building Maintenance, Inc.
4	General	Copies of the most recent awarded contract(s) and any amendments.	This needs to be requested through a public communication request
5	General	The awarded contract value(s) or pricing schedules.	See question #1
6	General	Bid tabulations or evaluation summaries from the previous solicitation(s).	Bid tabulations or evaluation summaries are not available.
7	General	Any publicly available proposal award notices	No award notices are available.
8	General	Could you please send a copy of the latest bid?	
9	General	Do we supply the diamond pads for the Terrazzo?	We provide all scrubbing pads for hard surface flooring including Terrazzo
10	General	Is there a blueprint available for the Downtown West Region School?	Yes, if you are awarded the bid we can get you this information
11	General	Regarding the storage rooms. Who is responsible for getting supplies from the warehouse to stock the storage rooms?	Area Custodial Manager and daytime custodian.
12	General	Attachment F-1: 100% contract: Day Porta - Yes and Yes. Do we supply any day, Portas?	If there is a number in that space, yes
13	General	What is the value of the current contract for these services?	See Question #1 above
14	General	Is the scope of work on this project the same as the current contract? If not, how is it different?	Yes
15	General	Are the custodians working on this contract members of a union? If so, which union?	No
16	Attachment A; Page 27	This section states "The majority of the cleaning duties are to be performed after school hours, Monday through Friday." Please provide any locations where the cleaning schedule deviates from this schedule and provide specific cleaning days and hours for each deviated location.	Emergencies can happen at any time, and you may be called upon to send help if it is available. Some schools require a full-time day person - please see Attachment F (1) for specific locations
17	General	How many students were enrolled at each location last year?	n/a

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18	General	Are badges provided by the school or the contractor? Is the contractor responsible for the cost of employee badges? If yes, what is the cost?	No badges are provided by WCPSS. Yes, contract owners are required to provide some form of identification to their staff. Cost is at your discretion
19	Attachment F (1)	What pricing should bidders provide in Attachment F(1)? Monthly or yearly?	Yearly
20	General	What is the anticipated award date for this project?	July 1, 2026
21	General	What is the contract start date for this project?	Jul 1, 2026
22	General	Please provide a list of addresses at all schools for each group.	google.com
23	Attachment B & Attachment G	Should all floor work tasks listed in Attachment B be built into the "Cost Per School" fields in Attachment F(1) or should pricing for floor work only per provided on a per square foot basis as listed in Attachment G?	Yes, all cost needs to be added to the "Cost per school" column but you would also need to fill out Attachment B as you may be requested to do additional floorwork from time to time.
24	Attachment B; Floor Care	Please provide carpet extraction frequencies for special schools, offices, and warehouses in addition to the frequencies provided for elementary, middle, and high schools.	Once a year
25	Pricing Sheets	Please provide editable versions of all pricing sheets. All Google spreadsheets are currently "read only".	n/a
26	Required Submittals; Pages 1 & 2	Under Attachment D – Company Capabilities Form, the section asks vendors to “provide the number currently employed and available to perform the specifications.” Can you please clarify whether this should reflect the total number of employees vendor currently employs within Wake County, or the proposed staffing plan for the specific region being submitted?	Currently employed and available
27	Execution Section; Page 2	Can Wake County Public Schools confirm whether the authorized signature for proposal submission must be a wet signature, or if an electronic signature is acceptable when submitting through the eVP system?	Electronic Signature
28	Required Submittals Section; Page 5	Attachment D – Company Capabilities Form appears within the RFP package but is not listed within the Required Submittals section. Can WCPSS confirm whether Attachment D must be completed and submitted with the proposal response for this solicitation?	Yes, Attachment D needs to be submitted with each individual proposal.
29	Cost/Price Proposal	Revised cost/price attachment F (1)	Click link below for access to Price Bid Sheet located in google drive: https://docs.google.com/spreadsheets/d/1SNqUs7VmjYfNnir4tXjHuliQRw8NAH7h/edit?usp=sharing&oid=104283733706143715394&rtpof=true&sd=true

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30	General	Who is the current contractor?	See question #3 above
31	General	How long has the current contractor provided services for the district?	20+ years
32	General	What have been the biggest challenges over the last six months?	Consistency
33	General	What is the reason that this contract is going out for bid?	Bid term was up
34	General	What is the current FTE count, both day and night, at each location?	n/a
35	General	What is the current wage of the entry level custodian position?	Our HR determines salary
36	General	What is the current annual contract amount?	See question #1 above
37	General	Would you prefer employee benefits be included in the total contract amount? Or would you prefer they were billed separately?	Employee benefits for contract workers are at the owner's discretion. WCPSS has no control or opinion on that.
38	Staffing and Scope of Work	For similarly sized schools (30,000–80,000 sq. ft.), what staffing levels have historically been used successfully?	2-3 people nightly
39	Staffing and Scope of Work	What percentage of schools typically utilize contractor-provided day porters, and what is the average number of hours requested per week?	Approx. 50%. 40 hours per week.
40	Staffing and Scope of Work	Can you clarify which schools are expected to transition from in-house custodial staff to contracted services during this contract term?	We do not know this information in advance.
41	Staffing and Scope of Work	What is the specific scope of work for the day porter position?	Please refer to scope of work - A - but it may change depending on the needs of the campus.
42	Staffing and Scope of Work	Are there any schools within this region that currently require more frequent floor maintenance than the standard schedule outlined? What is the process for requesting and scheduling additional floor maintenance?	No. The request would come through the Area Custodial Manager of that school.

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43	Performance and Expectations	What are the most common performance challenges contractors face on these contracts?	Consistency
44	Performance and Expectations	What does WCPSS consider a successful first 30 days for a new contractor?	Good working knowledge of each campus
45	Performance and Expectations	What is the expected response time for substitute custodial coverage when requested by WCPSS?	Within an hour
46	Contract Award and Terms	Should vendors expect multiple awards across schools and regions, and is it typical for vendors to be awarded only a subset of schools bid?	One vendor will be awarded to each region. Some regions may be won by the same vendor.
47	Contract Award and Terms	Are there expectations that additional schools or services may be added during the contract term?	Yes
48	General	STAFFING MODELS Zoning Cleaning vs. Team Cleaning (Specialists): Does your current incumbent implement the zoning cleaning or the team cleaning staffing model?	Both methods are used. That will be determined based on the needs of the school
49	General	Are there any issues with the current incumbent? Are there common deficiencies you've encountered with Vendors (past service providers) that proposers should address?	No. Making sure you are properly staffed to handle the workload.
50	General	1) Could you please verify / confirm the total cleanable (net usable) square footage? 2) What is the total net usable square footage? 3) Do you anticipate any portion of the total net usable square footage to remain vacant or unoccupied over the next 12 months, and if so, for what duration? 4) Will unoccupied buildings or facilities impact the scope of services and/or staffing?	<ol style="list-style-type: none"> 1. All net cleanable square footage is listed on Attachment (F)1 2. We identify usable sq ft as cleanable sq ft - see Attachment (F)1 3. n/a 4. Yes
51	General	Can you provide the historical annual spend? What is the monthly spend and/or budget range for these services? Are there rate increases annually? If so, is it done through CPI or negotiation? Is	<ol style="list-style-type: none"> 1. No 2. The awarded amount is divided into 12 equal monthly payments

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		there a cap on allowable rate increases (e.g., due to inflation or wage hikes) during the contract term?	3. You will be able to request a 1.5% increase on year 4 and 5 depending on performance and funding
52	General	Are there minimum staffing or coverage requirements by site?	No
53	General	What APPA level should we plan for regarding cost?	Performance levels need to remain high
54	General	What quality assurance metrics or reporting capabilities are most important when monitoring vendor performance?	Consistency
55	General	How many holidays are there that don't require coverage of staff?	11
56	General	EVENTS SERVICES/SUPPORT: What is the minimum amount of day porters and hours required per event? How many events per year? What is the average number of events per school?	Highly varies depending on school and funding
57	Page 44, Attachment F	Will you provide copies of the floor plans for all schools?	Yes, if you are awarded the region
58	Page 44, Attachment F	Will you provide the square footage by floor type? Adding VCT and terrazzo?	Carpet and hard flooring numbers are already listed on Attachment (F)1.
59	Page 6 of Attachment A, Account Manager	Will service providers have access to the district's wifi network for communications, inspections, and quality assurance?	No
60	Page 6 of Attachment A, Performance-Based Criteria and Inspection	Is the district satisfied with the current service providers? Are there any issues to be known?	Yes
61	General	Who is the current contractor for this region?	See question #3 above
62	General	What is the value of the contract for each region?	See question #1 above
63	General	Is it your preference to award each region to a separate vendor, or might you award multiple regions to one vendor?	We do not have a preference and yes one vendor may be awarded more than one region
64	Page 1 of Attachment B,	Are there sinks in the janitor closets?	In most

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	Contract Cleaning Specifications		
65	Page 12 of Attachment A, Equipment	<p>Could you provide a list of district-provided equipment available for the contractor's use at each location?</p> <p>For the provided equipment list, could you include the equipment's age and whether it is currently working?</p> <p>Does each school have auto scrubbers?</p> <p>Does each school have burnishers?</p>	Contractors need to have their own floor equipment, vacuums and burnishers. Auto scrubbers are on site and can be used for scrubbing the floor nightly only, cannot be used for stripping and waxing.
66	Page 8 of Attachment A, Substitute Custodians/Day Porters	Are we expected to clean the cafeteria tables during lunch times?	No
67	General	Is the contracted cleaning company responsible for your recycling program, and if so, to what extent?	No
68	Page 11 of Attachment A, Schedule of Cleaning	Are there specific hours when the contracted cleaning company is allowed in the building?	Usually, 30 minutes after the last bell and no later than the first morning arrival usually around 6am
69	Page 12 of Attachment A, Equipment	The RFP states, "Upright vacuum cleaners are prohibited." Is this correct?	Yes
70	Page 12 of Attachment A, Equipment	Will any vacuum cleaners be provided by the district? If "yes," please provide the type of vacuum cleaner.	No. We prefer proteam backpacks or an equivalent
71	Attachment F, 100% contract column	Will the contractor need to provide cleaning tools and equipment for "in-house" employees at mixed labor facilities?	No
72	Attachment F, "Prices needed for all Contract	Is the contractor providing cleaning tools for Wake County "in-house" employees?	No

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	and In-house schools”		
73	Page 12 of Attachment A, Consumable Supplies	What is the process for requesting consumables at each school?	Area Custodial Manager will handle all consumables
74	General	Will the selected custodial vendor be provided with an office?	No
75	Page 1 of Attachment B, Contract Cleaning Specifications	Will Wake County Schools be providing pads for Autoscrubbers?	Yes
76	General	Are there any minimum wage requirements?	No
77	General	Are four (4) separate proposals required if a service vendor elects to bid on all four RFPs? Or can a single proposal with 4 unique pricing pages, one for each RFP?	Yes, you must submit four (4) separate proposals.
78	Attachment F, 100% contract column	<p>23. In the RFP building list, there is a column listed as 100%. Referring to “G. 100% Contract refers to those schools where a contractor currently provides all custodial services, to include the full complement of day-time custodians. No WCPSS custodians work at these sites.”</p> <p>a. Does “in-house” in the 100% column represent that no contracted employees will need to be priced in those locations?</p> <p>a. Does “No” in the 100% column represent that only night cleaners will be priced at these locations?</p> <p>i. Could you provide the current night cleaning hours or staffing numbers for these facilities?</p> <p>a. Does “Yes” in the 100% column represent that day porters and night cleaners will be priced at these locations?</p> <p>Could you provide the current or preferred day and night cleaning hours, or staffing numbers, for these facilities?</p>	<p>A. That is correct</p> <p>B. That is correct</p> <p>C. Only night staff is needed</p> <p>D. No, as we do not track hours or staffing numbers</p> <p>E. Yes. You will need to provide an 8 & ½ hr day person (½ for lunch) and night cleaning staff - hours and amount of staff at contractor discretion</p>

79	Page 12 of Attachment A, Equipment	Will basic cleaning tools, such as janitor carts, brooms, dustpans, and rags be provided by Wake County?	Yes
80	Attachment F, Row 3	Please provide the net cleanable square footage, hard-surface floor square footage, and carpet square footage for Carl Sandburg High School.	No bid is needed on this location

WITH THE POSTING OF THIS ADDENDUM, THIS RFP WILL BEGIN A "QUIET PERIOD UNTIL IT IS OPENED"

NO NEW QUESTIONS CAN BE ANSWERED

1. Check **ONE** of the following options:

Bid has **not** been submitted. **Any changes** resulting from this addendum are included in our bid.

Bid has already been submitted. **No changes** resulted from this addendum.

Bid has already been submitted. Changes resulting from this addendum are as follows:

Execute Addendum:

Bidder:

Authorized Signature: _____

Name and Title (Typed): _____

Date: _____