

**LANSING SCHOOL DISTRICT  
CUSTODIAL, GROUNDS, AND  
MAINTENANCE/REPAIR SERVICES**

**REQUEST FOR PROPOSALS (“RFP”)**

January 12, 2024

Addendum 2  
Clarification Request Responses  
Lansing School District Sample Calendar  
Updated Attachment C

Lansing School District Custodial, Grounds, and Maintenance / Repair Services  
Response to Requests for Clarification

1.12.24

1. Would we as the contractor be responsible for providing consumables, such as paper towel, toilet paper, trash bags, etc?

Yes, please refer to section 4.5.1.

2. On page 15, section 4.5.1 it states that the cost of supplies, materials, chemicals, and equipment shall also be stated as a separate unit price. Would you like this to be added on the pricing page, even though there is not a spot for it currently?

Please see updated attachment C.

3. How many holidays are observed each year by the district and how many total workdays are required each year?

Please refer to attached example calendar.

4. Would building custodians have access to a school computer for work order software purposes?

Yes.

5. If a school related or non-school related event happens on the weekend, are those events billable or should the cost of those events be included in the contract amount?

Please refer to section 4.3.1.4.

6. Can you provide the number of skilled, general maintenance, and grounds positions that the district is looking for?

Each respondent to the RFP should determine the number of positions needed based on the requirements of the RFP.

7. Are you looking for a set number of employees so it's an apples to apples bid, or are you wanting us to come up with the number of employees based off our experience?

Each respondent to the RFP should determine the number of positions needed based on the requirements of the RFP.

8. Is there a starting wage the district requires?

No. However, current custodians are in the AFSCME union.

9. Is office space provided for our supervisors?

Yes, for senior level management.

10. Can you provide a list of custodial equipment with the age of the equipment listed?

Not at this time.

11. Is there a limited number of representatives per company that can participate in the pre-bid meeting/site walk?

Yes, representatives are limited to two (2) per company.

Example for Lansing School District  
RFP for Custodial, Grounds, and Maintenance/Repair Services

**2023-2024 School Year**

| July 2023 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        | 31 |    |    |    |    | 21 |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    | 1  | 2  | 3  | 4  | 5  |
| 6      | 7  | 8  | 9  | 10 | 11 | 12 |
| 13     | 14 | 15 | 16 | 17 | 18 | 19 |
| 20     | 21 | 22 | 23 | 24 | 25 | 26 |
| 27     | 28 | 29 | 30 | 31 |    |    |
|        |    |    |    |    |    | 23 |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
|           |    |    |    |    |    | 21 |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |
|         |    |    |    |    |    | 22 |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 |    |    |
|          |    |    |    |    |    | 22 |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    | 21 |

Note: Good Friday holiday to be recognized on March 22, 2024

| January 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |
|              |    |    |    |    |    | 23 |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 |    |    |
|          |    |    |    |    |    | 21 |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    |    | 1  | 2  |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  |
| 10    | 11 | 12 | 13 | 14 | 15 | 16 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |
| 31    |    |    |    |    |    | 21 |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 |    |    |    |    |
|       |    |    |    |    |    | 22 |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    | 1  | 2  | 3  | 4  |
| 5   | 6  | 7  | 8  | 9  | 10 | 11 |
| 12  | 13 | 14 | 15 | 16 | 17 | 18 |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 |
| 26  | 27 | 28 | 29 | 30 | 31 |    |
|     |    |    |    |    |    | 23 |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    |    | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   |    |    |    |    |    | 20 |

Holidays

### Attachment C - Proposal Form

Proposer shall provide necessary information including but not limited to the information below. Proposer can attach additional pages as necessary to provide additional information or explanation.

#### Proposer Information:

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#### Pricing Terms:

Base Bid: \$ \_\_\_\_\_

Custodial Amount: \$ \_\_\_\_\_ \*

Grounds Amount: \$ \_\_\_\_\_ \*

Maintenance Repair Amount: \$ \_\_\_\_\_ \*

\*Total should equal Base Bid

Annual Price for proposer to furnish all supplies, materials, chemicals and equipment per Section 4.5.1  
\$ \_\_\_\_\_

Required Alternate No. 1: (plus/minus) \$ \_\_\_\_\_

Required Alternate No. 2: (plus/minus) \$ \_\_\_\_\_

Required Alternate No. 3: (plus/minus) \$ \_\_\_\_\_

Required Alternate No. 4: (plus/minus) \$ \_\_\_\_\_

Optional Alternates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_