

## Addendum #2

### RFP #WRESA-42-2025-2026-10 JANITORIAL SERVICES

#### Revisions

**R1.** Section 1.3 Scope of Work, E. Work Schedules: 6. DAILY WORK SCHEDULE – Burger Baylor Building: Custodian SA – M 6:30 pm – 6:30 am **CHANGE TO** Custodian SA – M 6:30 **am** – 6:30 am.

**R2.** Attachment A – Pricing Schedule - Clarification/Update to Table:

Line-Item Description	Total Fee Year 1 (7/1/26 – 6/30/27)	Total Fee Year 2 (7/1/27 – 6/30/28)	Total Fee Year 3 (7/1/28 – 6/30/29)	Total Fee Optional year 4 (7/1/29 – 6/30/30)	Total Fee Optional year 5 (7/1/30 – 6/30/31)
Wayne RESA Education Center per year	\$	\$	\$	\$	\$
Wayne RESA Burger Baylor per year	\$	\$	\$	\$	\$
Wayne RESA Early Childhood Center per year	\$	\$	\$	\$	\$
Wayne RESA Annex per year	\$	\$	\$	\$	\$
<b>GRAND TOTAL (ALL BUILDINGS) PER YEAR</b>	\$	\$	\$	\$	\$

#### Questions and Answers

**Q.1.** What is the average completion time for background checks?

**A.1.** The background check process is extensive, and the completion time may vary.

**Q.2.** Is an account manager required at each building?

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**A.2.** Per the RFP: WRESA expects to have an account manager onsite daily at the WRESA Education Center, the Annex, and the Burger Baylor Building. This account manager should float between locations ensuring the operations and cleanliness expectations are being met at all buildings. This account manager should have hiring manager authority and should be available to deal with issues in a timely manner. It is expected that the account manager should be regularly onsite between business hours and after hours to do inspections and to meet with WRESA staff to ensure client satisfaction is at the highest level.

**Q.3.** Can you please clarify the custodian staffing schedule in Burger Baylor over the weekend? It states that Saturday to Monday coverage is 6:30 PM to 6:30 AM in the RFP, with a gap from 6:30 AM to 6:30 PM on Saturday.

**A.3.** Thank you for bringing this to the attention of Wayne RESA, and please excuse the error in the RFP. The shift for Saturday to Monday is 6:30 **AM** to 6:30 **AM**. Please see Revision 1 (**R1.**) at the beginning of this document.

**Q.4.** Is the overnight staffing at Burger Baylor due to students in the building overnight?

**A.4.** No, it is to ensure expectations for cleaning are met without excuse and provides the opportunity for the vendor to stay current on all requirements.

**Q.5.** As it pertains to pricing, what dates should we fill in on the pricing attachment?

**A.5.** July 1 through June 30. Please see Revision 2 at the beginning of this document.

**Q.6.** Do subcontractors that are approved to work over a holiday break require background checks?

**A.6.** If the work being completed is a one-time special project, then no.

**Q.7.** Is there a 2% administrative fee?

**A.7.** Yes, this is a cooperative Contract. Some vendors choose to include the administrative fee in their prices, and other vendors just add the 2% fee to their normal business costs or overhead.

**Q.8.** Do supplies need to be turned into Wayne RESA? Can vendors mark-up products?

**A.8.** Wayne RESA should only receive a monthly billing for services provided from the awarded vendor. Supplies and/or products (consumables) should be included in the pricing submitted in the proposal.

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**Q.9.** What will the floor be in the Early Childhood Center?

**A.9.** The floor in the Early Childhood Center will be carpeted.

**Q.10.** How many restrooms are in the Burger Baylor building?

**A.10.** Please see Attachment C, pages 30-31.

**Q.11.** Are the whiteboards used heavily in the Burger Baylor building?

**A.11.** Whiteboards are used occasionally, and projectors are primarily used.

**Q.12.** Is there closet space on the second floor of the Wayne RESA Education Center building?

**A.12.** Yes, there is closet space on the second floor. However, the majority of the janitorial closet space is on the first floor.

**Q.13.** Insurance Requirements, Umbrella insurance: We currently have \$1,000,000 coverage. Would you accept our current coverage, or would we need to increase our limit?

**A.13.** As this is part of the terms and conditions, this may be requested during negotiations.

**Q.14.** Insurance Requirements, Crime coverage: We do not have crime coverage but will be fully responsible for any theft that occurs – would you be able to waive that requirement?

**A.14.** As this is part of the terms and conditions, this may be requested during negotiations.

**Q.15.** On page 9, section D, regarding the consumable supplies requirement: are you able to provide us with which buildings require stripping and waxing?

**A.15.** The Wayne RESA Education Center and Burger Baylor building require these services. However, VCT is gradually being removed as remodeling continues.

**Q.16.** Attachment B states: All buildings state that we are to complete bi-annual tasks during winter and spring breaks, respectively. Do we still perform the daily tasks (minus porters) during these breaks as well, or just the bi-annual and annual tasks?

**A.16.** Yes, daily tasks are expected to continue during breaks.

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**Q.17.** Attachment B states that we are to perform carpet cleaning and stripping in all buildings. Are you able to provide us with a list of what rooms in each building have VCT and which have carpet?

**A.17.** Every classroom in the Burger Baylor building features both types, while certain areas within the Wayne RESA Education Center do as well.

**Q.18.** Page 2, Contract Start Date states: Since the contract terms state that the contract is from July 1st – June 30th, will there be janitorial services provided over the summer?

**A.18.** Yes, janitorial services will continue through the summer months.

**Q.19.** What is the estimated square footage of the gym in the Burger Baylor Building?

**A.19.** The gym at Burger Baylor is labeled 51'4" x 80' (4,106.66 sq ft)

**Q.20.** We would like more details regarding the duties and expectations for this shift (Sat-Mon 6:30 PM-6:30 AM). Specifically, is this individual expected to work alone in the building for the full 12-hour shift? Given safety considerations, are there alternative staffing expectations or flexibility for this overnight weekend coverage?

**A.20.** The overnight coverage is non-negotiable and is a requirement. The awarded vendor should decide how to cover this shift, as long as it has seamless coverage.

**Q.21.** Are there any minimum wage requirements, prevailing wage requirements, or compensation guidelines that contractors must follow for this contract?

**A.21.** No.

**Q.22.** Attachment B – Section: Wayne RESA Education Center Cleaning Schedule, Daily Tasks: Is the hourly cleaning/restocking required at all facilities and for all restrooms, or only certain locations/times? Please clarify the restroom cleaning frequency for each facility.

**A.22.** As stated in Attachment B of the RFP, only the Wayne RESA Education Center restrooms need to be cleaned on an hourly basis.

**Q.23.** Is there designated storage space for consumables at each facility, and are there any restrictions or requirements regarding inventory levels or delivery schedules beyond the two-week minimum?

**A.23.** Yes, each facility has designated storage space available. There are no restrictions or requirements beyond the two-week minimum. All shipping must be

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received by the awarded vendor. Wayne RESA staff will not be responsible for receiving deliveries.

**Q.24.** Is the gymnasium floor at the Burger Baylor Building to be stripped and waxed annually only, or are there additional requirements for interim maintenance?

**A.24.** There are no additional requirements.

**Q.25.** Are there any additional biohazard cleaning requirements, protocols, or certifications required for staff beyond what is listed in Attachment B?

**A.25.** No.

**Q.26.** Will the Early Childhood Center be included in the contract scope at the start date, or is its inclusion contingent on completion of renovations? If so, when is it expected to be added?

**A.26.** Renovation of the Early Childhood Center is expected to be completed around August 2026. Services will begin upon completion of the renovations.

**Q.27.** Can you confirm the evaluation criteria and scoring methodology for this solicitation, including the weighting of technical and pricing factors?

**A.27.** As stated in Section 3.8 Evaluation Criteria of the RFP:

	<b><i>Technical Evaluation Criteria</i></b>	<b><i>Points</i></b>
1.	<b><i>Sections 1.3 through 1.9 – Including but not limited to the following: Scope of work, adherence to requirements, service capabilities, management and staff, etc.</i></b>	<b><i>50</i></b>
2.	<b><i>References – Section 2.2</i></b>	<b><i>35</i></b>
3.	<b><i>Management and Staff – Including but not limited to the following: qualifications and experience of the proposed staffing (Section 1.10).</i></b>	<b><i>15</i></b>
	<b><i>Total Points Possible</i></b>	<b><i>100</i></b>

*Award shall be made to the most responsible vendor whose proposal is determined to be best value to Wayne RESA taking into consideration the terms and conditions set forth in this RFP. A valid and enforceable Contract exists when an agreement is fully executed between Wayne RESA and the Contractor.*

*In determining the best value, Wayne RESA will review and consider the technical evaluation criteria and pricing. Proposals receiving **80** or more technical evaluation points (see table above) will have pricing evaluated and considered for award.*

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**Q.28.** Are there any requirements for exterior grounds cleaning (e.g., litter pickup, snow removal, landscaping) included in the scope of work?

**A.28.** No.

**Q.29.** For cleaning windows at higher elevations and machine scrubbing of tile floors, are there any requirements for lifts, scaffolding, or other specialized equipment? If so, who provides it?

**A.29.** Wayne RESA has no requirements for completing this.

**Q.30.** Are there any liquidated damages, penalties, or financial consequences for non-performance, missed shifts, or failure to meet cleaning standards?

**A.30.** Per the RFP, the Contract may be canceled after three notifications of failure to meet standards due to missed shifts or inadequate cleaning.

**Q.31.** Has the current FTE staffing model been sufficient to provide the necessary services to the district?

**A.31.** Yes, the current FTE model is sufficient and necessary to service Wayne RESA's needs and satisfy the district's expectations. The awarded vendor is expected to maintain appropriate staffing levels to fulfill the expectations clearly stated in the solicitation.

**Q.32.** What is the reason(s) for this contract going out to bid?

**A.32.** The current Contract that Wayne RESA has is set to expire.

**Q.33.** What are the current pay rates of the custodial staff?

**A.33.** Wayne RESA does not determine or set the pay rates for the awarded vendor's custodial staff.

**Q.34.** Can you provide an equipment list for each location?

**A.34.** Wayne RESA expects the awarded vendor to provide the proper equipment needed to meet the expectations outlined in the solicitation.