



## **POUDRE SCHOOL DISTRICT R-1**

**IFB #21-703-001**

### **CUSTODIAL CLEANING SERVICES**

#### **Addendum 1.0**

**ADDENDUM POSTING DATE:** Wednesday, July 29, 2020

**IFB CLOSING DATE:** **Thursday, August 6, 2020, 2:00 p.m. MST**

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**The following clarification questions were asked during the mandatory virtual pre-bid conference conducted on Monday, July 27, 2020 at 2:00 p.m. (MST).**

- 1) When school is not in session during summer months, will these administration buildings still need to be cleaned?

The buildings in this solicitation will still be utilized during summer months and will still require the cleaning services identified in this solicitation.

- 2) Does the District plan to award this IFB to one or multiple contractors?

As noted in section 4.1 of the IFB document, award shall be made to one or more responsive and responsible service provider(s) meeting the specifications and deemed to be in the best interest of the District.

- 3) Please clarify are the square footage figures provided in the bid the total square footage for each building or the total square footage to be cleaned?

The total cleaned square footage between the sites listed in Exhibit B is 162,150.

The following figures are the square footage cleaned for each of the 3 buildings. These 3 buildings are the only ones with significant difference between total square footage and total square footage cleaned.

- District Support Complex cleaned square footage is: 13,000
- Cooper Home cleaned square footage is: 1,400 (total square footage is also 1,400)
- South Bus Terminal cleaned square footage is: 6,000

4) Are floor plans available for each building?

Due to security concerns for staff and students, the District will only share out floor plans associated with this IFB to the awarded service provider(s).

5) Who currently cleans these buildings?

Poudre School District custodial staff has been currently cleaning these facilities.

6) Do any of the buildings listed in this IFB have gym floors? If so, will they need to be cleaned with scrubbers? If so, will the service provider have to provide the scrubber?

Fullana does have a gym floor (VCT with wax), that is currently not used for physical education and may be transitioning to a multi-purpose room in the near future. The floor receives light use and a scrubber is not required to clean this floor.

7) Will the awarded Service Provider(s) be responsible for stripping and waxing floors as part of this IFB?

No. The District will continue to strip and wax floors in house.

8) Is the District set on one price per square foot for all buildings or would the District consider a price per square foot for each building?

The District will consider a price per square foot cleaned for each building (per month) as well as one price per square foot cleaned for all buildings combined if awarded. A revised bid form has been included with this Addendum 1. Please complete and submit the revised bid form provided with Addendum 1 with your bid response.

9) Can the District provide a fixture count for the identified buildings?

JSSC	34
ITC	14
District Complex	40
Fullana	29
Partnership	6
Poudre Global Academy	34
Cooper Home	4
Warehouse	12
South Bus Term.	22
Boys and Girls Club	18

10) Will the District require enhanced sanitization due to current circumstances?

Yes. High-touch surfaces will require disinfecting each night. No cross contamination is allowed and awarded Service Provider(s) will be required to use District provided disinfectant(s).

11) Will the District provide any additional supplies in addition to disinfectant?

Please refer to sections 3.10.1 and 3.10.2 of the IFB document.

12) To confirm, the District is looking for a price per square foot cleaned.

Yes. The total square footage cleaned (per month) should be priced. Unoccupied square footage should not be taken into consideration for pricing.

**The following are corrections to the IFB document:**

13) The total square footage noted for Cooper Home is listed as 14,000 square feet.

The correct total square footage for Cooper Home should be 1,400 square feet.  
The square footage cleaned for Cooper Home is also 1,400 square feet.

14) Professional Liability coverage will not be required for this IFB. The revised insurance language and limits for this solicitation are as follows:

**7.0 Insurance.** Service Provider shall procure and maintain the required insurance specified below for the duration of this Agreement, which insurance shall be written for not less than the amounts specified or greater if required by law. Specified coverages and amounts may be provided by a combination of a primary policy plus an umbrella or following form excess policy. If not otherwise required by law, lower amounts may be acceptable upon review and written approval by the District’s Director of Records and Risk Management. All insurance shall be with a carrier licensed in the state of Colorado and shall have a minimum A.M. Best rating of A-VII. Service Provider shall furnish the District’s Director of Records and Risk Management with certificates of the required insurance prior to the District’s approval and signing of this Agreement, and with renewal certificates prior to the expiration of any required insurance that expires during the term of this Agreement. Certificates of Insurance and all communication regarding insurance shall be sent to:

Poudre School District  
Attention: Risk Management  
Email: [risk@psdschools.org](mailto:risk@psdschools.org) (preferred method of communication)  
2407 Laporte Ave  
Ft. Collins, CO 80521

Any insurance and/or self-insurance carried by the District is excess of the coverage extended to the District by Service Provider. Service Provider shall provide at least thirty (30) days’ advance written notice to the District prior to cancellation, change of coverage, or non-renewal. The insurance requirements specified in this section 7.0 shall not reduce the indemnification liability that Service Provider has assumed in section 7.1.

### **Commercial General Liability**

#### Minimum Limits

- a. Each Occurrence Bodily Injury & Property Damage \$2,000,000
- b. General Aggregate \$3,000,000
- c. Policy shall be endorsed to include master key coverage.
- d. Policy shall be endorsed to include coverage for “care-custody-control” (Bailee/Bailor coverage) property of others.
- e. Coverage must be written on an “occurrence” basis.
- f. Poudre School District R-1 and its elected officials, employees, agents, and volunteers shall be named as an additional insured and shall be insured to the full limits of liability purchased by the Service Provider even if those limits of liability are in excess of those required by this Agreement.

### **Crime Coverage**

The policy shall include:

- a. Coverage for all directors, officers, agents, and employees of the Service Provider.
- b. Employee dishonesty, forgery and alteration, monies and securities, and computer (cyber) crime.
- c. Extended theft and mysterious disappearance.

- d. The policy shall not contain a condition requiring an arrest and conviction.
- e. Policy must be endorsed to cover Third Party Fidelity and include Poudre School District R-1 as a Loss Payee.

If the Service Provider is physically handling money at a Poudre School District R-1 location, the crime insurance policy must include coverage for Employee Theft of Client Property.

Minimum Per Loss Limit	\$1,000,000
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**Commercial Automobile Liability Providing Coverage for Owned, Non-Owned, and Leased or Hired Vehicles (Only required if Service Provider operates vehicles in performing any services under this Agreement)**

Bodily Injury & Property Damage Combined Single Limit Minimum	\$1,000,000
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**Workers' Compensation and Employers' Liability\***

Minimum Limits

- a. State of Colorado Statutory
- b. Employer's Liability \$500,000 Each Accident  
\$500,000 Disease – Policy Limit  
\$500,000 Disease – Each Employee
- c. Waiver of subrogation in favor of Poudre School District R-1.

\* This requirement shall not apply if Service Provider is exempt under the Colorado Workers' Compensation Act AND if Service Provider has a current Workers' Compensation Coverage Rejection on file with the Colorado Department of Labor and Employment, Division of Worker's Compensation.

**7.1 Indemnification**

Service Provider shall indemnify and hold harmless the District and the District's Board members, employees, representatives and agents from and against any and all liability arising from any suit, action, grievance, charge or proceeding brought in connection with or related to Service Provider's operations, provision of Services and/or conduct of any of its employees, volunteers, agents or representatives. The indemnification and hold harmless obligation hereunder shall include all attorney fees, costs and expenses incurred by the District and/or the District's Board members, employees, representatives and/or agents in defense of said suits, actions, grievances, charges and/or proceedings. Nothing in this section 7.1 or otherwise in this Agreement shall be construed in any way or applied in any manner as a compromise or waiver of the District's rights and protections under the Colorado Constitution or the Colorado Governmental Immunity Act.

