

Addendum #1

Contract Monitoring for Integrated Facilities Management Contract with Two Option Years (FY25 & FY26)

Issue Date: Tuesday, October 31, 2023

Bids Due: Thursday, November 16, 2023 at 1:00 PM

1. Are there certain days or hours that the Contract Monitoring Team cannot access the schools or administrative buildings to conduct quarterly site visits?

Site visit schedules will be made in consultation with the PPSD facilities team to avoid conflicts with important school activities such as testing. In general, holidays, weekends or inclement weather days would be the only exceptions. If a weekend day is best for logistics without students, this can be on a case/case basis to coordinate access.

2. Will parking be made available at each building during scheduled site visits?

Providence is an urban district, parking is not guaranteed. Most parking will be on the street.

3. During site visits, will the Contract Monitoring Team require an escort by a School District or ABM employee?

A member of the PPSD Facilities team will escort when students are present in buildings

4. Given the number of buildings and contract requirements within the Providence Public School District, do you expect a certain percentage of buildings to be reviewed each quarter? Please clarify.

PPSD requires a minimum of 10 facilities viewed (~25%) for each quarterly report

5. Will the hired consultant have access to the Computerized Maintenance Management System to evaluate and measure performance related to timeliness of task completion, work order management, productivity, PM scheduling, etc.?

Yes

6. After the School District's receipt and response to RFP questions, will the School District consider any revisions to the stated Deadline for Proposal Submission?

Not at this time, but PPCS reserves the right to extend if needed.

7. Does the School District prefer the structure of the Bidder Response to follow the outline offered in RFP Section V: Proposal Requirements – OR – that offered in the table shown in RFP Section IX: Evaluation of Proposals? Please clarify.

Outline in Section V.

8. On Page 2 of the RFP, under Notice to Vendors, General Terms, Item 2, the following statement is made: "A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law Section 7-1.2-1401 et seq. as amended)." Does this apply to an LLC registered in another state, which is not a corporation? Please clarify this requirement.

According to RIGL 7-1.2-1401(12): Acting as a member of a limited-liability company which has registered with the secretary of state as provided in § 7-16-49.

<http://webserver.rilin.state.ri.us/Statutes/TITLE7/7-16/7-16-54.HTM>

9. On Page 3 of the RFP, under Notice to Vendors, General Terms, Item 20, the following statement is made, in part: "The contract shall be in effect from the date of award through June 30, 2024 ...". The work of quarterly reviews will presumably be done in the month following the end of a quarter. Please clarify the intent of Providence Public Schools as to how the review of the quarter ending on 30 June 2024 will be done if the contract is no longer in effect. Please note this issue may apply to all ending quarters of the awarded consulting contract periods.

PPSD is flexible on the dates by which the 4th quarter report is received. 4th quarter billing will need to be processed by or before 6/30 to align with the school fiscal year on year one and subsequent option years, if awarded.

10. On Page 12 of the RFP, under II. Scope of Work and Key Deliverables, during the onboarding period, the following item is required: "Develop an IFM contract reference document". The RFP has no further explanation as to the expected content of that contract reference document. Can Providence Public Schools please clarify its intent in this regard?

PPSD would look to the awarded party, as a subject matter expert in contract monitoring services, for guidance to collaborate and develop said document.

11. On Page 13 of the RFP, under IV. Timeline for Implementation, Year 1 and Option Year periods are shown. The original RFP for the contract awarded to ABM Industries indicated that the contract would have a Base Period of 35 months and two Option Periods of 2 years each, for a potential total duration of 83 months. Can Providence Public Schools provide its intent for any potential services beyond the timeline shown in this RFP?

PPSD will go to bid at the end of the term process. If ABM is awarded contract option years, the district will reevaluate and rebid as needed.

12. On Page 13 of the RFP, under V. Proposal Requirements, the content states a requirement for "Proposed fees for service for each period as follows: Each period listed in Section IV: Timeline for Implementation, and Total for each year and total for contract". Since these fees are being submitted at this time for future work that will be done over a time frame of approximately 3 years, are future fees subject to adjustment over time using Consumer Price Index (CPI) or other similar factors? Please clarify

PPSD requires all bid pricing to be fixed to include fixed pricing for base period, option year one and two, until the 35-month base period expires. PPCSD will not allow adjustments for CPI, or similar factors, and will not reimburse for travel expenses, mileage, hotel, food or other.

13. Would you be able to provide a list of locations in scope including:
- Address
 - Square footage
 - Age of buildings
 - Owned or leased
 - Scope of work per each site (ie., landscape/grounds, snow, hardscape, etc.)

Please see attachment with information on #15

14. What Work Order (CMMS) is being used across the portfolio?

Vytal

15. Please provide a copy of the existing ABM org chart identifying the ABM POC/role we'd be interfacing with.

ABM account manager (1), IFM managers (2), zone managers (3), custodial (1)/grounds (1)/trades (1) supervisors. Full contact list provided upon award.

16. The plan is to have the consultant review a cross-section of school properties and administrative areas of PPSD, what is considered to be the volume of sites reviewed?

PPSD requires a minimum of 10 facilities viewed (~25%) for each quarterly report.

17. Include RFP specs from service provider RFP.