

**Questions by Vendors: District Answers are in Red. Vendor Questions are in Black.**

1. Can we receive a final Excel Sheet of all Facilities that includes physical addresses, square foot info and original construction date?

**Information provided in RFP. We will update the square footage to include just building size for each facility**

2. Could you please confirm / resend your overall facilities budget with emphasis on existing payroll – rates of pay / salary along with benefit load and split of single vs. family on health?

A. Current Staffing counts and functions along with any details associated with shift scheduling, Zones of Coverage etc.

**Currently have 1 supervisor, 6 custodians, and 1 maintenance employee.**

- 1 custodian at - Grandport Elementary (1pm to 9pm)
- 1 custodian at – Bunche School (1pm to 9pm)
- ½ custodian at - John F. Kennedy School (1pm to 3pm)
- 1 ½ custodians at – Ecorse High School (1pm to 9pm)
- 1 day custodian – All Properties (6am to 2pm)
- 1 midday custodian – Grandport and Bunche (11am to 7pm)
- 1 maintenance employee – All Properties (7am to 3pm)
- 1 Supervisor – 24 hours

**The average hourly rate is \$18.85. They currently receive holiday pay, 1 additional paid week off between Christmas and New Year’s Day. Benefits are approximately 56% of each employees currently salary including longevity.**

B. Existing org chart would be beneficial to us to show methods and hierarchy of supervision along with current wage rates and benefits for all.

**The org Chart:**

**Supervisor  
Custodian and Maintenance**

3. What CMMS is currently in place and is it fully populated with Assets and PM Schedule?  
**Yes - Schooldude**
4. Will the contractor use ECORSE’s existing CMMS or is it desired that the contractor be responsible for providing and populating a new CMMS system?

**Contractor can use the current system or provide an alternative that is cost neutral.**

5. Could we get a report of work orders completed and open for the last 12 months by craft and by school?

**Yes. We will provide in a separate attachment. (A)**

6. Who currently administers CMMS System? Will it be are responsibility to field calls and requests?

**Maintenance Supervisor. Yes.**

7. How many maintenance people hold licenses and if so and what licenses do they hold, i.e. EPA Universal, Electricians, Plumbers, Locksmith...

**None**

8. How much handyman type maintenance is handled by lead/day custodians? i.e. Light Bulb changing, Toilet or sink issues, ceiling tile replacement, filter changing??

**Currently this is managed by the maintenance person. It is open to be defined by the bidder.**

9. What DDC system(s) are in place and is there a contract in place to maintain?

**Unknown acronym (DDC)**

10. Do any performance contracts exist?

**No performance contracts currently exist.**

11. Is the contractor responsible for carrying service contracts above and beyond capabilities of on site staff for HVAC, Plumbing, and Electrical?

**Yes**

12. Will the contractor be responsible for ALL cosmetic repairs or will cosmetic project costs be the responsibility of ECORSE with the provider sourcing the bids and managing the jobs?

**Contractor will initiate and manage proposed provider and the district will approve, manage the provider.**

13. How many vehicles exist currently and are they to be assumed by the new provider at a negotiated or depreciated cost. What are the estimated values for each?

**3 Vehicles are owned by the district and are at minimum value. District will maintain title to vehicles, however all other expenses will be assumed by the contractor. If the contractor would like to purchase new vehicles, the contractor will assume title and cost.**

**14. Does the District have shop, test, and diagnostic tools?**

**N/A**

**15. Who will be responsible for all high tension / voltage service and repairs?**

**The contractor will be responsible for overseeing the service and repairs for all high tension/voltage service and repairs.**

**16. Some of the plants at the site may require skilled electrical / refrigeration and or boiler operators. Does any of the existing staff working in such capacity hold required formal licenses?**

**N/A**

**17. Who should handle other contracts for third party vendors e.g.**

- Water treatment**
- Vertical Transportation**
- Pest Control**
- Gensets – Load Testing & Service**
- Interior Fire Alarms / Life Safety Equipment incl. extinguishers, EM & EX Lts etc.**
- Chiller Special Service incl. eddy currents etc.**
- Boiler Special Service (tune ups, insurance inspections & emissions test)**
- Building Automation or any aged controls**

**The district will assume cost but the contractor will support and oversee implementation.**

**18. Does ECORSE wish for all contract costs to reside with the new provider and be invoiced for total monthly all inclusive service?**

**The district will assume contract costs.**

**19. Does ECORSE wish GCA to provide ALL maintenance supplies?**

**Supplies are currently a district cost, but we will seek to have the contractor assume responsibility for all supplies. The district currently has a contract for supplies but will defer supply acquisition to the company upon selection.**

20. Assuming not all plant or mechanical equipment is in satisfactory running condition. Whose responsibility is it to return the equipment to satisfactory condition or is it planned merely to keep plant and mechanical equipment operational until capital funds kick in?

**Any items owned by the district that need immediate repairs will be a district responsibility.**

21. Regarding repairs. Still to be determined if we are to provide maintenance supplies but how are repairs and replacements to be handled? Are we to include a financial sum to cover repairs / replacements up to a certain threshold? Please advise. For Example:

- A. If a threshold is identified can Ecorse stipulate a budget value / financial sum for all bidders to carry to afford an apple to apple comparison?
- B. If a value is identified, what happens if the repair / service or part exceeds the value? Will the entire repair cost become 100% Ecorse responsibility or will the contractor still have liability or the first \$1,500?

**Repair and replacement cost will be billed to the district.**

22. At what financial point are three prices or competitive pricing followed?

**If the purchase is over \$5,000, 3 quotes are required with Superintendent's approval. If the purchase is over \$10,000, the purchase must have the board approval.**

23. Are work order histories, mechanical operating logs, blueprints and records, which are the property of ECORSE, available?

**Each company was provided with a blueprint of each building. NO other information was provided to individual companies to ensure a level process.**

**Sample work history is attached\*\***

24. Will ECORSE certify that all HVAC automatic controls are operating as designed? If the controls are not operating as designed, who will be responsible to correct?

**The district will bear any financial responsibilities to correct any HVAC issues.**

25. Does a comprehensive asset list (Excel preferable) exist or does contractor need to inventory and set up PM program of all major maintainable equipment. If a list exists a summary is fine showing something like the following for district / each building – a data dump from existing CMMS would be good too:

| Description / Type<br>↓           | Quantity |
|-----------------------------------|----------|
| Air Compressor Assy               |          |
| Air Dryer                         |          |
| Air Handler                       |          |
| Ansul System                      |          |
| Boiler                            |          |
| Chem Neutralization Trap / Tank   |          |
| Chiller                           |          |
| Condenser                         |          |
| Cooling Tower Assy.               |          |
| Domestic Water Duplex / Triplex   |          |
| Ductless or Mini Split System     |          |
| Electric Mains                    |          |
| Electric Panel                    |          |
| Elevator                          |          |
| Emergency Light                   |          |
| Escalator?                        |          |
| Exhaust Fan                       |          |
| Exit Lights                       |          |
| Fan Coil Unit                     |          |
| Fire Damper                       |          |
| Fire Extinguisher                 |          |
| Fire Pump                         |          |
| Gearbox - N/A                     |          |
| Genset                            |          |
| Grease Trap                       |          |
| Heat Exchanger?                   |          |
| Heat Pump?                        |          |
| Heat Recovery / Dehumidifier Unit |          |
| Hydrant                           |          |
| Interior Fire Alarm               |          |
| Kitchen Hood                      |          |
| Lab Hood                          |          |

|                           |
|---------------------------|
| Make Up Air               |
| Motor                     |
| Pool System               |
| Pump Assy.                |
| Return Air Fan            |
| Roof Top or Packaged Unit |
| RTU DX                    |
| Sewage Ejection System    |
| Sink                      |
| Sprinkler / Standpipe     |
| Storage Tank              |
| Supply Vent Fan           |
| Transfer Switch           |
| Transformer               |
| Unit Heater               |
| Univent                   |
| Urinal                    |
| Variable Freq. Drives     |
| Water Closet / Bowl       |
| Water Fountain            |
| Water Heater              |
| Water Softener            |
| Water Treatment Center    |

**The contractor will need to conduct an inventory of all major maintainable equipment.**

26. Even if asset lists exist – GCA’s price can include asset validation and brief condition review. Is this desired.

**No asset list exist.**

27. Can we receive a summary Work Order report showing types including PM’s with total hours taken, completion efficiency and materials spent?

**Yes. We will provide in a separate attachment. (A)**

28. Does ECORSE have a listed backlog of work, repairs from how things are processed now?

**Yes. We will provide in a separate attachment. (A)**

29. Are current third party equipment maintenance contracts available for review?

**Not at this time.**

30. Hardware, Locks and Keys – are fully licensed and bonded locksmiths required or desired?

**Fully licensed and bonded locksmiths are not required.**

31. In consideration of potential project management position - Does ECORSE have a five-year capital plan for the site's facilities and can we get a copy? Should we include a cost to execute a full-blown Facility Condition Study and Life Cycle Analysis? These will allow ECORSE to fully understand long term budget impacts.

**The district does not have a capital plan. This proposal should not include a cost for that work.**

32. Any details associated with event calendar for the past year and any records of OT.

**District Calendar Attached  
OT summary attached**

33. Is there a recent update on any hazmat / ACM issues at the sites?

**N/A**

34. Can we be advised of any outstanding code violations or fine schedules for such currently held against the site?

**There are no current violations.**

35. Any known liens against any of the properties?

**There is one existing Bond (2005) and is in good standing.**

36. Are there any unusual circumstances/issues with schools that we should be aware of?

**There are no unusual circumstances/issues with any of the schools.**

37. Could we get a report of work orders completed and open for the last 12 months by craft and by school?

**Yes. We will provide in a separate attachment.**

**38. How many maintenance people hold licenses and if so and what licenses do they hold, i.e. EPA Universal, Electricians, Plumbers, Locksmith...**

**There are no licenses held at this time.**

**39. How much handyman type maintenance is handled by lead/day custodians? i.e. Light Bulb changing, Toilet or sink issues, ceiling tile replacement, filter changing??**

**40. Do any performance contracts exist?**

**N/A**

**41. Is the contractor responsible for carrying service contracts above and beyond capabilities of on site staff for HVAC, Plumbing, and Electrical?**

**The district will bear fiscal responsibilities for any additional contracts.**

**42. Based on the timeline we are working with, do you think an extension might be an option for us? A lot of info still needed.**

**At this point, the board is not able to extend the timeline as the end of year approaches..**