



Department of Purchasing

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Suffolk, VA 23434
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Feb 19 10 AM 8:32

Posted AS

February 19, 2020

To All Interested Parties:

Subject: Addendum #1,-1722 P
Provide a Before and After School Enrichment Program

Question: Is there a fee schedule or estimated cost that a provider would be charged that you can share?

Answer: Please see attached. As a disclaimer, it is not intended that we will charge the vendor for the usage but we will reserve the right to do so. For further clarification, Suffolk Public Schools intends to provide custodial services during our normal custodial shifts at no charge for the program. Proposers should be prepared to handle any custodial issues during times that a custodian is not available.

Question: Can the incumbent (YMCA) submit a proposal?

Answer: Yes; all companies that meet our specifications are encouraged to submit a proposal.

Question: Are there any evaluation points given to programs that are SWAM certified?

Answer: Suffolk Public Schools encourages all potential proposers to submit proposals and all proposals will be evaluated on the items found in the Request for Proposals.

ADDITIONAL INFORMATION: While the deadline for questions is tomorrow, it is encouraged all potential proposers submit their questions as soon as possible due to the potential weather event on February 20 and February 21, 2020. In the case that inclement weather requires Suffolk Public Schools to be closed on the due date (February 25, 2020), Suffolk Public Schools will accept proposals until 2:00 PM on the next business day that Suffolk Public Schools resumes normal operations.

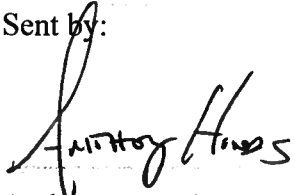
All questions received to date have been answered. The deadline for questions will be February 20, 2020 by 5:00 PM. No other questions received after this date will be answered. The questions and answers will be compiled and answered in an addendum.

Please email Anthony Hinds at anthonyhinds@spsk12.net if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 1 Acknowledged:

Date _____

Sent by:

A handwritten signature in black ink, appearing to read "Anthony Hinds". The signature is written in a cursive, flowing style with a large initial 'A'.

Anthony W. Hinds
Purchasing Manager

Rental rates: The rental rates are as follows. The 4-hour minimum fee is required for all uses.

	Elementary		Middle		High	
	4-Hour Min.	Add'l Hours	4-Hour Min.	Add'l Hours	4-Hour Min.	Add'l Hours
Auditorium	300	75	300	75	400	100
Gymnasium/Cafetorium	300	75	--	--	--	--
Gym	300	75	500	125	600	150
Gym-Auxiliary	--	--	--	--	200	50
Little Theater	--	--	--	--	320	80
Cafeteria	240	60	240	60	240	60
Kitchen (cafeteria personnel required)	160	40	160	40	160	40
Classroom	100	25	100	25	100	25
Chorus Room	140	35	140	35	140	35
Commons Area	240	60	240	60	240	60
Batting Facility (NRHS)	--	--	--	--	25	100
Football Stadium/restrooms incl. lights	--	--	--	--	1,000	250
Football Stadium/restrooms excl. lights	--	--	--	--	800	200
Athletic Field/Tennis Courts incl. lights	100	25	100	25	100	25
Athletic Field/Tennis Courts excl. lights	80	20	80	20	80	20
Parking Lot or Grounds Only	100	25	100	25	100	25

Current **hourly rates** are as follows:

Custodial	\$ 22.00
Cafeteria Worker	22.00
Audio Technician	40.50

A certificate of insurance must also be provided 2 weeks prior to the event date.

The certificate of insurance must provide at least the following coverage:

\$1,000,000 each occurrence (Bodily Injury)
\$2,000,000 general aggregate (Bodily Injury)
\$3,000,000 each occurrence (Property damage)

or

\$1,000,000 combined single limit

Coverage is to include Products Liability, Personal Injury, and Fire Damage Legal Liability. **The certificate must list Suffolk Public Schools as the certificate holder and must state that Suffolk Public Schools is named as an additional insured.** Listing the school as certificate holder and/or additional insured will not be accepted. If the organization has one or more employees involved in the event, the certificate must also show evidence of workers' compensation coverage.

Please refer to the attached policy and regulations for additional requirements. If all requirements are not met on time, the principal will be instructed to deny access to the space requested. While using the facility, any problems should be reported to the custodian who will inform the principal and/or maintenance personnel. Thank you again for your interest in Suffolk Public Schools.