



## Muscogee County School District Columbus, Georgia

Jerrell D. Rumph  
Senior Buyer

### ADDENDUM 2

#### RFP #26-020 Custodial Services for the Muscogee County Public Education Center (MCPEC), the Division of Information Services (DIS), and Chattahoochee Valley Libraries (CVL)

March 27, 2026

Dear Vendors,

The following questions were received by the Purchasing Department for RFP 26-020 Custodial Services for the Muscogee County Public Education Center (MCPEC), the Division of Information Services (DIS) and the Chattahoochee Valley Libraries.

1. Who is the incumbent contractor and how long have they been providing their services?  
**Answer:** The current vendor is ICS, Inc. They have been providing these services for three years.
2. What is the current contract's monthly and annual value?  
**Answer:** The current contract amount is \$264,000.
3. Would MCSD be able to provide the past three (3) months of invoices from the current contractor?  
**Answer:** This information is not available.
4. Would MCSD please provide a copy of the current custodial services contract?  
**Answer:** Information regarding the current contract is not available because this bidding process is still open. All public information regarding the current contract is available on the District website, [www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us) RFP #23-020.
5. Has the current contract price been adjusted in prior years? If so, please provide the historical pricing adjustments.  
**Answer:** This information is not available.
6. What's the reason these facilities are being solicited for bid at this time?  
**Answer:** The contract for custodial services for these facilities expires on 06/30/2026 with no renewal options. Board policy states that contracts are active for one year with two optional year renewals (no more than three consecutive years).
7. Does MCSD anticipate awarding this contract to a single contractor or multiple contractors, as referenced in the "Category of Award" section?  
**Answer:** The contract will be awarded to a single contractor.
8. Is the scope of work and square footage included in this solicitation consistent with the current contract?



## Muscogee County School District Columbus, Georgia

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**Answer:** The scope/size of this RFP has changed from the previous RFP. The earlier RFP included an alternate building for the South Columbus Library during its renovation.

9. Have there been any material changes from the previous awarded contract?

**Answer:** There are no material changes from the previous awarded contract.

10. Are there any significant additions or deletions from the last bid?

**Answer:** See answer #8.

11. What criteria will be used to determine the lowest responsive and responsible bidder?

**Answer:** Responses will be evaluated in three phases: Administrative Review, Technical Review, and Financial Review. The criteria for the technical evaluation are listed on Page 18,19 of the RFP.

12. Are evaluation factors weighted beyond price, such as experience or qualifications?

**Answer:** Please refer to Section 3.2.A Technical Proposal Evaluation, Page 18 for more information regarding proposal evaluations.

13. Can MCSD provide current custodial supply usage data, including product types and estimated quantities, since some supplies are owner-furnished and others contractor-furnished?

**Answer:** Information regarding the current contract is not available because this bidding process is still open. All public information regarding the current contract is available on the District website, [www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us), RFP #23-020.

14. Who is responsible for providing day porter services at each facility under the current contract?

**Answer:** The awarded vendor will be responsible for providing day porter services at the Bradley Building only (Department of Information Services).

15. How many day porter hours are required per day at each school or facility?

**Answer:** There are no set evening hours to start at MCPEC and the libraries. The awarded contractor will be required to complete the required tasks.

16. What are the standard service hours for day porters and evening custodial shifts at each location?

**Answer:** There is no set time frame, however, most work is not possible during operating hours, so evening porters should be prepared to complete a majority of the work after the close of the business day.

17. Can MCSD provide the flooring type breakdown by facility (e.g., carpet, VCT, tile, concrete), beyond what is shown in the floor plans?

**Answer:** See the answer #2 on Page #8.

18. Who is responsible for event setup and post event cleaning services under this contract?



## Muscogee County School District Columbus, Georgia

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**Answer:** Post-event cleaning is the responsibility of the awarded contractor.

19. Approximate how many special events (athletics, community events, performances, etc.) occurred during the past year that required custodial support?

**Answer:** See Below:

**Muscogee County Public Education Center and Division of Information Services:** The District will set up and break down all its events. The contractor will only clean up like any other day. There may be slightly more to clean and/or more products consumed.

**Chattahoochee Valley Libraries:** This information is not currently available.

20. Is there a Collective Bargaining Agreement currently in place with the incumbent contractor? Are there any current custodian employee(s) union members?

**Answer:** The District does not have collective bargaining agreements with the County or the current vendor.

21. Is there a required minimum wage or living wage applicable to this contract beyond federal or state requirements?

**Answer:** The awarded contractor must follow the State of Georgia Department of Labor law regarding minimum wage.

22. Prior to renewal option periods, will MCSD consider price adjustments based on increases in the Consumer Price Index (CPI) or state-mandated minimum wage increases?

**Answer:** The District will review the terms and conditions of the contract when it is time for renewal.

23. Is exterior window cleaning included as part of the base contract or only under the optional initial one-time cleanup scope?

**Answer:** The awarded contractor will be responsible for cleaning/washing the inside of the exterior windows.

24. Can MCSD provide the current staffing levels by facility, including general cleaners, day porters, non-working supervisors, and administrative support?

**Answer:** The current number of personnel was determined by the current vendor based on the needs required to fulfill the Scope of Work listed on Pages 39-45 during mutually agreeable hours.

25. What areas of custodial service performance would MCSD most like to see improved under a new contract?

**Answer:** MCSD is satisfied with the services provided and expects continued compliance with all contract requirements.

26. Will day porter services be required during the summer break and winter break?

**Answer:** The facility that needs the day porter works during the summer break, but is off on the winter break. The expectations of the day porter would be a 249 schedule.



## Muscookee County School District Columbus, Georgia

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27. Who is responsible for providing services on Saturday or Sunday after events? Will there be an additional charge for the special events, football games on the weekends?  
**Answer:** MCPEC and the Bradley do not have Saturday and Sunday events. The events at the library are only about three times a year and should be factored in to the bid.
28. What performance challenges or deficiencies have been experienced under the current contract?  
**Answer:** No material performance challenges or deficiencies have been experienced; any minor issues encountered have been consistent with standard industry conditions and addressed in the normal course of operations
29. What key improvements is the District seeking under the new contract award?  
**Answer:** MCSD is satisfied with the services provided and expects continued compliance with all contract requirements
30. Have recurring issues been identified during inspections or audits?  
**Answer:** Yes, minor issues have been identified during inspections; all have been promptly addressed and corrected in accordance with contract requirements.
31. What is the current or expected staffing model (FTE count) for each facility?  
**Answer:** The contract scope has to be met, but outside of the day porter, staffing is not defined
32. Are there minimum staffing requirements or recommended staffing levels per location?  
**Answer:** See answer to question #31.
33. Are daytime porter services required in addition to after-hours cleaning?  
**Answer:** Day porter handles the scope of the Bradley during day porter hours, and the other facilities are after hours.
34. What are the preferred service hours for each facility?  
**Answer:** MCPEC can start around 5pm (M-F), Bradley (8am to 5pm M-F), the library can start around 6pm (Monday-Sunday).
35. What key performance indicators (KPIs) will be used to evaluate contractor performance?  
**Answer:** Contractor performance will be evaluated using APPA Level 2 standards.
36. What is the frequency and format of quality inspections?  
**Answer:** Typically, monthly.
37. What constitutes a service deficiency or performance failure?



## Muscogee County School District Columbus, Georgia

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**Answer:** A service deficiency or performance failure is defined as not meeting the requirements outlined in the scope of work. Upon identification by MCSD, immediate corrective action is required.

38. Will performance scores impact contract continuation or renewal?

**Answer:** Yes. Performance scores may be considered in decisions regarding contract continuation or renewal.

39. Is there an established budget range or target pricing for this contract?

**Answer:** See the answer to question 2 page 1.

40. Are there specific cost-efficiency expectations or initiatives desired by the District?

**Answer:** The District expects the contractor to deliver all agreed-upon services efficiently within the established budget.

41. Are there priority areas requiring enhanced cleaning frequency or specialized attention?

**Answer:** Frequencies are defined in the frequency chart.

42. Are there specific cleaning standards required for high-sensitivity areas?

**Answer:** Yes. High-sensitivity areas are required to meet APPA Level 2 standards.

43. Are green cleaning or sustainability practices required or preferred?

**Answer:** Green cleaning and sustainability practices are preferred.

44. What is the expected transition timeline for contract start-up?

**Answer:** The contract term is 07/01/2026 thru 06/30/2027. Contract award will be presented to the Board for approval at its May 2026 meeting.

45. Are pre-service walkthroughs or onboarding meetings required?

**Answer:** Pre-service walkthroughs and onboarding meetings are not required but are recommended.

46. Are there preferred brands or standards for cleaning supplies and consumables?

**Answer:** Yes. The preferred brands and standards for cleaning supplies and consumables will be provided to the awarded vendor.

47. Will storage space be provided at each facility?

**Answer:** Yes. The awarded vendor will be provided storage at each facility.

48. Are inventory tracking or reporting requirements expected?

**Answer:** No. Inventory tracking and reporting requirements are not expected.

49. Will keys, badges, or access credentials be issued?



## Muscogee County School District Columbus, Georgia

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**Answer:** The District requires vendors to wear badges. The Plant Services Department can make the badges.

50. Are there restrictions on access hours due to security policies?

**Answer:** No, there are no restrictions on access hours due to security policies.

51. How frequently are special event or additional cleaning services required?

**Answer:** See Below:

**Muscogee County Public Education Center:** There are Board meetings that take place twice a month: a Work Session that starts at 5 and a Board Meeting that starts at 6. These meetings last 2 to 3 hours and they are over before the custodial work is done.

**Division of Information Services:** There are small training classes throughout the year.

**Chattahoochee Valley Libraries:** Hosts approximately 10 special events per year that require post-event cleaning.

52. What is the preferred pricing structure for additional services (hourly or fixed)?

**Answer:** The preferred pricing structure for additional services is a fixed rate.

53. Are emergency or on-call services expected under this contract?

**Answer:** Yes. Emergency and on-call services are expected as part of this contract.

54. Are there anticipated opportunities to expand services to additional facilities?

**Answer:** Not at this time; there are no anticipated opportunities to expand services to additional facilities.

55. Will the contract allow for service scaling during the term?

**Answer:** The District will review requests for price adjustments. Per MCSD policy, price adjustments cannot exceed five percent of the current.

56. Do we need to complete fingerprinting and background checks? If so, do you have a specific location where you need the fingerprinting completed at?

**Answer:** Yes. Fingerprinting and background checks are required. While MCSD does not specify a location for fingerprinting, all processes must meet MCSD requirements.

57. What is the preference for cleaning hours at the Columbus Public Library on Macon Road?

**Answer:** The Columbus Public Library on Macon Road prefers cleaning to begin at 6pm.

58. 1.5 B Per Georgia Law, Term 7/1/2026-12/31/2026 Auto Annual thereafter. What is the initial term of the agreement?

**Answer:** The initial term of the agreement is 07/01/2026, through 06/30/2027. In accordance with Georgia law, the contract will terminate on 12/31/2026, and will automatically renew through 06/30/2027, to fulfill the MCSD requirements.



## Muscogee County School District Columbus, Georgia

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The following questions were asked concerning RFP 26-020 during the Pre-Proposal meeting on March 19, 2026:

1. Who is the current vendor?  
**Answer:** The current vendor is ICS, Inc.
2. What is the current contract?  
**Answer:** The current contract amount is \$264,000.
3. If unable to provide the current contract amount, what is the current budget your agency has for this project?  
**Answer:** See answer #2.
4. Can the responses be emailed back to MCSD?  
**Answer:** No. Per section 3.1 item G page 18 – the delivery method of the proposal is by US Mail, Private mail carriers or personal delivery to the Muscogee County School District -Purchasing Department 2960 Macon Road Columbus, Georgia 31906.
5. The proposal reads zip code 31902 on page 8 section 1.4 item A.  
**Answer:** That is a typographical error. The correct ZIP code should be 31906.
6. Will there be any day porters?  
**Answer:** Only the Division of Information Services located at 1120 Bradley Drive Columbus, GA 31906 will have a day porter.
7. Once the contract has been awarded, can the awarded vendor sub-out the services?  
**Answer:** These services cannot be subcontracted.
8. What is the flooring type?  
**Answer:** See below:  
**Muscogee County Public Education Center:** The approximate amount of carpet is 93% of the building. The remainder is VCT flooring and Terrazzo (Non-Waxed).  
**Division of Information Services:** The approximate amount of carpet is 98% and 2% VCT flooring.  
**The Chattahoochee Valley Libraries** are approximately 1% cork, 2% VCT, 3% limestone, 3% tile, 7% Marmoleum, and 84% carpet.
9. So, we just go to the locations on our own to look at them?  
**Answer:** A formal site visit will not be scheduled. However, vendors may visit the facilities independently. When visiting, vendors must check in at the front desk to tour the designated areas of the buildings. Square footage information is provided on Page 5, Item C of the RFP.
10. During Spring Break will you be checking and answering your email?



## Muscogee County School District Columbus, Georgia

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**Answer:** The MCSD offices will be closed from March 30, 2026, through April 03/ 2026. Emails will be answered upon return on April 6, 2026.

11. Are vendors expected to provide day porter coverage only at the Columbus Public Library?

**Answer:** See answer #6.

12. MCSD will provide day cleaning coverage for the following buildings (North & South Columbus Library, Mildred L Terry Public Library, Division of Information Services, Muscogee County Public Education Center, correct?

**Answer:** See answer #6.

13. Will the District provide copies of the vendor pre-bid sheets?

**Answer:** Attached is a copy of the sign-in sheet.

14. Is a bid bond required? If so, please provide the requirements of the bid bond.

**Answer:** A bid bond is not required. All other bond requirements are outlined on Page 11, Section 2.8 of the RFP.

# MUSCOGEE COUNTY SCHOOL DISTRICT ITB/RFP ACTIVITY SIGN-IN SHEET

<b>ITB# or RFP#</b> RFP 26-020	<b>Date and Time:</b> 03/19/2026 10:00 AM EST
<b>Bid Name:</b> Custodial Services for MCPEC, DIS and CVL	<b>Activity and Location:</b> Building 11 - 5661 Lorenzo Road
<b>Leader:</b> Jerrell Rumph / Ward Odom	

Name	Company	Phone	E-Mail
Jerrell Rumph	MCSD	706-748-2330	
Ward Odom	MCSD	706-748-2861	
Carlton Anthony	MCSD	706-748-2861	
Terry Gaga	American Facility Services		tgage@amfacility.com
Lashonda Williams	ICS		Ics.emails@gmail.com
Janaiya Cannon	Polished Shined Cleaning Solutions		info@polishedshinerecleaningsolutions.com
Dominic V Fredo II	Goodwill Industries of Southern Rivers		dfredo@gwivr.org
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Nichaundrea Tanzic	Total Premier Cleaning Service		admin@tanzicgroupllc.com
Charly Vasquez	Elite Cleaning Facility Management		charly@efacilitymgmt.com
Christine Roach	CC& A Cleaning Service LLC		Mser2003@yahoo.com
Thomas Cobb	A Action Janitorial Company		thomas@aactioninc.com
Hayes Taylor	J&H Janitorial		Hayes.taylor@jandhjanitorial.com

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<b>Leader:</b> Jerrell Rumph / Ward Odom	

Name	Company	Phone	E-Mail
Cynthia Parks	Good Success Company		cparks@goodsuccesscompany.com
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Amber Mullaney	Elite Facility Management		amberm@efacilitymgnt.com