



ADDENDUM #1
2018 REQUEST FOR PROPOSALS - JANITORIAL SERVICES
April 18, 2018

QUESTIONS AND ANSWERS:

1. **Question:** Who is the current contractor and how long have they had the contract?
Answer: *Uniserve Facilities Services Corporation. They have had the contract since 1998.*
2. **Question:** The prevailing wage provides wage guidelines for Janitor, Shampooer, Waxer, and Window Cleaner, are there any wage requirements for management and supervision?
Answer: *Pursuant to Section 4(3) of the RFP, the Contractor is responsible for paying prevailing wages to all employees. Potential bidders should consult with the prevailing wage rates and information maintained by the Department of Labor and Industries.*
3. **Question:** Are there any required benefits for employees?
Answer: *The Airport does not have any benefit requirements other than those required by all City, State and Federal Regulations that are applicable.*
4. **Question:** Are there any increases in the total square feet cleaned in this RFP as compared to the current contract?
Answer: *The square footage listed in this RFP, Exhibit 5, is the same as the current scope of work.*
5. **Question:** Have there been any changes to the scope of work in this contract as compared to the current contract?
Answer: *The RFP scope of work has been updated to match the current scope of work as it has been amended to add facilities or change frequencies.*
6. **Question:** The contract contains liquidated damages and penalties, can you please tell us the total amount of penalties assessed in the current contract in each year?
Answer: *There have been no liquidated damages and/or penalties assessed during the current contract. However, this should not be treated as precedent or basis to believe liquidated damages and/or penalties may not be assessed in the future.*
7. **Question:** What benefits are currently granted to Part-Time and Full-Time employees in this contract?
Answer: *The Airport does not have any benefit requirements other than those required by all City, State and Federal Regulations that are applicable.*
8. **Question:** Would it be possible to get a seniority list for all employees?
Answer: *The Airport does not have that information.*
9. **Question:** Are there any requirements with regard to the number of full time employees in this RFP?
Answer: *Please see Section 4, Scope of Work, #10 (Cleaning Frequencies), page 24.*
10. **Question:** Are there any minimum staffing requirements in this RFP?
Answer: *Please see Section 4, Scope of Work, #10 (Cleaning Frequencies), page 24.*
11. **Question:** Is the contractor required to pay for employee parking permits for custodial employees?
Answer: *Yes - Please see Section 4 –Scope of Work, # 8 (Parking), page 23.*



12. **Question:** Will contractors be allowed to close public restrooms on the overnight shift (graveyard shift) to complete a thorough deep cleaning each day?
Answer: No.
13. **Question:** What are the current shift start and end times? Will the incoming contractor be required to use the same shift start and end times?
Answer: *The Airport does not have this information. Shift start and end times may be affected by passenger traffic and flight times and it is expected that Proposer would schedule accordingly.*
14. **Question:** Will the contractor have keys to clean all offices in operational areas and the Administrative Offices on the night shift?
Answer: *Yes, with the exception of Police Department, TSA, Airport Legal and Human Resource's offices.*
15. **Question:** Who is the current window cleaning subcontractor?
Answer: *West Coast Window Cleaning.*
16. **Question:** Will the current contractor be required to purchase all new equipment?
Answer: *Please see Section 4 –Scope of Work, # 17 (Equipment & Vehicles), Paragraph A, page 27.*
17. **Question:** Slip resistant tester. Can you please confirm the Airport will provide the BOT 3000E Tribometer for vendor use?
Answer: *Please see Section 4 –Scope of Work, # 17 (Equipment & Vehicles), page 29.*
18. **Question:** Section 3: Overview, 3. WRITTEN CONTRACT REQUIRED (page 3) of the RFP states the Sample Contract (Exhibit 7) is provided for informational purposes only and may be modified. Will there be an opportunity 'post award' for selected vendor to review final contract terms and suggest possible modifications before execution?
Answer: *Any exceptions to the Sample Contract must be included in the Proposers Proposal.*
19. **Question:** Will questions be addressed as they are submitted, or will all answers be held until April 18th?
Answer: *Please see Section 3 –General Conditions, #14 (Additional Information), page 5.*
20. **Question:** Regarding the Janitorial RFP, is there a tiered approach to the living wage? Do you mind providing some clarification on the living wage requirements and structure for Spokane.
Answer: *Please refer to Washington State Prevailing Wage requirements and Section 4(3) of the RFP.*
21. **Question:** Regarding the \$10,000 deposit requested for the RFP: We do not see a statement clarify that losing bidders' deposits will be returned (or bonds cancelled). Are we able to redline the proposal form to include this language?
Answer: *The proposal bond or certified check in the amount of \$10,000 must be submitted with the Proposal and will be held by the Board, without interest, as the proposal guaranty for a reasonable period of time until the successful Proposer has been selected, after which the proposal guaranties of all but the successful Proposer will be returned. The proposal guaranty of the successful Proposer will be held pending their complete execution of the Janitorial Services Contract. If the successful Proposer should fail to execute the Janitorial Services Contract, or comply with other provisions of the contract documents within fifteen (15) days after written notification of award, the proposal guaranty shall be forfeited to Board as liquidated damages.*



- 22. **Question:** What is the current annual contract value per location?
Answer: *We do not have a Contract value established. Please see answer to Question #45 for information.*
- 23. **Question:** Is the new vendor encouraged to hire and maintain current staff under contract?
Answer: *The Contractor will be obligated to perform the Scope of Work. Beyond that, the Airport has no position on this issue.*
- 24. **Question:** What is the current vendor’s average wage rate?
Answer: *The Airport does not have this information however this is a prevailing wage contract.*
- 25. **Question:** How many FTEs are currently serving the contract per location?
Answer: *The Airport does not have that information.*
- 26. **Question:** Can the due date for RFP be extended by 2 days? With answers to questions not arriving until 4/18/18, presumably in early afternoon, this gives less than 24 hours for us to interpret answers, adjust pricing, schedules, and proposal accordingly, and print and ship on 4/19/18 out of our corporate headquarters to arrive Friday, for Monday due date (assuming no one will be available to accept overnight packages on Saturday 4/21/18).
Answer: *The RFP due date will not be extended. Proposals are due by 2:00 p.m. on April 23, 2018.*
- 27. **Question:** Is the monthly cleaning schedule per location due as part of the proposal? The wording in RFP is a bit confusing as it states the “selected respondent shall include with proposal” which means the airport will choose a respondent to require it from, but also states it will need to be included with the proposal. So, will this be part of proposal requirements for initial RFP response, or only for the selected respondent due prior to contract award, but post RFP due date?
Answer: *Please see Section 4, Scope of Work, #10 (Cleaning Frequencies), page 24.*
- 28. **Question:** Can the airport please provide a current annual usage by product for all supplies? (i.e. C-fold paper towels, roll paper towels, small toilet paper, large roll toilet paper, toilet seat covers, liners by size, etc.)
Answer: *The Airport does not maintain this information in that level of detail.*
- 29. **Question:** Will the successful respondent have access to washer and dryer hookups on site?
Answer: *No.*
- 30. **Question:** What is the badge processing time?
Answer: *It is reasonable to assume that badging process could take up to two (2) weeks, assuming no complications or issues with an individual satisfying all legal requirements.*
- 31. **Question:** #3 on RFP Page 7 directs us to a Prevailing Wage Site. Please confirm these are the current correct minimum PWO Rates:

County	Trade	Job Classification	Wage	Holiday	Overtime
Spokane	Building Service Employees	Janitor	\$14.20	5Q	1
Spokane	Building Service Employees	Shampooer	\$16.31	5Q	1
Spokane	Building Service Employees	Waxer	\$16.31	5Q	1
Spokane	Building Service Employees	Window Cleaner	\$17.29	5Q	1

Answer: *The prevailing wage information for Spokane County is maintained by the Department of Labor and Industries and can be found at <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>*



32. **Question:** Can the Contact information for the current Window Cleaning sub be provided?
Answer: *The current window cleaning company is WestCoast Window Cleaning. The Airport does not maintain contact information for subcontractors.*
33. **Question:** Bid is not to include any Airport fees or taxes?
Answer: *Please see Article 23, Taxes, page 11, of the Sample Janitorial Contract.*
34. **Question:** Would the Airport consider at least a 1 day extension, as your response to questions is Wed. 4/18 and with the weekend that really means we have to ship proposals by Thursday 4/19 to be safe, with one more day then can work on until Friday or Saturday to ship?
Answer: *Please see the answer to Question #26.*
35. **Question:** In order to meet the 30-page limitation, Flagship is requesting that the documents, listed below, be excluded from the page limit requirement:
- a. W-9 (p35)
 - b. Executive org chart (p35)
 - c. List of chems, polishes, propellants, and floor finishes (p36)
 - d. List of equipment (p37)
 - e. Transition Plan timeline/schedule (p37)
 - f. Proposed resumes (p37-38)
 - g. Exhibit 5 Pricing Sheet
 - h. Exhibit 6: Proposal Form – pages 45-48
 - i. Proposal Bond
 - j. Examples (ie., preventative check list, equipment maintenance forms, inspection report/check list, problem resolution reports)
- Answer:** *The Airport will increase the page limitation to between thirty (30) and forty (40) pages. Documents excluded from the page limitation include equipment lists (which would include chemicals etc.), financial documents (which would include a W-9) and those documents that are required as part of the submission (including but not limited to: Exhibit 5; Exhibit 6 and the Proposal Bond.*
36. **Question:** According to the documents, a proposal bond of \$10,000 is needed (Page 5, paragraph G) and four (4) original written proposals must be submitted (Page 1, Section 2). Are four (4) original proposal bonds required or is one (1) sufficient?
Answer: *One (1) proposal bond must be submitted. Proposer shall provide one (1) original and three (3) copies of the proposal.*
37. **Question:** A performance bond form was not specified in the RFP. Is there a specific performance bond form?
Answer: *Please see Section 3, General Overview, #12 (Insurance and Bonds), page 5.*
38. **Question:** The RFP requests a large amount of information, with over 30 separate requests for information, and more than a dozen requests for detailed information or narrative. This is a lot of information and we have been limited to only 30 pages to provide the answers. Would you consider increasing the page limit by 10 pages, for a total of 40 pages, excluding cover sheets financials, equipment specifications, and diagrams?
Answer: *Please see the answer to question #35.*
39. **Question:** Would it be possible for you to share an unlocked, editable Excel/Word version of the pricing template?
Answer: *No.*



40. **Question:** What does (*24/7-8/5) mean under the Remarks sections on page 16 of the Janitorial Specifications?
Answer: 24/7 references spaces that are cleaned seven (7) days a week;
8/5 references spaces cleaned five (5) days a week
41. **Question:** Spokane International Airport Cleaning Specifications – Please clearly identify, by SIA Cleaning Specification page number, the pricing line item that each of the SIA cleaning specifications pages is referring to? A) For example: TSA Baggage? What page or pages are associated to this line item?
Answer: Please refer to the title page of each Cleaning Specification page as it identifies the areas covered.
42. **Question:** High Dusting Price Sheet.
A) Is this price sheet to be included with our bid?
B) Are we to list the Total Amounts or Dollars Per Hour?
Answer: The High Dusting Price Sheet **will be deleted**. Any High Dusting Work will be requested by the Airport on an as needed basis.
43. **Question:** Window Cleaning Detail: Do the “window counts” represent the number of sides of glass OR the number of framed/unframed individual pieces of glass that have two sides. The below verbiage on the RFP appears to be contradictory;
A) The window counts below are for the number of framed or unframed individual pieces of glass that are being cleaned for each given area. Each piece of glass has two sides. The counts below are the number of sides of glass that are cleaned in the area listed.
Answer: Window counts equal total sides.
44. **Question:** What is the current janitorial headcount?
Answer: The Airport does not have this information.
45. **Question:** What is the total annualized amount the current vendor is charging for janitorial services?
a. Does this amount include “High Dusting” which is not part of the main pricing sheet?
Answer: Current vendor is charging \$1,290,328 on an annual basis. High Dusting is not included and there have been no charges for high dusting. (see answer to Question #42).
46. **Question:** Are there any cleaning specification changes to the 2018 RFP as compared to the existing contract? If so, what are those changes?
Answer: Please see the answer to Question #5.

AIRPORT REVISIONS

Section 5, B3 (page 36) shall be revised as follows:

B. Operational Plan

3. ~~Describe how the Respondent’s purchasing, receiving, stocking, dilution, and distribution of janitorial products and chemical practices ensures your company’s commitment to utilize sustainable cleaning standards and processes as outlined in the CIMS–Green Building best practices and the minimum standard (“Standards”) outlined in Section 4, Scope of Work.~~ Provide a detailed narrative of any innovations your company has made to improve operations in other environments similar in size and complexity to the Airport.



Exhibit 5 is revised to separate Terminal Cleaning from Sidewalks-Litter Patrol/Cleaning and add clarification statement at bottom of page.

REVISED EXHIBIT 5: Airport Janitorial Services Pricing Sheet
Effective July 1, 2018

Total Contract Proposed Price		Year One	Year Two	Year Three
SIA	Square Ftg.			
1. Terminal Cleaning	195,530			
2. Sidewalks – Litter Patrol/Cleaning	31,424			
3. Litter Patrol – Parking Garages Parking Lots	843,860 1,865,281			
4. RAC: QTA Restrooms (5) Litter Patrol	440 147,498			
5. Public Restroom – Air Cargo Facility	224			
6. Triturator	720			
7. TSA Checkpoints	5,600			
8. TSA Baggage	4,580			
9. Parking Office	1,828			
10. Airfield Maintenance - SRE	775			
11. Airfield Maintenance	4,073			
12. Customs Building Public Restroom (1 GA restroom)	1,314 20			
13. SIA Operations	5,533			
14. Terminal Maintenance	2,450			
15. Cell Lot Litter Patrol Cell Lot Restrooms	74,485 196			
16. Window Cleaning				
Total Annual Price:				
Rate per hour for out of scope services:				
Felts Field				
12. Building 11	1,846			
13. Building 14	6,499			
14. Public Restrooms (2)	50			
15. Window Cleaning				
Total Annual Price:				
Rate per hour for out of scope services:				
Business Park				
16. Building 700	6,399			
17. Building 1200	20,555			
18. Window Cleaning				
Total Annual Price:				
Rate per hour for out of scope services:				

All square footages are provided based on best available information and are approximate