



SPOKANE INTERNATIONAL AIRPORT

BUSINESS PARK AND FELTS FIELD

9000 W AIRPORT DRIVE, SUITE 204
SPOKANE, WA 99224

JANITORIAL SUPPLY SERVICES ITB #23-44-9999-008

Addendum No. 1

DATE OF ADDENDUM: May 31, 2023

The following changes, additions, and/or deletions are considered as Addendum No. 1, and are hereby made a part of the contract documents. All bidders are required to base their bid upon the information furnished in this addendum; and as required in the contract documents. The Contractor is required to acknowledge Addendum No. 1 in their company proposal. Failure to acknowledge addendum on the bid form will result in bid being declared non-responsive.

The bid submission due date scheduled for **Monday, June 05, 2023, at 2:00 PM** at the Spokane International Airport has not changed.

Attached are the following documents as part of Addendum No.1.

Attachments to this addendum are as follows:

1. Pre-Proposal Conference Call Minutes

CHANGES, ADDITIONS, DELETIONS AND/OR CLARIFICATIONS TO THE CONTRACT DOCUMENTS:

1. Clarifications: Q&A closed on Tuesday, May 30, 2023, at 2:00 PM

- a. Question: Currently deliveries are made on Wednesday. Will this change to Thursdays as the bid states.

Answer: Yes, deliveries will be made on Thursdays unless a different day is agreed upon with the awarded contractor.

- b. Question: Currently the supplies are kept on a keep fill basis by supplier personnel. Is that still in effect or will the airport be transmitting orders to the supplier?

Answer: Yes. Keep stock is still the vendors responsibility including site visits every two weeks to take stock of quantities on hand and submission of orders as needed.

End of Addendum No. 1

JANITORIAL SUPPLY SERVICES, ITB #23-44-9999-008

PRE-BID MEETING

Friday, May 26, 2023 via ZOOM

Meeting link: <https://us06web.zoom.us/j/82135701031?pwd=UjFBR2tQcVI2YWYxaWd6RTBCOGZydz09>

Meeting ID: 821 3570 1031

Passcode:978121

Minutes:

Meeting started exactly at 10:00 AM and concluded at 10:13 AM.

1. Introductions
2. Disclaimer:
 - a. Q&A is not binding until issued in written addendum.
3. Project Overview:
 - a. Provide janitorial supplies and service.
4. The bidding process – Please look through the bid documents thoroughly.
5. Schedule:
 - a. Bidders Check list: Although the Bidder's Checklist is not required to turn in with your bid, it is an excellent tool to ensure you have a complete and responsive bid.
 - i. **Submission of Questions** - Tuesday, May 30, 2023 at 2:00 PM. All questions from this point forward must be in writing or email.
 - ii. **Responses** will be provided no later than - Wednesday, May 31, 2023 at 5:00 PM via an addendum.
 - iii. **Bid/Quote due date** - Monday, June 05, 2023 at 2:00 PM. Mail or turn in bid at the Airport Reception desk, Main Terminal, Suite 204 for date/time stamp.
Public opening will be held at the Spokane International Airport, Ground Transportation Center (GTC) Conference Room, 9000 W Airport Dr., Spokane, WA 99224.
 - b. **Board approval date** - Thursday, June 15, 2023

Important Items:

- b. Certificate of insurance requirement is \$5M
- c. Addendums will be posted on the SIA web site. Additionally, an email will be sent to those in attendance if we are provided your contact information.

PM – Jeff Mitchell:

1. Project Overview
 - a. This is supply contract. However, you will be providing a service as well.
 - b. All quantities on the bid form are estimated. Quantities will change throughout the contract.
2. Safety & Security
 - a. Sales representative will need to be badged to help with inventory levels.

Q&A:

- Q. Is this bid awarded to One Vendor? Or is it awarded by line?
A. One vendor, one contract.
- Q. Do we have to bid on all items? Or can we respond to selected Items?
A. All items.
- Q. The bid document mentions: "Deliveries are made with a vehicle that is clearly marked with a company name". Does this mean that we cannot ship the items through major carriers?

A. Part of the service requested is to deliver. Product must be delivered inside the secured area of the Airport. There are delivery requirements within the bidding documents.

Q. Can you provide the award pricing per item and winning vendor from the previous bid and the date of the previous award?

A. This requires a public records request. You may start here:

<https://business.spokaneairports.net/public-records/>

Q. Are the items delivered to one location? (The Main Terminal Building?) If multiple locations, how many?

A. Product must be delivered inside the secured area of the Airport. There are delivery requirements within the bidding documents.

Q. Based on previous ordering history and purchase orders, about how often are the bag, liners ordered (Monthly, quarterly or other) and what is an approximate case order?

A. Stock orders every two weeks and items on each order varies.

Q. Do we need to submit samples for alternates to be approved? If so, where should we send the samples and what is the deadline for samples?

A. Please see the Form Instructions toward the end of the ITB. This provides detailed instructions for the submission.

Q. The Proposed Alternate Items Form does not have space for us to enter the alternate brand and Number we are offering. Should we create an additional excel file with the proposed alternates?

A. Enter the alternate brand and item number in the column for "Alternate Item Description". Only the Proposed Alternate Items form will be accepted.