



QUESTIONS & RESPONSES #04

RFP or RFQ / TITLE 071766 | JANITORIAL SERVICES 2023

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SUBMITTAL DUE DATE Wed, 11/16/2022 - 02:00PM

Q&A ISSUE DATE Fri, 11/4/2022 - 11:40AM

PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section
How to I schedule to go and take a look at the project	There are two site visit options available, and one must be attended to be considered "responsive" in your proposal. November 1st, and November 8th at 1:30 PM PST. To attend one please RSVP 36 hours in advance to procurement@portoftacoma.com per the instructions in the RFP.	INSTRUCTIONS, INFORMATION, AND COMMUNICATION
Hi Alex, We would like to to understand how to calculate the total of the bid bond. The RFP is currently listed as a 5-year contract, will it be a 5-year lumpsum amount or 1 year's contract value? Thank you.	The bid bond would be structured as 5% of the total lump sum 5-year contract amount.	BID GUARANTEE
Item # 11 cleaning appliances is this including the inside of microwaves and Refrigerators in the kitchenettes area?	Cleaning appliances does include the inside of said appliances (microwaves, refrigerators, etc.) in the kitchenettes.	PERFORMANCE REQUIREMENTS
Bid bonds/ performance bonds usually take 30 days to obtain and require business and personal financials depending on the size of the project. Can this be waived?	The bid bond requirement is unable to be waived.	BID GUARANTEE
Is there a daily task list for all buildings?	There is not a task list per building, however a list of items / areas expected to be cleaned is located in the following RFP section: 5. STATEMENT OF WORK. H. Janitorial Work- Performance Requirements	STATEMENT OF WORK
What is the schedule for the janitorial services for each building, do all buildings get cleaned 5 days a week? Are there some that are cleaned less or more days?	The NWSA Admin (Seattle) and Blair Gate Guard House would be less than 5 days (3 per week). All other facilities would be 5 days per week.	OFFER SHEET
Do all employees need to apply for their TWIC card? Or go through the federal background check?	The awarded Contractor shall have a minimum of one TWIC compliant employee trained as an escort for every five workers not possessing TWIC cards working on a secured or restricted site. The Contractor shall have a criminal background check for each employee working on the contract. Evidence of the background check(s) shall be on file with the Contractor for each employee. The Contractor will produce evidence of the background check(s) upon the request by the Port.	QUALIFICATIONS AND TRAINING OF CONTRACTOR PERSONNEL
Which buildings do you need a TWIC card?	All buildings would require one TWIC escort for every five workers.	QUALIFICATIONS AND TRAINING OF CONTRACTOR PERSONNEL

What areas are to be cleaned at the Fabulich building?	An addendum (03) has been uploaded to the procurement page with the occupied areas. Conference rooms, kitchen areas, restrooms, security, and common areas are also to be cleaned.	OFFER SHEET
What is the current price for the janitorial services?	Please note that the below does not include all facilities requested in the current RFP. Current Monthly Pricing: • Port Administrative Building: \$ 8,264.85 • Maintenance Building: \$ 2,465.76 • Maint Gate Guard House: \$ 403.19 • EB1 Guard House: \$ 609.66 • Blair Guard House: \$ 609.66	OFFER SHEET
Will the contract be awarded to the lowest bidder?	Price is one factor of the evaluation. See 8. EVALUATION PROCESS for details.	EVALUATION PROCESS
Can we park a company van at on the Port of Tacoma properties?	Yes, while cleaning. Not long term, or permanently.	INSTRUCTIONS, INFORMATION, AND COMMUNICATION