



QUESTIONS & RESPONSES #07

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 Mon, 11/14/2022 - 08:40AM

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
Can the State Business License be provided upon award of contract?	Per Section 4. LICENSING and FEES of the RFP. You must have a State of Washington business license (a State "Unified Business Identifier" known as UBI #) prior to signing the contract. It will be part of the responsibility check prior to contract execution but is not required for the initial proposal.	LICENSING and FEES
I would like to verify that the Sqft for the NWSA Admin Building is 1,077 sqft. If I recall correctly it is listed as a 3 story building.	The NWSA only occupies the 3rd floor. The 1,077 sqft represents that floor.	EXHIBIT 8
Trail Period and Right to Award to the Next Highest Scoring Contractor Section – If the winning contractor does not meet expectations during the 90day trial period. Will the 5% bond be refunded?	With in sixty (60) days after the proposal due date, the Port will release or return Bid securities to Contractors who's proposals are not to be further considered for contract award. Bid securities of the three highest scoring proposals will be held until the Contract has been finally executed, after which all forfeited Bid securities will be returned.	TRIAL PERIOD AND RIGHT TO AWARD TO NEXT HIGHEST SCORING CONTRACTOR
Should the periodic hard surface flooring be quoted as a separate line item?	Hard surface flooring would be included in the building monthly rate, or rate per cleaning. It would not be a separate bid line.	OFFER SHEET
Just wish confirm that the proposal wage rate is flat over the term of the 5yr contract?	Prevailing Wage rates in effect are in Attachment H. These wages remain in effect for the duration of this contract, except for annual adjustments required by this agreement for multi-year contracts (where contract is longer than one year) and for building service maintenance (janitorial, waxers, shampooers, and window cleaners). Therefore, the proposal wage rate is based on the current prevailing wage rate by county, but amendments to the contract may be done in the future to match annual adjustments to the prevailing rate.	PREPARING OFFER FORMS WITH CONSIDERATION OF PREVAILING WAGES
Price Schedule Line 5 & 12 you have the Blair Gate house mentioned, do you need price for both lines?	Yes, please provide both a monthly and a rate per cleaning.	OFFER SHEET
Price schedule Line 1a Administration - Sitcum Plaza, is the price for the daily cleaning? do you also want a price for the floor restoration?	The price would be for the monthly total, but based on cleaning daily. The price for carpet cleaning would be included as well on a separate line. I will amend the offer sheet for clarification, and post an updated sheet to the procurement page.	OFFER SHEET
Price schedule line 1b number of times per year for interior window cleaning, do you want a price for that as well?	The price for window cleaning would be included as well on a separate line. I will amend the offer sheet for clarification, and post an updated sheet to the procurement page.	OFFER SHEET