

Solicitation Number: 2021-021-RFP Addendum Number: 1

Janitorial Services

Due Date and Time: April 28, 2021 at 1:59 PM (MST)

Revisions to the RFP documents are as follows:

Section Two, E, SUBMITTAL INFORMATION AND REQUIREMENTS, Tab E – Operations Plan, 3a, page 24:

Remove “utilizing the minimum weekly staff hours”

Section Two, E, SUBMITTAL INFORMATION AND REQUIREMENTS, Tab G – Appendices, page 25:

Replace “Tab G – Appendices” with “Tab G – Staffing Breakdown”

Exhibit 2, Minimum Cleaning Frequencies by Facility, page 48

Add new table, “TSA Bag Make-up”, included in this Addendum 1, under **Airport Terminal Building**.

The following questions were asked at the pre-proposal meeting on April 13, 2021:

Q1 - Who currently has this contract and how long have they had it?

A1 - Flagship Facility Services is the Airport’s current janitorial contractor. They have held the contract for two years.

Q2 - Can you provide detailed sq ft by space and with floor type - Sq ft by floor type and by area. For example, hallways carpet, passenger hold areas are concrete and the sq ft to allocate proper equipment

A2 - See below for terminal floor type and area. Please note that the square footage provided is the raw number that does not take into account furniture, appliances, etc.

- Carpet: 17,600 sq ft
- Tile: 12,000 sq ft
- Polished Concrete: 29,500 sq ft

Q3 - You mentioned the storage is limited to janitorial supply closets. Did I miss a statement regarding a larger storage area for autoscrubbers, burnishers, etc.?

A3 - Our janitorial closets, depending on where they are located, for the terminal, are various sizes. There are some fairly large ones and there are some fairly small ones. We do have some storage space for equipment that we have allocated for larger equipment.

For the Campus buildings, see table provided in the answer to question 40.

Q4 - For campus buildings, is there transport provided or would the provider need to provide the transport, such as a gator or cart?

A4 - PMGAA does not provide a vehicle/transport. The company is responsible for transporting the consumable products that PMGAA provides. Given that the campus buildings are spread across the airport and onto roadways, a street legal vehicle is recommended.

Q5 - Is there a DBE / SBE requirement

A5 - Since this is not a Federally funded project, and being paid for by Airport funds, there is no DBE/SBE requirement. That being said, the Airport highly encourages the use of DBEs and SBEs and supports DBEs and SBEs to submit a proposal(s) if they meet the minimum requirements.

Q6 - Are you hoping to have two separate vendors for each contract or is there a chance of one company having both?

A6 - The RFP is written such that the Airport may select a different vendor for each Scope or select one vendor for both Scopes. Depending on how the Evaluation Panel scores and ranks the proposals will determine what is in the Airport's best interest for selecting an Offeror or Offerors.

Q7 - Is the airport open to signing an NDA so that we may release our annual financial information (as required).

A7 - The Airport will not sign an NDA for financial information for this RFP. However, please review the Airport's Public Record Notice found on page 3 of the RFP and follow the instructions found in the Airport's Procurement Policy (link provided on the page). Please read the policy in its entirety. The Airport will review the request with the submittal.

Q8 - Do you have a current schedule the custodians are working?

A8 - The Airport has issued the RFP for Offerors to develop their own staffing plan and cost proposal based on their industry expertise.

Q9 - Given the administrative overhead will be greatly reduced on the exterior buildings if the vendor also manages the cleaning of the airport (where a majority of resources will be allocated), are we permitted to submit for the exterior buildings with our pricing contingent on the administration and overhead being required to be in tandem with award of the main airport building?

A9 - Yes. The Airport would ask any Offeror providing a proposal for both Scopes and one is contingent on the other, to submit separate pricing (Attachment E, F, & G) and staffing breakdown (Attachment H) and any other proposal terms that would be altered, and clearly mark them accordingly.

Q10 - Does the facility have any floor mats – at the terminal? If so, is there a separate service that handles?

A10 - There are no floor mats. Any floor matting is built in carpeting or walk offs.

Q11 - Is there a mandated minimum weekly amount of staffing hours? I see there is a deduction of \$ 150 for every 12 hours short – this is stated in the sample PSA, under Liquidated Damages.

A11 - We do not have a mandated minimum weekly amount of staff hours. It is the Airport's expectation that Offerors review the Scope of Work and look at the work in totality and utilize Tab E to document how you are going to clean and staff our facilities and Scope of Work and then outline those FTEs in Attachment H.

The table of liquidated damages will be updated to reflect the selected Offeror's proposal.

Q12 - Is there a washer and dryer hookup available (Terminal or other facility)?

A12 - No.

Q13 - Can you share the current vendor annual budget for each location?

A13 - This would require a public records request, however, the budget is set based on the awarded contract.

Q14 - Does the airport (or local municipality) have a Minimum Wage Ordinance (MWO) or Living Wage Ordinance (LWO)?

A14 - No, there is no ordinance nor union. The Federal minimum wage would apply.

Passenger enplanements at PMGAA for the years indicated are as follows:

Month	2018	2019	2020	2021
January	118,926	145,295	151,362	80,675
February	129,190	160,594	173,912	97,729
March	178,457	224,864	144,773	164,453
April	123,027	158,125	11,238	
May	117,290	132,614	51,635	
June	131,904	147,620	87,235	
July	136,770	158,797	92,874	
August	107,511	112,762	73,611	
September	90,319	91,860	65,067	
October	121,758	134,884	104,768	
November	133,894	136,159	97,070	
December	142,667	171,189	97,285	
Totals	1,533,731	1,776,782	1,152,850	342,857

The following questions were received in writing:

Q15 - Will the selected vendor be responsible for the purchase of sanitary napkins?

A15 - No, the selected vendor is responsible for obtaining tampons and sanitary napkins from the PMGAA warehouse and filling the vending machines as needed.

Q16 - Will the vendor be responsible for the collection of parking coins?

A16 - No, however if Offeror comes across parking chips coins, it is PMGAA's expectation that it is returned to Airport Operations or Parking Contract staff.

Q17 - Do you have a number of times the restroom needs to be serviced per shift; as mentioned in the RFP "continuous", seems a vague?

A17 - PMGAA's facilities, both in the terminal and campus buildings, experience varying levels of activity that require continuous surveillance and servicing to ensure they are cleanly, neat, and orderly.

Q18 - Is the curb and sidewalk power washing expected to be on a routine scheduled basis?

A18 - Power washing of the curb and sidewalk areas are not part of the scope of work for this contract.

Q19 - Behind planters, machines and placards who owns responsibility for moving away from wall for cleaning and does the liability of damage rest upon the vendor?

A19 - PMGAA will collaborate with the selected Offeror on fixtures, machines, etc. that need to be moved to facilitate the scope of work, however, anything moved by the Offeror is at the Offeror's risk and liability.

Q20 - The occasional Biohazard clean-up in the TSA area, does PMGAA/TSA require their own additionally staff training?

A20 - PMGAA and the TSA have a Memorandum of Agreement (MOA) regarding the cleaning of blood and bodily fluid spills. PMGAA will brief and review the MOA with the selected Offeror on the responsibilities for these types of spills.

The following questions were asked at the pre-proposal site tours on April 14, 2021:

Q21 - Does the flooring care include the concessionaires spaces?

A21 - No, the individual concessionaires take care of the flooring in each of their spaces.

Q22 - Does the selected Offeror have responsibility for the Sharps containers in the restrooms?

A22 - No.

Q23 - Does the selected Offeror have responsibility for the vending items in the restrooms?

A23 - Offeror's responsibility is to refill the vending items, as needed, with supplies provided from PMGAA's warehouse.

Q24 - Does Allegiant operate on a daily basis?

A24 - Allegiant does not have typical operations for an airline. They are geared toward the leisure traveler.

Q24 - Can you share any challenges you believe there are?

A24 - This is a 24/7 operational airport. There is a constant need to keep up on the required tasks. The vendor needs to balance the activity (passengers) with the work that needs to be done.

Q25 - Is there only 1 day porter for everything?

A25 - The Airport is relying on Offerors experience and acumen in the industry to determine the best staffing

solution to meet the scope of the RFP in submitting their proposal.

Q26 - In regards to the Campus Buildings table in Exhibit 2, some locations state “daily” for cleaning, however the service times permit for less than every day cleaning. Please clarify.

A26 - The service time restrictions listed, if any, dictate the number of days a facility is to be cleaned.

Q27 - Is a golf cart ok to use to get from one building to building?

A27 - Given that the campus buildings are spread across the airport and onto roadways, a street legal vehicle is recommended.

Q28 - Does the vehicle used need to have a light on the top of it?

A28 - Since the selected Offeror would not be driving on the AOA, no it would not need to have a light on it. It needs to be street legal though.

Q29 - How big are the janitorial closets?

A29 - This was an old Air Force Base and the campus buildings were built in the 1960s so, they are average size, but all do vary in their size. The current janitorial provider has not mentioned that there is a problem/issue with the amount of space provided.

Q30 - Will the airport assist in coordinating the transfer / re-issue of SIDA badges for incumbent team members that are hired by a new service provider?

A30 - Badges are non-transferrable, however PMGAA will assist the selected Offeror in the badging process.

Q31 - Would the SIDA office require a new CHRC and TSA STA, or could a transfer be completed to the new employer (for team members that are in good standing)?

A31 - Applicants changing from the incumbent to the selected Offeror, if applicable, will be required to submit a new badge application sponsored by the selected Offeror. The Offeror will be responsible for all applicable badging fees.

Q32 - Does the airport have an electric SkyJack (or similar) on the airfield that can be used for high reach cleaning / HVAC cleaning, or will provider need to rent / own one?

A32 - The Airport does not provide this. The Offeror is responsible for providing any equipment to be utilized as part of the scope of work.

Q33 - Is there an access point where an appropriate size SkyJack (or similar) can be brought into each of the facilities that require high cleaning?

A33 - PMGAA will collaborate with the selected Offeror to determine which access point is best suited for the size of equipment that will be brought on site.

Q34 - Does the airport have a preference on the type / brand of chemical used for ESS?

A34 - PMGAA has no preference, however the selected chemical shall meet all applicable federal, state, and local regulations.

Q35 - Does the airport own the J-Fill (chemical mixing) stations that are currently on site?

A35 - PMGAA does not own any of the chemical mixing stations. The Offeror is responsible for providing any equipment to be utilized as part of the scope of work.

Q36 - Does the contractor space provided by the airport have connection for phone / data line?

A36 - PMGAA does not have connection for phone/data lines. The Offeror, at its discretion, can utilize PMGAA's Tenant Improvement process should it wish to add phone/data lines at its own expense.

Q37 - Does the airport have a preference on the uniform color / style (RFP states they cannot be same color / style as PMGAA employees)?

A37 - PMGAA will collaborate with the selected Offeror on uniform color/style to ensure they do not conflict with the color/style of PMGAA employees.

Q38 - Are there specific challenges that the airport is currently experiencing that they would like to ensure are specifically addressed with the new contract (i.e. floor condition, carpet condition, staffing concerns, brightwork condition, etc...)?

A38 - See answer provided to question 24.

Q39 - Will the airport provide a parking pass for our vehicle, or will there be a designated parking spot for it?

A39 - PMGAA will supply one parking card for the selected Terminal Offeror's vehicle to park in the Hourly Lot at the Terminal. The selected Campus Building Offeror will be provided with one vehicle hang-tag permit.

Q40 - Which buildings have storage for materials, chemicals, and equipment that would be used daily?

A40 - See table below.

Location	Storage	Water & Source
Gateway Aviation Center	Yes	Yes, Janitorial Closet
GAC, US CBP	No	No
GAC, Badging Office	No	No
Airport Admin – Public	Yes	Yes, Janitorial Closet
Airport Admin – Secure	No	No
ATCT	Yes (w/exceptions) 8 th Floor – shared 100 sq ft space	Yes, within shared space on 8 th floor
Maintenance Building	Yes	Yes, Janitorial Closet
Fuel Storage Facility	No	Yes, hose bibb on building exterior
Hangar 46	No	Yes, hose bibb, within hangar area
Hangar 32	Yes	Yes, Janitorial Closet
Car Care Facility	No	No
Lynn Kusy Park	No	No

Q41 - Does each building have a water source?

A41 - See table provided in the answer to question 40.

Q42 - Where are the water sources located?

A42 - See table provided in the answer to question 40.

Q43 - For the air traffic control tower, with multiple floors, where is the water source located here?

A43 - 8th Floor within a shared storage space.

Q44 - The explanation for Facility Porter (found under Section Two C, Cleaning/Maintenance, on page 14) describes the day cleaning with the Facility Porter, however on pg 49

Airport Campus Buildings, the hours and days needed for the scope of work do not outline nightly service. Which buildings need nightly cleaning? What hours can each building be accessed for nightly cleaning?

A44 - See page 14, *Cleaning/Maintenance 2.a-c*. The Facility Porter is a separate task from the tasking outlined within the table on page 49. It is PMGAA's expectation that the Facility Porter continuously monitor the Airport Campus Buildings to orderliness and cleanliness throughout the day.

A45 - Will a lift be provided by PMGAA? Does the operator need certification to use the lift?

A45 - See answer provided to question 32.

Q46 - Is the floorcare pricing included in the monthly pricing?

A46 – Yes, monthly pricing shall encumber all activities outlined in the Scope of Work.

Q47 - Will a breakout out of flooring type be provided to accurately provide pricing for the monthly and annual totals?

A47 - See table below. Please note that the square footage provided is the raw number that does not take into account furniture, appliances, etc.

Location	Tile (sq ft)	Carpet (sq ft)	Linoleum (sq ft)	Vinyl (sq ft)	Concrete (sq ft)
Gateway Aviation Center	1,850	3,700	2,000	850	850
GAC, US CBP	0	0	810	0	0
GAC, Badging Office	0	650	0	0	0
Airport Admin – Public	1,250	1,500	0	410	0
Airport Admin – Secure	0	7,125	0	0	0
ATCT	0	275	150	0	0
Maintenance Building	515	1,350	0	0	1700
Fuel Storage Facility	0	0	400	0	0
Hangar 46	440	0	0	0	0
Hangar 32	780	2,500	0	0	0
Car Care Facility	0	0	0	0	60
Lynn Kusy Park	0	0	0	0	0

Q48 - CCS is a privately held corporation, and as such would like to keep our financial information as confidential as possible. Steve Bohn, our CFO, can submit the financial information directly to the individual responsible for confirming our strong financial position. Should you require any financial information as it pertains to your account, commercial cleaning systems will review the requests and work to find the best solution for both parties. Please contact Steve directly at sbohn@ccsbts.com for this information. Would this be a problem moving forward?

A48 - All Offerors wishing to be considered for either, or both scopes of work, must submit the required financial documents. Those proposals not including the required documents will be deemed non-responsive. See the answer provided for question 7 for additional information.

Q49 - Section E, page 22 – Do you require all copies to be signed in ink or would electronic signatures be acceptable? If ink is required, would one original document with 4 exact copies be acceptable?

A49 - The Airport will accept electronic signatures.

Q50 - Attachment H Staffing Breakdowns File - States "Include supervisor position(s) but do not include manager positions". We understand that this sheet should not include any area or off-site, non-dedicated staff management hours, however, does this also include dedicated site manager hours?

A50 - It is PMGAA's expectation that management hours are not factored into Attachment H. While management staff, such as a dedicated site manager, may complete tasking while on-site, their primary responsibility is to ensure the janitorial operation is meeting the scope of work.

Q51 - How many general night cleaners are currently working each night?

A51 - The Airport is relying on Offerors experience and acumen in the industry to determine the best staffing solution to meet the scope of the RFP in submitting their proposal.

The pre-proposal meeting attendance list is included in this Addendum No. 1.

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.

The above referenced Solicitation Addendum is hereby issued and executed April 21, 2021 at
Phoenix Mesa Gateway Airport Authority, Mesa, Arizona.

Marian Whilden

Procurement Officer
Phoenix-Mesa Gateway Airport Authority

EXHIBIT 2 – Table Addition

Minimum Cleaning Frequencies by Facility

The following table is added to Exhibit 2 of the RFP, all other tables and information within Exhibit 2 of the RFP remain the same.

3. TSA Bag Make-up (Terminal) – Service Window: Monday – Friday, 10pm to 3am
Approximate service square footage: 2,500 square feet (included in the overall 89,000 Terminal sq ft above)

Service Tasks	Frequency
General Cleaning	N/A
Emptying Trash & Recycle Receptacles	Daily
Restock Supplies	N/A
Restroom Maintenance	N/A
Floor Tasks	Frequency
Sweep & Mop/Scrub	Daily
Hard Floor – Burnish	N/A
Hard Floor – Refinishing	N/A
Carpet – Extraction	N/A
Carpet – Spot Cleaning	N/A
Specialty Tasks	Frequency
High Reach Cleaning	N/A
HVAC Cleaning	Quarterly
Pet Waste Stations	N/A

Pre-Proposal Meeting Attendance List

ORGANIZATION	FIRST NAME	LAST NAME
City Wide Facility Solutions	Mike	Odonnell
Service Management Systems	Denny	Lyons
Triangle Services	brian	westphal
The Blue Book	Amy	Imbrescia
oranje.us	Annemarie	Boeckman
Plankowner Enterprises LLC	Nikea	Lewis
Marsden West	Ron	Peaters
LJ'S Cleaning Solutions	Jeremy	Leon
City Wide Facility Solutions	Aaron	Bowen
The Blue Book Building & Construction Network	Candace	Shelton
HHS Aviation	Brett	Mannion
Flagship	Gustavo	Solis
	Mark	Fleury
Oranje Commercial Janitorial	joshua	woodworth
Service Management Systems	Dan	Hickey
CCS Facility Services	Taylor	Baker
HHM Maintenance	Roberto	Martinez
HHM Facility Management	Jennifer	Smith
Arizona Superior Cleaning	Spencer	Hastings
Maid My Day LLC	Jerry	Verner
DMS Facility Services	Teresa	Maggard
ProEthic Building Services	Keith	Zaborski
Triangle Services, Inc.	Lenora	Skog
Flagship Airport Services, Inc.	James	Mikacich