

Capital Area Transportation Authority



AMENDMENT NO. 1 TO SOLICITATION CUSTODIAL SERVICES

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2020-110	3. SOLICITATION NAME: Custodial Services	4. AMENDMENT DATE: July 20, 2020
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5. ISSUED BY

Capital Area Transportation Authority
Purchasing and Contracts Department
4615 Tranter Street
Lansing, MI 48910

6. DESCRIPTION OF AMENDMENT:

The following documentation has been attached to this Amendment:

- a. CATA's Responses to Vendor Questions.
- b. All other terms and conditions remain unchanged.

PLEASE NOTE: Contractor is required to sign this document and return it with the bid/proposal/quote.

NAME / TITLE OF OFFEROR (Type or Print)	COMPANY NAME
(Signature of person authorized to sign)	(Date Signed)



July 20, 2020

Capital Area Transportation Authority Request for Proposal 2020-110
Custodial Services
CATA Response to Vendor Questions

VENDOR QUESTIONS AND CATA'S RESPONSES:

1. Do you have the total cleanable square footage for each location?

Yes, see below the approximate square footage for each building.

- Downtown CATA Transportation Center (CTC) 420 South Grand Avenue, Lansing – 14,000 square feet.
- Capital Area Multimodal Gateway (MMG) 1240 S. Harrison Road, East Lansing – 7,300 square feet.
- CATA Administrative Offices, 4615 Tranter Street, Lansing – 32,000 square feet.
- Shaw Parking Ramp No. 1, MSU Campus, East Lansing – 1,400 square feet of glass (Window Cleaning Only).

2. Is the Square Footage for each building available?

Please refer to Question #1 for our response.

3. I have reviewed the RFP and I do not see where it states the square footage of each building, number of bathrooms or number of kitchenettes. I apologize if I missed it. If it's not in there can you please provide me with that information?

Please refer to Question #1 for the square footage of each building.

The number of bathrooms and kitchenettes is listed below for each building:

- CTC – 5 bathrooms and 1 kitchenette
- MMG – 3 bathrooms and 1 kitchenette
- CATA Administrative Offices – 11 bathrooms and 4 kitchenettes

4. Can you please provide contractors with a square footage estimate for the 3 buildings in the contract?

Please refer to Question #1 for our response.

5. Can you please tell me the square footage of each location?

Please refer to Question #1 for our response.





6. What are the square footages of each building?

Please refer to Question #1 for our response.

7. Can you please confirm the square footages I estimated are correct?

Downtown CATA Transportation Center (CTC) 420 South Grand Avenue, Lansing 23,572.
Capital Area Multimodal Gateway (MMG) 1240 S. Harrison Road, East Lansing – 11,549.
CATA Administrative Offices, 4615 Tranter Street, Lansing – 179,964.
Shaw Parking Ramp No. 1, MSU Campus, East Lansing – 57,832 square feet.?

Please refer to Question #1 for our response.

8. Is there a Prevailing Wage requirement?

No.

9. Can you please send me a copy of the RFP?

Yes. This information is also posted on our website at www.cata.org.

10. The hours of cleaning on page 7 of the RFP, for the Saturday and Sunday times, do you expect us there for the entire time?

Yes.

11. Is there a bid bond required?

No.

12. Will a day porter be required?

No.

13. What about floor scrubbing, how often?

Please refer to the RFP scope of work.

14. As far as the Admin building, how often is it currently being cleaned?

CATA Administrative Offices are cleaned daily by in-house staff.

15. The Shaw parking ramp, Is that windows only, how about the elevators, and anything inside?

Per the scope of work, CATA is requesting only window cleaning services at Shaw Parking Ramp No 1.





16. Do you know the approximate budget for this project?

Each vendor should propose their best pricing based on the scope of work. Keep in mind that price is only one of the selection criteria that will be considered when awarding the contract.

17. The cleaning times are during hours that the buildings are open, is that correct?

Please refer to the RFP scope of work. The cleaning hours vary by location. Cleaning times include when the building is open and closed to the public.

18. Can you please confirm, is the janitorial expected to be full window cleaners inside and out above reachable height semi monthly?

We do not understand your question. Each building has a unique window cleaning schedule, which is defined in the scope of work.

19. Window cleaning, does that include high windows in Atrium?

Yes, at the CTC.

20. I really would like the opportunity to place a bid on this project. I have a meeting with my team this morning to decide if we are going to bid on it and if we are the next steps, we as a team, need to take. May I please get the answers to the questions below so I can discuss in further detail with my team?

This is specified on the first page of the RFP. The Schedule of Activities state CATA will respond to questions on Monday, July 20, 2020. Responses to the questions will be released through the Amendment process and provided to all potential bidders.

21. Can you please provide a breakdown of the various floor types in each building and the approximate percentage of that type? Carpet, tile, VCT, etc. for example. It looks like the CTC is all tile, the MMG is mostly VCT and the CATA Transportation Center with the attached parking structure is mostly concrete surfaces.

- CTC is approximately 99% tile; the customer service information booth has carpet.
- MMG is 100% polished concrete.
- CATA Administrative Offices – This facility has polish concrete, carpet, rubber, tile and epoxy.
- Shaw Parking Ramp No. 1, MSU Campus, East Lansing, is window cleaning services only.

22. Who provides consumables?

Please refer to the RFP scope of work. Each building is supplied differently.





23. A. It appears that the Downtown CATA CTC needs a strip and wax of approximately 1,175 square feet quarterly. What type of surface is this and is the only hard surface in this building? (Tile?)

Please refer to Question #21 for our response.

- B. This location also needs bi-weekly cleaning of all exterior windows inside and out two times per month. What is the maximum height of these windows so we can know what equipment we will need to provide?

The estimated maximum height for the bi-weekly window cleaning is approximately twelve feet.

24. In the Capital Area Multimodal Gateway (MMG) it states “the contractor shall assist in maintaining the exterior of the facility by picking up trash, cigarette butts, etc. What is the approximate size of this area and is this a daily task?

The approximate size of the property is 212,000 square feet. The frequency to maintain the exterior of the facility will be on an as needed basis to keep the appearance clean.

25. In the CATA Administration Offices you would like a cost per square foot for the carpet cleaning of offices, office/guest chairs, how much/many carpet/chairs approximately are in this building? We would be more than happy to do this but the quantity matters in pricing and if they are done at the same time or randomly. Also, any square footage of heights for this building would be helpful.

We do not understand your question. The extra services for office carpet cleaning and chair cleaning are done the same time as the hallway carpet cleaning services.

26. In the MSU-CATA Transportation Center, we clean all interior and exterior windows except for the months of May, June, and July. May we receive the approximate size and height of these windows, please?

The approximate window area to be cleaned is 155 ft. long by 9 ft. tall. The total area is approximately 1,400 square feet.

27. A. We may have as many employees working as we feel needed during the times you provided for each location in the RFP?

CATA does not determine your staffing level as long as the tasks set forth in the RFP are completed.

- B. Are there any exceptions or additional information?

Please refer to the scope of work in the RFP.





28. A. I understand CATA will supply all paper supplies such as hand towels and toilet paper. Does that include hand soap/sanitizer?

No.

B. Who will supply the trash can liners for all facilities?

The awarded vendor.

29. A. Information obtained from the Virtual Tours/Google Earth:
Downtown CATA Transportation Center (CTC) 23,572 square feet

1. 1 Women's Bathroom 4 sinks 2 stalls with one partition.
2. 1 Men's Bathroom 4 sinks 2 stalls and a urinal
3. The flooring appears to be all tile

Capital Area Multi-modal Gateway (MMG) 11,549 square feet

1. 1 Men's Bathroom 4 sinks 2 stalls and one urinal
2. 1 Women's Bathroom 4 sinks 2 stalls with one partition.
3. The flooring appears to be mostly VCT

CATA Facilities: MSU-CATA Transportation Center - 179,964 square feet

1. 1 Men's Bathroom 4 sinks 2 stalls and one urinal
2. 1 Women's Bathroom 4 sinks 2 stalls with one partition.
3. The flooring appears to be mostly concrete

Shaw Parking Ramp No. 1, MSU Campus, East Lansing – 57,832 square feet

1. Please note this is located 6 miles from the MSU-CATA Transportation Center
2. The RFP states Clean all interior and exterior windows once per month, except in the months of May, June & July. What is the square footage of these windows?

We are not sure if this is a statement or a question.

B. Shaw Parking Ramp No. 1, MSU Campus, East Lansing – 57,832 square feet

1. Please note this is located 6 miles from the MSU-CATA Transportation Center
2. The RFP states Clean all interior and exterior windows once per month, except in the months of May, June & July. What is the square footage of these windows?

Please refer to Question #1 for our response.

