



Capital Area Transportation Authority  
4615 Tranter Street  
Lansing, MI 48910

## AMENDMENT NO. 1 TO CUSTODIAL SERVICES

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2022-127	3. SOLICITATION NAME: CUSTODIAL SERVICES	4. AMENDMENT DATE: APRIL 6, 2022
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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:

1. Pre-Proposal minutes and attendance sign in sheet.
2. 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)



Date: April 6, 2022

RE: Minutes of Pre-Proposal Meeting on Capital Area Transportation Authority (“CATA”) Request for Proposal (“RFP”) No. 2022-127 Custodial Services

A pre-proposal meeting was held March 25, 2022 at 9:30 A.M. Those in attendance were:

Jacob Murphy, Clean Team  
Margaret Stephens, Customer Experience Manager  
Norm VanAlstine, Facilities Manger  
Nicole Wilson, Purchasing and Contracts Manager

Nicole Wilson discussed the following:

1. The Schedule of Activities is listed on the first page on RFP. Proposals are due at 2:00 P.M. Eastern Time on April 26, 2022.
2. Criteria used by CATA evaluation committee during proposal evaluation process.
3. Section 2: Statement of Work.
  - There are four (4) facilities listed in the scope of work.
  - Vendor should read the description and understand the requirements of the RFP.
4. This solicitation will result in a fixed price contract.
5. Required forms are listed in the RFP, they must be signed, dated, and submitted with the proposal.
6. CATA did not receive any vendor questions.

A site visit for the Administrative Building was conducted at the end of the meeting.

Attached:        Pre-Proposal Sign in Sheet

