



Capital Area Transportation Authority  
4615 Tranter Street  
Lansing, MI 48910

## AMENDMENT NO. 1 TO JANITORIAL SERVICES

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2022-134	3. SOLICITATION NAME: JANITORIAL SERVICES	4. AMENDMENT DATE: MAY 19, 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. Electronic submission of the proposal.

**All** bidders should submit their proposal via email to [nwilson@cata.org](mailto:nwilson@cata.org), and the subject line must state:

- i. PROPOSAL SUBMISSION – RFP 2022-134 – Janitorial Services

PRIOR TO SUBMITTING, please ensure you have all the required documents attached in Word, Excel, or Adobe Acrobat format ONLY.

1. Failure to attach the required documents will cause your submission to be declared **NON-RESPONSIVE**.
2. BIDDERS are still required to complete and submit the proposal forms as specified in the solicitation.
- ii. Do not copy any other CATA employee on the email of your Electronic Submission, as we want to ensure that the integrity of the process is maintained.
- iii. Emails sent to other email addresses may be considered **NON-RESPONSIVE** and not considered during the proposal review.
  - a. All emails must be received by 11:00 A.M. Eastern Time on Thursday, May 26, 2022. Emails received at 11:01 A.M. Eastern Time or later, will be considered late submissions and deemed **NON-RESPONSIVE**.

- b. CATA email accepts up to 50MB, it is the vendor's responsibility to ensure that their proposal do not exceed 50MB.
  - c. Vendors will receive an email confirmation from CATA that their proposal has been received.
  - d. Please note, this is NOT a permanent policy change and electronic submissions will not be accepted unless expressly directed within the Specified Solicitation by CATA.
  - e. Ensure you have Up-To-Date Information Regarding this Solicitation; Please visit [www.cata.org](http://www.cata.org).
2. Pre-Proposal minutes and attendance sign in sheet.
  3. 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)

## I-E Contract Term

The term of the proposed contract will commence September 1, 2022 and continue for a one (1) year period through August 31, 2023. CATA shall thereafter have the option to renew the contract. The first option to extend the contract term will be for a one (1) year period through August 2024. The second option to extend the contract term will be for a (3) year period through August 2027.

## I-F Contract Extension

CATA reserves the right to extend the term of any contract resulting from this RFP as outlined above. Any extension will be in writing and must be mutually agreed to by both CATA and the Primary Contractor.

## I-G Type of Contract

CATA reserves the right to award without scheduling a pre-proposal meeting, or providing a short-list of Contractors or hold short-list interviews or presentations. The award of this solicitation will result in a Fixed Rate Contract.

## I-H Questions/Changes to the RFP

It is the desire of CATA to provide the same information to all interested parties to ensure fairness and impartiality in the procurement process. To that end, CATA will not respond to telephone inquiries or personal visits. Visitation by respondents or their representatives may be made to CATA only at the pre-proposal meeting, if held. All questions are to be submitted in writing. Submit written questions (via email) to the CATA Purchasing & Contracts Department at the email address indicated in Section I-A above no later than the date and time indicated on the Schedule of Activities above. Any changes made to this RFP, in response to the questions or concerns raised in any scheduled pre-proposal meeting or through correspondence received by CATA prior to the pre-proposal meeting, will be put in writing to all firms attending any scheduled pre-proposal meeting or otherwise indicating an interest in this project and posted on CATA's website by the date stated on the above Schedule of Activities page. No changes will be made in the RFP after such changes/answers are distributed.

## I-I Pre-Proposal Meeting

See *Schedule of Activities* page above for date and time of any Pre-Proposal Meeting scheduled for this RFP. The purpose of this meeting is to discuss with prospective contractors the work to be performed and to answer questions about this RFP. **The pre-proposal meeting is informational only; vendor attendance is not mandatory. However, interested vendors are strongly encouraged to attend.** For those that are not able to attend the pre-proposal meeting, CATA has provided a virtual tour in the attachments.

The pre-proposal meeting will be held at the following locations listed below, beginning at CATA's Administration Building. At CATA's Administration building, visitors can park along Tranter Street or in the North end of the building, employee lot. The gate will be open for visitor parking.

- 1) CATA Administration Building, 4615 Tranter St., Lansing,
- 2) CATA Transportation Center (CTC), 420 South Grand Avenue, Lansing,
- 3) Capital Area Multimodal Gateway (MMG), 1240 S. Harrison Rd. East Lansing,
- 4) MSU-CATA Transportation Center, Shaw Parking Ramp No 1, MSU Campus, East Lansing

## I-J Proposals

To be considered for award, each respondent must submit a complete response to the RFP, using the designated format (if any) and accepting the requirements of Sections II and III below. Proposals are to be submitted only to CATA. No other distributions of proposals are to be made. An official authorized to bind the respondent to the proposal must sign the proposal in ink. Submission of a proposal shall bind the respondent to all provisions of the proposal, including costs, for a period extending not less than one hundred eighty (180) days following the Proposal Due Date, which is stated in the Schedule of Activities above. Proposals, including pricing schedules, must be submitted to CATA by the time and date set as the Proposal Due Date indicated on the *Schedule of Activities* page above. The respondent is solely responsible for the timely delivery of the proposal to CATA. Except as provided below, late proposals will not be considered.

Late proposals which are received after the Proposal Due Date may be considered, if the respondent establishes to CATA's satisfaction within five (5) days of the Proposal Due Date that the delay was due to an independent event outside the control of respondent, such as acts of God or the public enemy, war, national emergency, labor strikes. All proposals submitted in response to this RFP will become the property of CATA and will not be returned to the respondent.

## 1. Electronic submission of the proposal.

All bidders should submit their proposal via email to [nwilson@cata.org](mailto:nwilson@cata.org), and the subject line must state:

### i. PROPOSAL SUBMISSION – RFP 2022-134 – Janitorial Services

PRIOR TO SUBMITTING, please ensure you have all the required documents attached in Word, Excel, or Adobe Acrobat format ONLY.

1. Failure to attach the required documents will cause your submission to be declared NON-RESPONSIVE.

2. BIDDERS are still required to complete and submit the proposal forms as specified in the solicitation.

ii. Do not copy any other CATA employee on the email of your Electronic Submission, as we want to ensure that the integrity of the process is maintained.

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a. All emails must be received by 11:00 A.M. Eastern Time on Thursday, May 26, 2022. Emails received at 11:01 A.M. Eastern Time or later, will be considered late submissions and deemed NON-RESPONSIVE.

b. CATA email accepts up to 50MB, it is the vendor's responsibility to ensure that their proposal do not exceed 50MB.

c. Vendors will receive an email confirmation from CATA that their proposal has been received.

d. Please note, this is NOT a permanent policy change and electronic submissions will not be accepted unless expressly directed within the Specified Solicitation by CATA.

e. Ensure you have Up-To-Date Information Regarding this Solicitation; Please visit [www.cata.org](http://www.cata.org).

## I-K Proposal Requirements

Proposing firms/organizations shall include a detailed proposal. Emphasis should be on completeness and clarity of content. Proposals shall be submitted in binder format with tabs labeled as follows:

### Cover letter

The proposal must include a cover letter which identifies the proposing firm/organization, mailing address, contact person, email address and telephone number. The cover letter must acknowledge the receipt of all addenda issued to this RFP, and be signed by the individual who is authorized to negotiate and execute a contract on behalf of the proposing firm/organization.

### Price

The price proposal must include the cost for services described herein. Proposed costs must be submitted on the enclosed Pricing Form (*See Attachment D*).

### Qualifications of firm/organization

The proposal must include the firm's principle qualifications to communicate its ability to successfully complete the scope of work, include firm's length of time in business and include firm's certificate of insurance. The proposal must include the resumes of key individuals from the responding organization to be assigned to CATA.

### References

The proposal lists three (3) company references that will confirm vendor's capability to successfully complete the scope of work within the last five (5) years. Firm is requested to provide a list of contracts that are similar to CATA. CATA reserves the right to contact any or all of the listed references (*See Attachment C*).



May 19, 2022

RE: Minutes of Pre-Proposal Meeting on Capital Area Transportation Authority (“CATA”) Request for Proposal (“RFP”) No. 2022-134, Janitorial Services.

A pre-proposal meeting was held May 12, 2022, at 9:30 A.M, in the CATA Board Room. Those in attendance were:

Jacob Murphy, Clean Team  
Kathy Posey, LGC Global Facility  
Christina Minnis, Sweep You Off Your Feet Cleaning  
Rich Wallace, Sweep You Off Your Feet Cleaning  
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 are listed on the first page of the RFP. Proposals are due at 11:00 A.M. Eastern Time on May 26, 2022. CATA is allowing electronic submission. An amendment will be released with the information and directions of how to submit electronic proposals.
2. This solicitation will result in a fixed price contract.
3. We will tour the four (4) facilities listed in the RFP. The project managers, Margaret Stephen and Norm VanAlstine will highlight parts of the scope of work during the walk-through.
4. The evaluation committee will review proposals based on the five (5) selection criteria listed in the RFP.
5. Section 2: Statement of Work.  
Vendors should read the description and understand the requirements of the RFP. Note the important information below the Scope of Work section.
6. Required forms are listed in the RFP, they must be signed, dated, and submitted with the proposal. An amendment will be released, and vendors will be required to submit this form in the proposal.
7. Pricing form must be filled out with the correct calculation.
8. A site visit was conducted at the four facilities: CATA Administrative Building, CATA Transportation Center, Capital Area Multimodal Gateway, and the MSU-CATA Transportation Center was conducted at the end of the meeting.

Attached:        Pre-Proposal Sign in Sheets



