



**Capital Area Transportation Authority**  
**4615 Tranter Street**  
**Lansing, MI 48910**

**AMENDMENT NO. 1 TO  
 JANITORIAL SERVICES**

1. AMENDMENT NO: <b>1</b>	2. SOLICITATION NO: <b>RFP 2026-162</b>	3. SOLICITATION NAME: <b>JANITORIAL SERVICES</b>	4. AMENDMENT DATE: <b>DECEMBER 18, 2025</b>
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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. CATA responses to vendor questions.
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)



December 18, 2025

RE: Minutes of Pre-Proposal Meeting on Capital Area Transportation Authority (“CATA”) Request for Proposal (“RFP”) No. 2026-162, Janitorial Services.

A pre-proposal meeting was held on December 11, 2025, at 9:00 A.M. Eastern Time at 4615 Tranter Street, Lansing, MI. The meeting started at 9:03 A.M. See the attached attendance sheet for a list of participants.

Nicole Wilson discussed the following:

1. The Schedule of Activities is listed on the first page of the RFP. Proposals are due by 11:00 A.M. Eastern Time on January 15, 2026. Specific instructions for submitting proposals are provided in Section I-J: *Proposals*.
2. The following sections of the RFP were discussed: amendment(s), contract terms, electronic proposal submission, and selection criteria.
3. This solicitation will result in a fixed-price contract for a five (5)-year period.
4. Vendors toured four (4) facilities listed in the RFP. During the walkthrough, Project Manager Norm VanAlstine highlighted and explained key sections of the Scope of Work for each facility.
5. The evaluation committee will review proposals based on the five (5) selection criteria outlined in the RFP.
6. Section 2: *Statement of Work*:
  - Vendors should carefully review the description and ensure a full understanding of the RFP requirements.
7. Required forms are listed in the RFP, they must be signed, dated, and submitted with the proposal. Amendment No. 1 will be released, and vendors are required to complete the amendment form and include it in their proposal.
8. The pricing form must be completed accurately with the correct calculations.
9. A site visit was conducted at the following facilities: CATA Administration Building; Capital Area Multimodal Gateway (CAMG), CATA Downtown Transportation Center; and the CATA 511 Building.

The meeting ended at 10:53am.

Attached: Pre-Proposal Attendance list







December 18, 2026

Capital Area Transportation Authority Request for Proposal 2026-162  
Janitorial Services  
CATA Responses to Vendor Questions

VENDOR QUESTIONS AND CATA'S RESPONSES:

- 1. I don't remember if you sent this out last time but is it possible to get the budget numbers for the last 3 to 5 years or the last 2 accepted proposal numbers.**

There are differences in the scope of work for this procurement, and therefore the existing information is not relevant. Each vendor should propose their best fixed rate pricing based on the scope of work.

- 2. Thank you for sending this RFP back out. We didn't bid on this the first time. I just was curious as to know why it is being posted again. Was it prices? Was it lack companies interested?**

The scope of work has been revised, and additional locations have been included.

- 3. Exterior Windows - How many exterior windows are present at each facility, and what are the specific cleaning requirements (frequency, method, and scope) for exterior window cleaning?**

Please refer to Section II-C, Scope of Work.

- 4. Flooring Details - What is the exact square footage of carpet and hard flooring (tile, terrazzo, concrete, etc.) in each facility?**

Please refer to Section II-C, Scope of Work.

- 5. Bonding Requirements - Will CATA require a bid bond, performance bond, or payment bond for this contract? If so, what is the required amount or percentage, and what form(s) are acceptable?**

No, CATA will not require a bid bond.

- 6. Bonding Requirements - For multi-year contracts, will CATA accept a one-year performance bond renewable annually at the surety's discretion?**

Please refer to Question 5 for the response.

- 7. Bonding Requirements - Will CATA accept the following language added to the performance bond form: "The term of this bond shall be \_\_\_\_\_ . The bond can be extended for**



additional periods by Continuation Certificate at the Surety's sole discretion. The Surety is not obligated to extend this bond to cover an extension period. In the event that the Surety elects not to renew or extend this bond, the failure of the Principal to furnish a substitute bond shall not be grounds for a claim under the original bond, but can only result in cancellation of the contract. Regardless of the number of extensions to the bond, the amount payable under the bond shall not exceed the penal sum of the bond."

Please refer to Question 5 for the response.

8. **Bonding Requirements - If only a bid bond is required, will CATA accept a cashier's check in lieu of a bond?**

Please refer to Question 5 for the response.

9. **Bonding Requirements - Will CATA accept our surety's standard bond form? If not, may we submit our proposed language for review and written approval prior to bid submission?**

Please refer to Question 5 for the response.

10. **Bonding Requirements - Is the bond requirement based on total contract value or annualized value for multi-year agreements?**

Please refer to Question 5 for the response.

11. **Bonding Requirements - If the surety declines to renew the bond after the first year, will this result in contract cancellation or liability?**

Please refer to Question 5 for the response.

12. **Holiday Cleaning - Are there any requirements for cleaning on holidays or during special events? If so, please specify which holidays and the expected cleaning schedule.**

CATA is closed during the following holidays and does not require janitorial services on these days:

- New Years
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- Easter

CATA does host special events at its facilities; CATA expects the normal cleaning schedule to be followed as outlined in the Scope of Work.



- 13. Day Porter - Is a day porter or on-site staff required during business hours at any facility? If so, what are the specific duties and schedule?**

Please refer to Section II-C, Scope of Work.

- 14. Exterior Grounds - Are there any additional requirements for exterior grounds cleaning (e.g., landscaping, snow removal, power washing) beyond trash and debris pickup?**

Please refer to Section II-C, Scope of Work.

- 15. Restroom Cleaning - Are there any exceptions to the hourly restroom cleaning requirement, or does this apply to all restrooms in all facilities at all times?**

Please refer to Section II-C, Scope of Work.

- 16. Consumables - Are there any consumables (other than toilet paper, paper towels, soap, and feminine products) that the contractor is expected to provide?**

Please refer to Section II-C, Scope of Work.

- 17. Window Cleaning Frequency - For interior and exterior windows, please clarify the frequency and scope of cleaning required by the contractor versus CATA.**

Please refer to Section II-C, Scope of Work.

- 18. The RFP mentions that a DBE program is in place. For non-DBE firms submitting a proposal, is there a required participation percentage for a DBE subcontractor, or could a non-DBE complete all of the work?**

There is no required DBE percentage. A non-DBE firm can do all of the work, but DBE participation is encouraged.

- 19. What is the value of the current contract for these services?**

There are differences in the scope of work for this procurement, and therefore the existing information is not relevant. Each vendor should propose their best fixed rate pricing based on the scope of work.

- 20. Is the scope of work on this project the same as the current contract? If not, how is it different?**

The scope of work differs from the current contract, as additional locations and service requirements have been added. Please refer to Section II-C, Scope of Work.



**21. Are the custodians working on this contract members of a union? If so, which union?**

Unknown.

**22. What background check results would disqualify an employee from working at these locations?**

Please refer to Section II-C, Scope of Work.

**23. What is the contract start date for this project?**

Estimated contract start date, May 2026. The term of the proposed contract will commence on the date of the executed contract.

**24. What is the Estimated Square footage for the Following:**

- **Indian Trails Information Booth** - 108 square feet
- **Supervisor's Office inside call center** - 120 square feet
- **Lansing School District Resource Office** - 225 square feet
- **Community Advocacy Office** - 100 square feet

**25. On page 11, "Restroom Servicing Requirements" outlines a requirement for restrooms to be cleaned hourly, however the shift times indicated for each building do not cover normal business hours. Please clarify the hourly restroom requirement: to which facility does this apply? During what hours does this apply?**

Restrooms are required to be cleaned hourly based on the work schedule for each location. Please refer to Section II-C, Scope of Work.

**26. Facility Cleaning Days: The bid text indicates cleaning is to occur Monday through Friday, but the provided schedule tables includes start and end times for Saturday and Sunday. Is Saturday and Sunday listed for planning purposes or other tasks that may be required, such as floor cleanings?**

Please refer to Section II-C, Scope of Work.

**27. Safety Signage: Is the contractor responsible for supplying wet floor signage or does CATA supply wet floor signage?**

Please refer to Section II-C, Scope of Work.