

**Solicitation Number: 2018-011-RFP    Addendum Number: 3**

**Janitorial Services**

**Due Date and Time: October 24 2017 at 1:00 pm Arizona time**

***A signed copy of this addendum must be included with proposal or bid.***

The following questions were received in writing:

**Q** – How am I able to obtain a copy of the current contract?

**A** - The contract has been posted to the Phoenix-Mesa Gateway Airport Authority's (PMGAA) website at [www.gatewayairport.com](http://www.gatewayairport.com) under the Procurement / Public Notices link. Please note, Amendment number 1 to this contract was not executed. The file name is "Solicitation 2018-011-RFP ABM Janitorial Contract.pdf"

**Q** - Addendum 1 refers us to Exhibit E for the badging fee. Exhibit E refers to the Airport Rates and Charges schedule but that doesn't reference badging fees. I did a search on your website for the badging app. That list the costs for badging but it's not clear if it all applies or not. What the cost is for badging?

Here's what it says on the application: Badge Processing Fee is required when application is submitted. Process fee is \$36.00, \$41.00 for contractors (includes required armband), credit/debit cards only accepted. Fingerprinting fee is \$54.00 (required for SIDA area only).

Should it be: 1) \$95 (contractor & SIDA); or 2) \$131 (all of the above)?

**A** – Every employee of Offeror must obtain an Airport Security Badge, the cost is \$36.00 per employee. For those employees working in secured areas, a successful Criminal History Background Check is also required, that is an additional cost of \$54.00 per employee.

Badge fees can be found on PMGAA's website under "Airport Fees, Services and Rental Rates" and are subject to change. The most recent version applies.

**Q** - Is a "wet signature" required with submission?

**A** – Yes, a physical signature is required on each applicable document. Please note, one of Offeror's proposal submitted must contain original signatures, the others may be copies.

**Q** - For the signed addendum, are we to include only the signature page or all pages of addenda

**A** – All pages of the addenda are to be included with the submittal.

**Q** - Would you consider a 1 week extension on the due date of RFP?

**A** – PMGAA will not extend the due date of the RFP.

**Q** - Please confirm porter service is only required at the Charles L Williams Terminal Complex.

**A** - That is correct.

**Q** - Is there any union involvement?

**A** - No.

**Q** - Can you provide Union staffing / benefits information?

**A** - There is no union involvement in this contract.

**Q** - Please provide a breakdown of % of cleanable sq. ft. for each type of flooring requiring major periodic maintenance.

**A** - PMGAA does not have this breakdown, Offerors were able to walk and see the required areas on the tour immediately following the Pre-Proposal Meeting on October 4, 2017 to obtain a better idea of the RFP requirements. The only facility not toured (due to active operations) was the Air Traffic Control Tower which does not require major periodic maintenance on the floors.

**Q** - We don't normally break our costs up by individual cleaning task (especially for routine cleaning). May we provide a total cumulative annual cost for each facility, instead of the annual cost per task?

**A** - PMGAA is not asking for the individual cleaning tasks to be broken out. Please enter the annual TOTAL COST on the last line of each table in Attachment C.

**Q** - Will the mechanical lift for semi-annual high cleaning be provided by the Airport?

**A** - No.

**Q** - Please confirm no full window washing required.

**A** - Spot treatment only is required for windows.

Full cleaning/washing for all glass on doors is required.

**Q** - Can propane burnishers be used?

**A** - No

**Q** - Do the "Admin Building SECURE" or "ATCT" require escort?

**A** - Per Attachment B, page 43, two areas in the Admin Building SECURE require an escort. Those areas are the Human Resource (HR) office area and one Operations (OPS) office.

The ATCT does not require an escort.

**Q** - In the RFP, you ask for 3 comparable projects and 3 references. Are we to assume that we need 6 references then?

**A** - Offeror may use the same 3 comparable projects listed under Section 2D (Relevant Firm Experience), when completing Attachment G (References), or Offeror may list different references in Attachment G. Either way, Attachment G (References), must be completed.

**Q** - Do you want resumes, financial statements, and all of the attachments listed in Section 3 Appendices to go in that section, or do you want those attachments and such to be placed with the questions that mention them? For example, resumes are asked for in "Project Team Experience & Qualifications," are we supposed to add resumes under this section or the Appendices?

**A** - Please include all documents listed under Section 3, Appendices, under that section. Do not include in other sections.

**Q** - Will the "General Company Information" section count towards the 20 page proposal limit?

**A** - It will not count towards the twenty (20) page maximum, however, please note it is limited to no more than two (2) pages.

**Q** - Please advise, are there any cup fees that apply to this contract?

**A** - All applicable operating fees pertaining to the Offeror under this contract are stated in the RFP, sample Professional Services Agreement and Addenda issued by PMGAA for this RFP.

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

Offeror hereby acknowledges receipt and understanding of above addendum.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Name of Company

The above referenced Solicitation Addendum is hereby executed October 16, 2017 at PMGAA, Mesa, Arizona.

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Marian Whilden

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Procurement Coordinator  
Phoenix-Mesa Gateway Airport Authority