ADDENDUM #1
GEN-RFP-2021-02

JANITORIAL SERVICES

April 19, 2021
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This document, Addendum #1, provides the list of all questions received by the deadline (2:00 p.m. on April 15, 2021) and written responses:

1. Can you disclose who the current contractor is and price being paid?
2. Can you provide me the last award amount for Solicitation RFP-GEN-RFP-2021-02?
3. If permissible, please advise the contract price for the existing or ending contract for RFP GEN RFP 2021-02-1.
4. Is this a new contract or a contract up for renewal?
5. If this is a contract up for renewal, what was the total amount invoiced for these services last year?

**Response to questions 1, 2, 3, 4 and 5:**
Current contractor: Janitorial Consulting, LLC dba CID Janitorial Services

Current pricing is not open to public inspection. Contract pricing is being used for cost estimates for this solicitation. Please provide competitive pricing in your proposal.

6. What is the budget for these services for the first year of the contract?

**Response:**
The fiscal year 2022 operating budget is under development; the annual operating budget is subject to approval by the voting members of the Hampton Roads Planning District Commission.

7. Hello I was trying to place a bid for the Hampton Roads Transit Center building. I don’t see a response link on the EVA website. How do I get I started?

**Response:**
Interested parties should refer to the full request for proposal posted at:

- [https://www.hrpdcva.gov/page/procurement](https://www.hrpdcva.gov/page/procurement);
- [https://www.hrtpo.org/page/procurement/](https://www.hrtpo.org/page/procurement/); or

Submit proposals by 2:00 p.m. EDT on Tuesday, May 11, 2021.
8. I was wondering if it would be possible to conduct an independent survey of the property at 723 Woodside Drive during ordinary hours of operation. The main objectives would be to document flooring types/flooring type sqft, document consumable paper product and soap/hand sanitizer dispenser types and a basic floor plan to put together a service sequence. It may take 30 minutes. However, for obvious reasons, we understand if this is not a possibility; it would help considerably to have those details for an accurate bid.

9. Can you please provide the square footage of the tile, VTC, other hard surfaces to be cleaned?

10. Can you please provide the square footage of the carpeted areas to be cleaned?

Response to questions 8, 9, and 10:
With respect to the request to conduct a site survey, unfortunately that is not possible at this time. Please refer to the RFP document, page 4, final paragraph.

Information is provided below on flooring types and square footage to be cleaned, consumable paper products, and soap and hand sanitizer dispensers. A building floor plan is also provided (see Figures 1 and 2).

Flooring (see Photos 1, 2 and 3):
- Commercial carpet: 16,456 square feet
- Vinyl clad tile: 1,243 square feet
- Ceramic tile: 1,154 square feet

Consumable paper product dispensers (see Photos 4, 5 and 6):
- Paper towel dispensers: 6 trifold dispensers
- Toilet paper dispensers: 5 commercial and 6 residential dispensers

Soap dispensers (see Photo 7):
- Soap dispensers: 10 refillable, automatic dispensers (600 ml)
- Soap: Zep antibacterial soap

Hand sanitizer dispensers (see Photo 8):
- Hand sanitizer dispensers: 6 refillable, automatic dispensers (600 ml)
- Sanitizer: Purell Advance hand sanitizer

11. Could you please provide floor plans of each of the buildings including the number of floor levels for each?

Response:
Floor plans showing the area to be cleaned are provided as Figures 1 and 2. The area to be cleaned is on a single level (ground floor).
12. Can you please provide photos and/or floor plans for each of the 20,000 square feet of office and meeting space?

Response:
Floor plans showing of the area to be cleaned are provided as Figures 1 and 2. Meeting spaces and typical office spaces are pictured in Photos 9 through 18.

13. What is the date of the most recent hard surface and carpet cleaning?

Response:
The most recent hard surface and carpet was completed in the spring of 2019.

14. What is the approximate number of people who work in the facility?

Response:
Under normal operating conditions (pre-COVID-19 pandemic), approximately 45 people work in the space (Monday through Friday). Under the current, limited operating conditions due to the COVID-19 pandemic, there are approximately 10 people in the space (Monday through Friday).

15. Please provide the volume of toilet paper, towels, urinal deodorizers used in the last 12 months.

Response:
We do not have information on the volume of toilet paper, towels, and urinal deodorizers used in the last 12 months; those consumable are provided by the current contractor.
Figure 1. Floor plan of area to be cleaned.
Figure 2. Detailed floor plan of Regional Conference Rooms A&B (see Figure 1)
Photo 9. Regional Conference Rooms A and B (see Figure 2, “Conference Room A” and “Conference Room B”)

Photo 10. Main Lobby to Regional Conference Rooms A and B (see Figure 2, “Main Board Room Gallery”)
Photo 11. Conference Rooms D and E (see Figure 1, “Conf. Room D” and “Conf. Room E”)

Photo 12. Conference Room F (see Figure 1, “LS2-104”)

Photo 13. Executive Conference Room C (see Figure 1, “LS2-432”)
Photos 14 & 15. View of main entrance and lobby/reception area (see Figure 1, “HRPDC/HRTPO Lobby LS2-100”)

Photo 14. View from West Wing entrance toward main entrance and reception desk.

Photo 15. View from North Wing entrance toward main entrance and reception desk.

Photo 16. Typical staff office (see Figure 1, “LS2-459-C”)

Photo 17. Typical staff office (see Figure 1, “LS2-219-B”)

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Photo 18. Typical cubicle (see Figure 1, “LS3-447-B”)