



City of Tacoma  
Citywide

Multiple Site Janitorial Services  
RFP Specification No. CT20-0151F

QUESTIONS and ANSWERS

All interested parties had the opportunity to submit questions in writing by email to Tad Carlson by 3:00 pm on November 13, 2020. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to *Current Contracting Opportunities / Services*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

I need:

**Question 1:** Is it possible to get the current contract holders and values for each of the locations listed in the RFP?

**Answer 1:** Existing contract are the result of various previous solicitations and the terms by which they were bid differ enough from those used in this solicitation that it is hard to provide useful information on existing contract values and terms.

A.-G. Police:

Facility	Current Contract value/year
Police Headquarters	HQ 55,800 / WHSE 31,884
Harrison Range	\$
Substation – address	72,000.00

H. Tacoma Municipal Complex:

Facility	Current Contract value/year
Tacoma Municipal Building (TMB) and TMB North	\$ 305,000.00

I. Municipal Services Center:

Facility	Current Contract value/year
Municipal Services Center	\$ 9,408.00

J.-O. Fire: ABM currently does the cleaning for Tacoma Fire facilities.

P. Solid Waste Management: Beuna Vista is current vendor but the scope of this contract is quite different from existing so contract value is not relevant.

Q. Murray Morgan Bridge: Yes, our current contract holder for MMB is ABM. Their contract is limited to state contracting requirements (~\$10,000/year)

R. South Service Center: \$10,432.80 annually

S.-T. Tacoma Water: Current Janitorial Services Contractor is ACME Maintenance. Monthly rate is \$2,842 for both facilities.

U.-V. Current janitorial vendor is A1 Performance. Monthly rate was \$2,769.72 pre-Covid but with reduction of use and thus cleaning, rate was revised to \$1,722.50. This was for both facilities and on this solicitation, each could be awarded individually, together or as a part of a larger, more encompassing contract.

**Question 2:** Is it possible to obtain a window count for each facility?

Answer 2: A.-G. Police: ~200-300 at HQ, 1~0 at the Range, ~20 at the substations

H. Tacoma Municipal Complex: approximately 700

J.-O. Fire: TFD HQ: 22 ,TFD Prevention: 13 ,TFD MSOC: 10,TFC EOC: 4,TFD Garage: 0,TFD Training: 30

P. Solid Waste Management: Total 152 exterior window

R. South Service Center: 24 exterior windows and 5 exterior doors

Q. Murray Morgan Bridge: Yes, there are 4 interior elevator windows to clean. There are 4 exterior windows to clean. Its an exterior elevator.

S.-T. Tacoma Water: McMillin Operations Building has approximately 20 exterior windows. Headworks Operations Center has approximately 24 exterior windows.

U.-V. Lighthouse has about 40 windows.

**Question 3:** Is it possible to receive usage and items numbers for the facilities that require an all inclusive service and inventory management?

Answer 3: **The price proposal form will be updated on Addendum 3 to include a markup multiplier on consumables for those facilities that will require vendor to manage these inventories. Please do NOT include the value of consumables in your bid: limit the bid response to staff hours and pay rates. Evaluation of pricing will take into account markup on supplies rather than a bid amount. During contract negotiations, contract values will be adjusted to allow for the purchase of consumable at the markup submitted in this response.**

A.-G. Police: Information not available in time for QA posting.

J.-O. Fire: TFD does not need inclusive service, you will only need to provide the items you use for cleaning and garbage bags.

P. Solid Waste Management: Information not available

R. South Service Center

S.-T. Tacoma Water: Janitorial Services Contractor will provide all cleaning supplies and garbage bags for the McMillin Operations Building and the Headworks Operations Center. Quantities required are unavailable.

**Question 4:** Please provide the maximum period allowed to phase-in (Start-up)?

Answer 4: Vendors must be able to commence service no more than 30 days after notice of award.

**Question 5:** Is the contractor responsible to pay for any of the following (parking permits, badges, and/or keys/keycards), if so, can you please provide the associated costs?

Answer 5: **For facilities not listed here, these charges are not applicable. During contract negotiations, contract values will be adjusted to allow such expenses, please do NOT include these costs in your bid(s).**

A.-G. Police: City will provide badges.

H. TMB: Street Parking

J.-O. Fire: TFD will provide contractor with these items as needed.

R. South Service Center: Not applicable

S.-T. Tacoma Water: Parking at the McMillin Operations Building and Headworks Operations Center is free. Access Control cards will be issued for all personnel performing janitorial services.

U.-V. Beacon

W.-X. Parking Office: Yes, parking will need to be paid on –street or in garage located above office. It's approximately \$2 for 2 hours of on-street or \$3 for 3 hours of in garage. The janitorial vendor will need to coordinate and pay this amount for every visit. Individual visits are not expected to exceed 2 hours each.

**Question 6:** Is there a minimum staffing requirement recommended by the City per building?

Answer 6: A. Police Headquarters: One day porter.

B.-G. No minimum staff required.

H. Tacoma Municipal Complex: Two day porters

J.-O. Fire: There is no minimum staff requirement for TFD facilities.

P. Solid Waste Management: No minimum staffing requirement, just task completion.

Q. Murray Morgan Bridge: No minimum staffing requirement

R. South Service Center

S.-T. Tacoma Water: No minimum staffing requirement.

U.-V. No minimum staffing requirement.

**Question 7:** How many on-site supervisors are presently on the contract?

Answer 7: Other than the aforementioned day porters, not of the facilities require any on-site supervisor. Rather, the City does require a site supervisor for each facility as described in 2.01.4 of the specification. A person can act as Site Supervisor for more than one facility so long as they are able to be adequately responsive for all sites they supervise.

**Question 8:** Are all the requirements in this current solicitation the same as the most previous solicitation?

Answer 8: Requirements of this solicitation are NOT necessarily the same as the requirements in any former specification.

**Question 9:** Can you please provide the current staffing numbers on the contract per building?

Answer 9: A.-G. Police: HQ – 2-3 people 4 x weekly, Range - 1 person 5 days per week, Subs 1 person 3 days weekly

H. Aside from the day porters, two additional staff show up in the evening.

J.-O. Fire: Most facilities should be staffed by a single person but possibly two at some.

P. Solid Waste Management: Staffing fluctuates currently.

Q. Murray Morgan Bridge: Current staffing is limited to a single person each day.

R. South Service Center: Current staffing is one person per day of service

S.-T. Tacoma Water: each facility has one individual, twice per week.

U.-V. Lighthouse cleaning crew consists of 4 people.

W.-X. Parking Office: Current staffing is limited to a single person each day.

**Question 10:** Can you please clarify the wage determination rate associated with this contract for Pierce and King County?

Answer 10: This solicitation has facilities in both Pierce and King Counties. See the last page of the solicitation for links to Washington State Prevailing Wage rates as well as prevailing wage information in the body of the specification.

**Question 11:** Do I have to attend the site visits to participate in the bid?

Answer 11: No.

**Question 12:** Can we please get clarification on who will be providing the consumables such as toilet paper, paper towels, lines, etc. at the Municipal Services Center? If it is the responsibility of the vendor to provide are we expected to build the cost into the

RFP or purchase and bill back per supply order?

**Answer 12:** The price proposal form will be updated on Addendum 3 to include a markup multiplier on consumables for those facilities that will require vendor to manage these inventories. Please do NOT include the value of consumables in your bid: limit the bid response to staff hours and pay rates. Evaluation of pricing will take into account markup on supplies rather than a bid amount. During contract negotiations, contract values will be adjusted to allow for the purchase of consumable at the markup submitted in this response.

A.-G. Police:

J.-O. Fire: Consumables provided by the City.

P. Solid Waste Management: Vendor provides consumables.

Q. Murray Morgan Bridge: There are no consumables at this location (toilet paper, paper towels) but the contractor would have to provide and bring their own cleaning supplies. There is no storage at this location for those types of items.

R. South Service Center: Consumables offered by the

S.-T. Tacoma Water: McMillin Operations Building and Headworks Operations Center require toilet paper, paper towels, and hand soap in all lavatories and kitchens. Quantities required is unavailable. Cost for all consumables should be included in the monthly charge for janitorial services. No separate billing for consumables will be accepted. McMillin Operations Building is staffed with 8 to 10 persons each day. Headworks Operations Center is staffed with 6 to 8 persons each day. But, during the pandemic many of the staff at each location work remotely.

U.-V. Beacon and Lighthouse Activity Centers will provide consumables.

W.-X. Parking Office: Consumables will be provided by parking office.

**Question 13:** RE: 2.04.8 - Equipment and Supplies - Do you require SDS Sheets for the list of cleaning products?

**Answer 13:** SDS Sheet Folder will be required for all sites with on site storage of vendor provided supplies.

**Question 14:** RE: Price Proposal Form ( pg 2 of 2) - Does the city want to receive emergency response pricing during regular business hours and after hours? Or would you all like one price for both business hours and after hours emergency services? In section 2.03 Scope of Work page 29 under X. Emergency clean up/ additional services (d) mentioned to price proposal form both when vendor is on site and outside of normal hours. However, it is not a section to provide pricing for emergency services for both business and non business hours and the RFQ package mentioned not to alter the forms. How would you like pricing for emergency services after hours communicated?

**Answer 14:** Price proposal form will be updated to provide a place to present pricing for during and outside of business hours service. This will be posted as part of Addendum 3.

**Question 15:** RE: 2.03 Scope of Work- Can you provide clarification for the updated scope of work at each facility? For example, I plan to include leaf blowing services for the exterior of TMB and TMB North as well as Pressure washing the Mayors patio at this site. These specifications are not included under the scheduled services. Can you also confirm if the Mayors patio have water supply for the pressure washing? I understand you all will make additional revisions to the bid, I just want to ensure I don't over bid by pricing this RFP to clean verse quoting on the actual listed scope of work.

**Answer 15:** Addendum 3 will have updated scope for many included facilities. Prepare your bids to meet only the scope as laid out in this specification and all addendum. If scope expands during the term of the contract, personnel requirements and compensation will be negotiated with the service provider.

**Question 16:** I was interested in bidding for the City of Tacoma Multiple Site Janitorial Services. I saw that you guys gave extra points to the bidders who are minorities, woman owned, and small business. I was wondering if we had to get certified for this, or if we just put the information on the bid.

**Answer 16:** Yes, in order to receive points as a small business or a minority and/or woman owned business, you must be registered with the City already or registered with Washington State's OMWBE.

**Question 17:** For clarification purposes only, we would like to know how the pricing would be evenly scaled if there are those who bid single sites and those who bid the entire set of sites and may need to add the cost of a project manager?

**Answer 17:** Pricing will not be scaled but is only one of the criteria upon which submittals will be evaluated.

**Question 18:** Is the \$3.5 Million figure for the five years?

**Answer 18:** This figure is a close estimate for expected contract value over the first three years.

**Question 19:** When submitting the proposals, will you need them to be separate per location or bundled as one?

**Answer 19:** There is a line to bid each facility independently. There are also lines for submitting a bid to provide service to all of the fire facilities and to provide service to all facilities.

**Question 20:** How do you submit a bid?

**Answer 20:** The second page of the solicitation gives possible ways to submit a bid with email submittal being strongly encouraged.