



Date: May 3, 2018

To: Prospective Proposers

From: Connie Cook, HR & Community Outreach Coordinator
Charlottesville-Albemarle Airport Authority

Subject: ADDENDUM #1 Request for Proposals: Janitorial and Window Cleaning Services

Question 1: Will we have access and how are we allowed to access Security Screening?

Answer 1: Cleaning in the queuing and exit lines will be performed in the evening, after the TSA Checkpoint is closed. Airport Public Safety Officers will open and close the checkpoint gates as necessary for cleaning. No cleaning will be conducted near TSA screening equipment due to its sensitivity.

Question 2: Is the window tinting inside or outside the glass?

Answer 2: There are several different types of window tint throughout the terminal. Some windows have tinted glass; others have a tint film on the inside of the glass.

Question 3: Are the hand dryers at the sink any issues?

Answer 3: The hand dryers, if activated near the soap dispenser, do cause the foam soap to spray over the counters and mirrors; this requires constant monitoring. The Airport Authority staff is in the process of changing out the foam type soap dispensers with a gel type soap dispenser that dispense much less quantity of soap.

Question 4: Are the areas behind the airline ticket counters included in the cleaning contract?

Answer 4: The floors, garbage receptacles and counter areas are included in the services area.

Question 5: How long does it take to be issued an airport badge after the class and fingerprinting?

Answer 5: Generally the turnaround time for receiving an airport badge is two weeks from the date of fingerprint submission.

Question 6: Who is the current contractor?

Answer 6: Jackson's Cleaning and Supplies.

Question 7: What is the FY17-18 contract value?

Answer 7: The current contract is a six month term agreement. The monthly fee this emergency contract is \$24,550.

Question 8: Does the current contract have the same scope of services/requirements?

Answer 8: The current contract is a short term agreement and some items, such as window cleaning, are not included.

Question 9: Was the performance bond waived under the current contract?

Answer 9: The performance bond was waived because the current contract is a six month agreement.

Question 10: Can you share with us the preferred shifts for the five employees suggested?

Answer 10: *The minimum 24/7 coverage equals 168 hours per week which equals four (40) hour a week employees. Plus an on-site supervisor equals a minimum of five positions.*

This addendum is required to be signed by the same person who signs the proposal document and is required to be returned with your proposal submission. Failure to do so may render the proposer's submittal non-responsive.

Signature:

Print Name:

Company:

Address:

Date:
