



VIRGINIA INTERNATIONAL TERMINALS, LLC
601 World Trade Center, Norfolk, VA 23510
(757)683-8000

ADDENDUM NO. 2

Request For Proposal: 2021-03-VIT Janitorial
Closing Date: November 9, 2020 @ 2:00p.m.

The following questions and answers are provided to all offerors:

- Q.** The RFP is very thorough in providing the requirements and frequencies for each site and location. Are the square footages available for each site or location?
- A.** Please refer to Addendum 3
- Q.** Are you able to provide the incumbent provider's name and current annual spend for janitorial services?
- A.** No
- Q.** Does the Port of Virginia have a preferred format for the proposal document?
- A.** No specified format. Just make sure all required documents are signed and attached.
- Q.** Paragraph 23. Mandatory use of form and terms: Official VIT form (Transmittal Page)
Where is this form?
- A.** Transmittal page is the second page of RFP package.
- Q.** Proposal cost submitted in a cost per square foot or monthly amount.
- A.** Have proposal reflect your preferred method of billing.
- Q.** Use new Minimum wage consideration in proposal wage rates?
- A.** Submit pricing based on your preferred method.
- Q.** Full clean 2 x per day or full clean and 2nd refresh clean?
For full vacuuming/sweeping and mopping floors 2 x causing noise and slip, mop hazard.
- A.** Full clean and second refresh clean.

Q. The RFP does not stipulate daily as 5 day, 6day, 7day service. Are there areas 7days per week?
Are all areas 5 day cleaned?

A. Please refer to Addendum 3

Q. Bi-weekly cleaning is every two weeks or two times per week (ref. Executive Suite VIG)?

A. Every two weeks.

Q. Is there a POV count available for the Tower and the equipment yard?

A. There are approximately 23 vehicles that are assigned to that area but are not always there.

Q. Is it possible to receive floor plans for each building or site?

A. No

Q. Is it permissible to leave an EBS vehicle on site?

A. Vehicles should be driven home nightly

Q. Are the Cranes & Shuttles part of the enhanced cleaning vs. contract?

A. Please refer to Addendum 3

Q. Do we sanitize Cranes at NIT?

A. Please refer to Addendum 3

Q. Is the 6th street CP&O Offices on the RFP?

A. Please refer to Addendum 3

Q. Building 1431 International Terminal Blvd. is this building a part of the RFP?

A. Yes

Q. If there is a question or availability for us to render the services for Electrostatic cleaning for Covid-19?

A. RFP is for complete janitorial services to include enhanced cleaning. If additional services are available, please quote on a separate line item.

Q. What types of vehicles are we allowed to have on premises to transport employees and supplies?

A. Vehicles with placards (company logo) on each side of the vehicle for operating in Operational Areas. Un-placarded vehicles are restricted to non-operational areas.

Q. Is the cleaning contractor responsible for the purchase of consumable products – toilet tissue, paper towels, restroom soap, can liners, etc. – or is that to be provided by VIT?

A. Yes please include in your proposal.

Q. Is there a document or electronic report available that outlines the historical annual expenditure for custodial services associated with this RFP?

A. No

Note: A signed acknowledgement of this addendum must be received via email to proposals@portofvirginia.com either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,

Ginger Lowey
Procurement Agent

Name of Firm

Signature/Title

Date