



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

ADDENDUM NO. 3

Request For Proposal: 2021-03-VIT Janitorial

Closing Date: November 9, 2020 @ 2:00 p.m.

The following revised information is provided to all offerors:

CLOSING DATE HAS BEEN CHANGED TO NOVEMBER 9, 2020.

On the following page VIT has provided the locations with specific cleaning areas, schedules and square footages.

1. **Baseline Janitorial Services Detail**

- a. Offices/Cubicle areas/Conference Rooms/Lobby/Copy Rooms/Hallways/Booth: Clean interior and exterior glass, wipe desktops/countertops/tables, empty trash/replace bag, and vacuum/mop floor.
- b. Turnstiles: Clean turnstile pedestal top, arms/safety bar, badge reader(s) and fingerprint scanner.
- c. Stairwells: Wipe handrails, remove trash, and dust lighting (as needed).
- d. Breakroom/Kitchen Appliances: Wipe down exterior of all appliances, clean interior of microwave, remove food items from refrigerator, and clean spillage.
- e. Breakroom/Kitchen surfaces: Wipe off countertops/tabletops, mop floor, clean sink, and coffee pot, and empty trash/replace bag.
- f. Restrooms/Gym: Clean mirrors, clean stall door and handles inside and out. Clean inside and outside toilets and urinals. Clean sinks and countertops. Replace paper products and soap in dispensers. Mop floors. Empty trash and replace bag.
- g. Locker Rooms: Mop floors. Clean shower stalls as needed. Wipe benches.
- h. Remote operator rooms: Clean all operator station surfaces, controls, and keyboards. Clean monitors with dry microfiber. Vacuum/mop floors.
- i. DA Driver Phone area: Wipe phone buttons/receivers, countertops, and mop floor.
- j. Elevators: Clean doors interior and exterior, Clean call button plate and buttons, Clean handrail, Clean walls, and clean buttons, vacuum floor
- k. Refresh Definition: Remove trash and wipe desktops/countertops
- l. Shuttle Trucks/UTR/Translifters: Before opening door of cab, verify machine is off by ensuring absence of engine sounds and monitors are off. Clean front and side windows. Clean floor window - lift grate but do NOT stand on glass floor. Remove trash.
- m. Gang Bus/Pickup Truck: Remove trash.
- n. PPE Cleaning Stations: Restock PPE and ensure neat and clean.
- o. Post an e-mail address in restrooms for individuals to give feedback to janitorial manager, janitor supervisor, and H&S representative.
- p. A survey of 5 random employees quarterly must be accomplished at each terminal with results provided to VP Health and Safety.

2. **Enhanced Cleaning Services (COVID-19)**

During circumstances that require additional cleaning, The Port of Virginia will add individuals to clean all spaces interior/exterior door handles, light switches, common touch surfaces, and computer keyboard/mouse/phone. In addition, enhanced cleaning services will include all equipment (STS/ST/SC/RS/SL/TL/UTR/UTR with Translifter/Gang Bus/Pickup Trucks) and include entry gates, door handles inside/out, steering wheels, radio microphones, control panels, front screen, and joystick. This also includes daily cleaning of Temperature screening stations. Please include a price per individual per hour for this expansion.

3. **Additional Space**

As needs change, additional space will be added or subtracted. Please provide a cost per square foot for this adjustment.

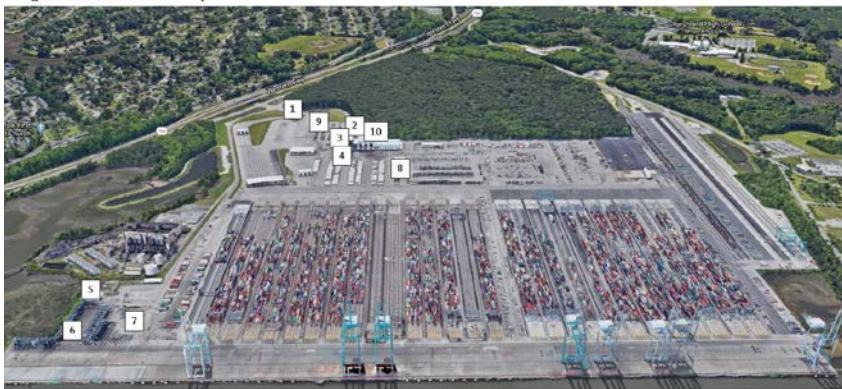
4. **Legend**

D=Daily, D&R=Daily+Refresh, W=weekly, 2W=twice weekly, 3W=three times weekly

VIRGINIA INTERNATIONAL GATEWAY

1. Terminal Operations Building (Floors 1/M/2 Open 7 days per week, 3/4 Open 5 days per week) [81,008SF]
 - a. 1st Floor: 1x Ops Lobby (D&R), 1x Visitor Lobby (D), 4x Hallways (D), 2x Men's Operations Restroom (D&R), 1x Women's Operations Restroom (D), 1x Men's Visitor Restroom (D), 1x Women's Visitor Restroom (D), 2x Security Rooms (D), 2x Locker Rooms (D), 3x Procurement offices inside parts room (2W), 3x Stairwells (W), 1x ROS crane technician trailer (D), 3x Turnstiles (2D)
 - b. M Level: 3x Hallways (2W), 2x Men's Restrooms (D&R), 3x Offices (2W), 1x Turnstile (2D), 1x ACM office (2W), 1x Breakroom (D&R), Trash by elevator (D)
 - c. 2nd Floor: 4x Hallways (2W), 2x Restrooms (D&R), 1x Breakroom (D&R), 2x Conference Rooms (D), 7x Offices (W+Trash Daily), 1x Timekeeper office (D), 1x Remote ROS operator room (D&R), 1x Remote Rail operator room (D&R), 1x Remote Gate Area (D&R), 1x Ops area cubicles (D&R), 1x Copy room (D)
 - d. 3rd Floor: 4x Hallways (2W), 2x Restrooms (D), 1x Breakroom (D), 3x Conference Rooms (D), 19x Offices (W+Trash Daily), 5x Cubicle Areas (W+Trash Daily), 3x Copy rooms (W)
 - e. 4th Floor: 4x Hallways (2W), 2x Restrooms (D), 1x Breakroom (D), 2x Conference Rooms (D), 9x Offices (W+Trash Daily), 3x Cubicle Areas (W+Trash Daily), 1x Copy rooms (W), Executive Office Suite (W)
2. Marine Building (Open 7 days per week) [2389SF]
 - a. 1st Floor: 3x Turnstiles (W), 1x Timekeeper office (W), 1x Stairwells (D)
 - b. 2nd Floor: 1x Breakroom (D), 2x Restrooms (D)
3. Driver Assistance Building (Open 6 days per week) [2000SF]
 - a. 1x Security office (2W), 2x Restrooms (D&R), Motor Carrier phone area (2W)
4. Equipment/Vehicles (Open 7 days per week)
 - a. There are Shuttle Trucks/Translifters/Gang Buses/UTRs/Pickup Trucks: Clean 20 per day @ 5 minutes each = 2 hours per day. Mark tires with chalk with letter of day.

Virginia International Gateway

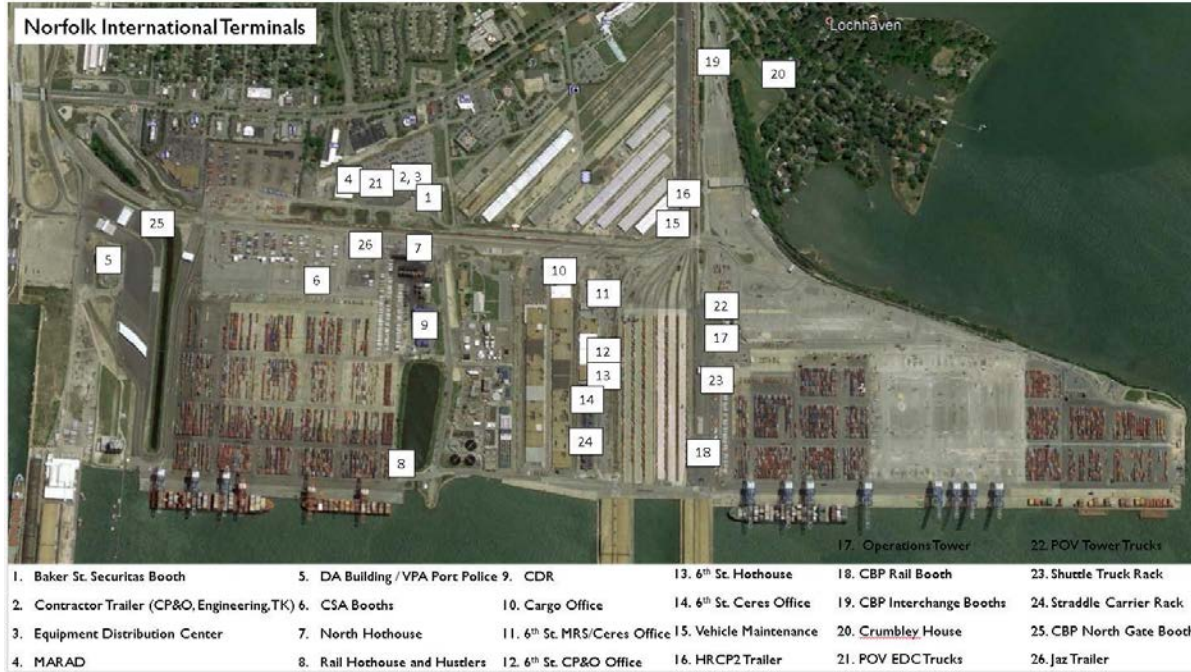


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|---------------------------------|----------------------------------|---------------------------------|----------------|
| 1. Drivers Assistance | 4. FGV Bus/Truck/Hustler Parking | 7. Transliftor/Gang Bus Parking | 10. CM Trailer |
| 2. Security Booth | 5. Marine Building | 8. CSA Booth | |
| 3. Terminal Operations Building | 6. Shuttle Truck Rack | 9. CBP Booth | |

NORFOLK INTERNATIONAL TERMINALS

1. NIT Booths (Open 5 days per week)
 - a. 3x Checker booths at NNIT Transfer Zone (D) [240SF]
 - b. 4x CSA Canopy Booths (D) - 5 days per week [260SF]
 - c. 3x SNIT Gate Security Booths (D) - 5 Days per week [176SF]
2. NIT Booths (Open 7 days per week)
 - a. 1x Security Booth (D), 1x Pedestrian Entry Turnstiles (D) [84SF]
3. Baker Street Entry Trailer (Open 7 days per week) [6700SF]
 - a. 1x Equip Office (D&R), 3x Offices (W+Trash Daily), 1x Main Breakroom (D&R), 1x Crane Operator Breakroom (D), 3x Bathrooms (2D)
4. Contractor/Engineering Trailer (Open 5 days per week) [1980SF]
 - a. 5x Offices (W), 1x Timekeeper office (W), 1x Kitchen (W), 2x Restrooms (D), 1x Conference Room (W), 1x Break Area (W)
5. MARAD Remote Gate Building (Open 6 days per week) [16,096]
 - a. 1x Lobby (D), 1x Hallway (D), 2x Restrooms (D&R), 15x Offices (W), 1x Remote Gate (D&R), 1x Simulator (D), 2x Cubicle Areas (D), 1x Breakroom (D), 1x Copy Room (D)
6. Driver Assistance Building (Open 6 days per week) [2400 SF]
 - a. 1x Security office (2W), 2x Restrooms (D&R), 1x Motor Carrier area (2W)
7. 6th Street North Straddle Carrier Hot House (Open 7 days per week) [875 SF]
 - a. 1x Breakroom (D&R), 2x Restrooms (D&R)
8. NNIT Rail Hot House (Open 7 days per week) [875SF]
 - a. 1x Breakroom (D&R), 2x Restrooms (D&R)
9. CDR (Open 7 days per week) [19,099]
 - a. 1st Floor: 1x Lobby (W), 1x Elevator (W), 3x Hallways (D), 1x Breakroom (D), 4x Locker Rooms (D), 2x Restrooms (D&R), 10x Offices (W+Trash Daily), 3x Stairwells (W)
 - b. 2nd Floor: 1x Lobby (W), 1x Cubicle Area (D), 1x Copy Room (W), 8x Offices (W+Trash Daily), 2x Restrooms (D&R), 1x Breakroom (D&R), 1x Conference Room (D)
 - c. 3rd Floor: 1x Conference Room (W), 1x Restrooms (W), 1x Cubicle Space (W), 1x Copy Room (W), Kitchen (W)
10. OOG Break Bulk Cargo Trailer (Open 5 days per week) [1440SF]
 - a. 1x Office (D), 1x Cubicle Area (D), 1x Breakroom (D), 2x Restroom (D)
11. 6th Street CERES/MRS Building 2nd Floor (Open 7 Days per week) [2447]
 - a. 5x Office (W+Trash Daily), 1x Cubicle Area (W+Trash Daily), 1x Kitchen (W), 2x Restroom (D), 1x Interior Stairs (W)
12. 6th Street CERES Mechanic Offices upstairs (Open 7 Days per week) [500SF]
 - a. 1x Office (W), 1x Breakroom (W), 1x Restroom (W)
13. 6th Street North Straddle Carrier Hothouse (Open 7 days per week) [2408]
 - a. 1x Breakroom (D), Restroom (D&R)
14. Vehicle Maintenance (Open 7 days per week) [4301SF]
 - a. 1st Floor: 1x Breakroom (D), 2x Restrooms (D&R), 2x Offices (W+Trash Daily), 1x Hallway (D), 1x Stairwell (W)
 - b. 2nd Floor: 1x Offices (W), 1x Breakroom (W)
15. HRCP2 Trailer (Open 5 days per week) [405SF]
 - a. 1x Office (W), 1x Break Area (W)
16. Shuttle Truck Parking "Container" Hot House (Open 7 days per week) [1920SF]
 - a. 2x Break Areas (D), 2x Kitchens (D), 4x Bathrooms (D&R)
17. Operations Tower (Open 7 Days per week) [11,438SF]
 - a. 1st Floor: 1x Lobby (D), 2x Offices (W+Trash Daily), 1x Breakroom (D&R), 2x Restrooms (D&R), 1x Copy Room (W), 2x Cubicle Space (D), 1x Hallway (D), 1x Stairwell (W), 1x Elevator (D)
 - b. 2nd Floor: 1x Lobby (W), 3x Offices (W+Trash Daily), 1x Breakroom (D), 2x Restrooms

- (D&R), 1x Copy Room, 3x Cubicle Spaces (W+Trash Daily), 1x RMG Remote Operator Area (D&R), 1x Rail Operations Room (D&R)
- c. 4th-7th Floor: 1x Office (W+Trash Daily)
 - d. 9th Floor: 1x Conference Room (W), 1x Break Room (W), 2x Restrooms (W)
 - e. 10th Floor: 1x Conference Room (W), 1x Break Room (W), 2x Restrooms (W)
18. Crumley House: 1x Lobby, Conference Room, Kitchen, 2x Restrooms, 2x Garden Restrooms (Monthly or as requested) [1715SF]
19. Garden Shed: 2x Restrooms (W) [438SF]
20. Equipment/Vehicles: Shuttle Trucks/Straddle Carriers/UTRs/Gang Buses/Pickup Trucks: Clean 20 per day @ 5 minutes each = 2 hours per day. Mark tires with chalk with letter of day.



PINNERS POINT CONTAINER YARD (Open 5 Days per week) [3720SF]

- 1. Gate: 5x Interchange Booths
- 2. Operations Trailer: 2x Offices (D), 1x Cubicle Area (D), 2x Restrooms (D&R), 1x Break Room (D), 1x Copy Room (D)
- 3. Hot house Trailer: 1x Break Area (D), 2x Restrooms (D&R)
- 4. Manager Office Trailer: 3x Offices (D), 2x Restrooms (D), 1x Breakroom (D)

PINNERS POINT CHASSIS YARD (Open 5 Days per week) [2920SF]

- 1. Interchange: 1x Offices (D), 3x Booths (D), 1x Restrooms (D)
- 2. Operations Trailer: 2x Offices (D), 1x Cubicle Area (D), 2x Restrooms (D&R), 1x Break Room (D), 1x Copy Room (D)

REEFER SERVICE AREA (Open 5 Days per week) [260SF]

- 1. 4x RSA Booths (W)

PORTSMOUTH MARINE TERMINAL (Open 5 days a week) [3608SF]

- 1. POV Entry Gate: 1x Security Booth Office (W)
- 2. VM Building 2nd Floor: 2x Office (W), 1x Lunchroom (W), 1x Restroom (W), 1x Hallway (W) and 1st Floor: 1x Office (W), 1x Restroom (W), Vending machine space (W)

PORTSMOUTH DAMAGE ANNEX (Open 5 days a week)

- 1. 1x Security Booth Office (W) [108SF]

PORTSMOUTH OPERATION CENTER (Open 5 days a week) [18,780SF]

- 1. 1st Floor: 3x Lobby (W), 25x Offices (+ 1 in Warehouse) (W+Trash Daily), 2x Cubicle Areas (D), 4x Hallways (D), 1x Gym with shower (W), 1x Breakroom (D), 1x Kitchen (D), 8x Restrooms (D), 1x Training Conference Room (W), 3x Conference Rooms (W), 2x Copy areas (W), 3x Stairwells (W)
- 2. 2nd Floor: Not currently used

FACILITIES MAINTENANCE AT 352 LEE AVE. (Open 5 days a week) [1922SF]

- 1. 5x Offices (D), 2x Breakroom (D), 2x Restrooms (D)

H&S STANDARDIZATION OFFICE (Open 5 days a week) [2572SF]

- 1. 1st Floor: 1x Lobby (W), 2x Offices (W), 2x Restrooms (W), 1x Stairway (W)
- 2. 2nd Floor: 2x Conference Rooms (W), 1x Kitchen (W), 1x Restroom (W)

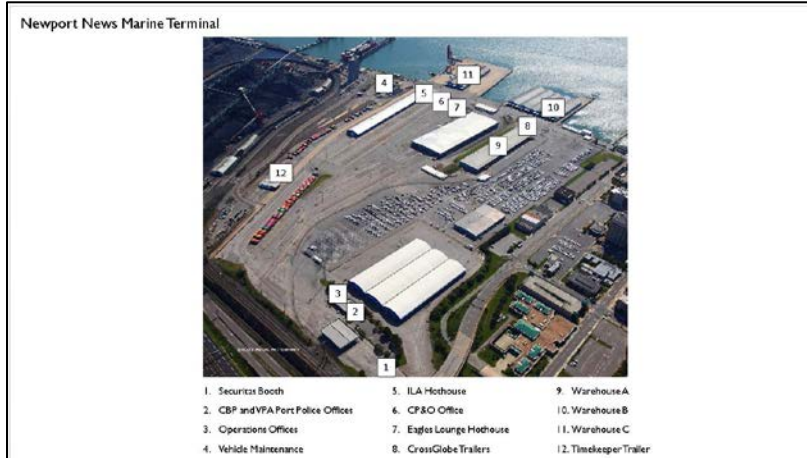
SHIPLINE AND MOTOROLA OFFICES AT 5120 CHAUTAUGUA AVE. (Open 5 days a week) [4850SF]

- 1. 1st Floor: 1x Hallway, 5x Offices (M), 1x Motorola Office (W), 2x Restrooms (W)



NEWPORT NEWS MARINE TERMINAL (Open 5 Days per week)

1. Entry Gate: 1x Security Booth (D) [84SF]
2. Operations Building: 1x Office (W), 1x Conference Room (W), 1x Cubicle Area (W), 1x Break Room (W), 1x Hallway (W), 2x Restrooms (2W), 1x Truck Driver Lobby (2W), 2x Truck Driver Restrooms (2W) [6144 SF]
3. Vehicle Maintenance Building: 3x Offices (W), 1x Break Room (2W), 2x Locker Room/Rest Room/Showers (2W) [1513SF]
4. Harbor Road Hothouse: 1x Break Room (2W), 2x Restrooms (2W) [1172SF]
5. Harbor Road (Eagle's Nest): 1x Break Room (2W), Restrooms (2W) [200SF]
6. Timekeeper Trailer: 1x Office (W), 1x Restroom (W) [464SF]



FINANCIAL SERVICE CENTER (Open 5 days per week) [25,000SF]

1. 1st Floor: 2x Lobby (W), 2x Conference Rooms (W), 2x Cubicle Areas (W), 11x Offices (W + Trash Daily), 3x Copy Rooms (W), 1x Break Room (D), 2x Restrooms (D), 3x Hallways (W), 1x Medical Office Area (W), 2x Stairways (W), 2x Elevators (W)
2. 2nd Floor: 1x Lobby (W), 1x Conference Room (W), 2x Cubicle Areas (W), 12x Offices (W+Trash Daily), 2x Copy Rooms (W), 2x Break Rooms (D), 1x Kitchen (D), 3x Restrooms/Locker/Shower (D), 3x Hallways (W), 1x Mail Office (W),



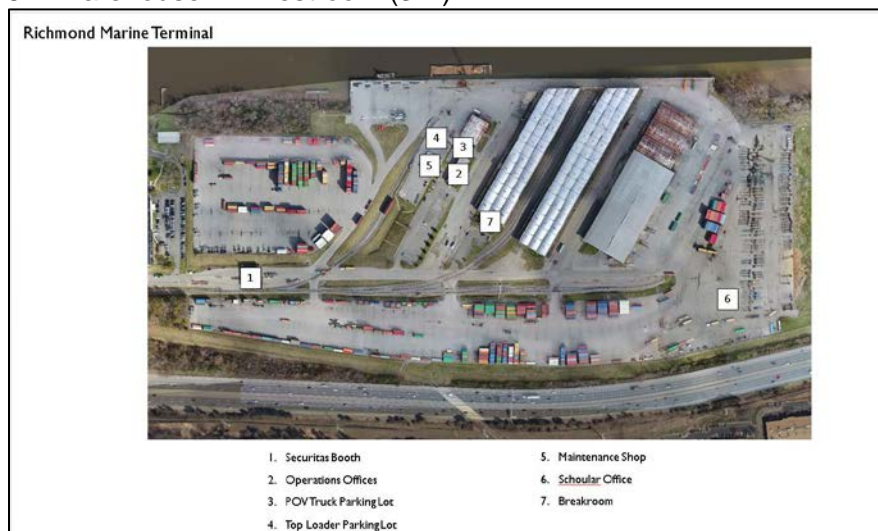
ADMINISTRATIVE SERVICES CENTER (Open 5 days per week) [12,730SF]

- 1st Floor: 1x Lobby (W), 1x Hallway (W), 2x Restrooms (3W), 2x Offices in warehouse (W), 4x Stairwells (W), 3x Elevators (W)
- 2nd Floor: 2x Lobby (W), 2x Hallways (W), 2x Restrooms (3W), 7x Offices (W), Cubicle Areas (W), Break Rooms (W), Conference Rooms (W)



RICHMOND MARINE TERMINAL (Open 5 days per week) [7744SF]

1. Entry Gate: 1x Security Building (3W), 1x Restroom (3W), 1x Interchange Office (3W)
2. Operations Building: 1x Lobby (3W), 1x Hallway (3W), 3x Offices (3W), 1x Radio Room (3W), 1x Kitchen/Breakroom (3W), 1x Conference Room (3W), 2x Restrooms (3W), 1x Training Room (3W)
3. Maintenance Building: 1x Office (3W), 1x Restrooms (3W)
4. Employee Building (Hot House): 1x Break Room (3W), 2x Locker Room/Restrooms (3W)
5. Warehouse: 2x Restroom (3W)



Note: A signed acknowledgement of this addendum must be received via email to

proposals@vit.org 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