

# Addendum One

## JANITORIAL SERVICES – METRO REGIONAL CENTER RFP 13-2145

In the interest of fairness, this information is being provided to all interested proposers. Below are the pre-proposal attendees, followed by the questions received at the meeting, additional questions since walk through and the corresponding answers. The pre-proposal list will be posted on Metro’s website with email addresses of attendees.

**Pre-Proposal meeting attendees:**

Maria Diaz/Port City Development	mdiaz@portcitydevelopment.org
Roy Spencer/Port City Development	rspencer@portcitydevelopment.org
Donna Murphy/PHC Northwest	donna@phcnw.com
Therese Grayson/PHC Northwest	tgrayson@phcnw.com
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Tom Jewell/Diversified Abilities	jewell1843@comcast.net
Hector Lopez/Tualatin Valley Workshop, Inc.	JBearman@TV-Workshop.com
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Joe Tshribi/Pacific Innovations	innvpc@aol.com

**The following questions were submitted on this solicitation.**

**Question 1:** Are there maps/floor plans of the site available?

**Answer 1:** Yes, for copies or viewing contact Richard Thompson at [Richard.thompson@oregonmetro.gov](mailto:Richard.thompson@oregonmetro.gov).

**Question 2:** Who provides the entry mats?

**Answer 2:** Contractor should provide.

**Question 3:** What is the coating on the bathroom floors?

**Answer 3:** GlossTek™, SatinTek™, MatteTek™, VersaTek™, HP-105, MicroGuard®, IceCOLD.

**Question 4:** How many cubicles are there in the MRC building?

**Answer 4:** There are 460 cubicles in the MRC building.

**Question 5:** Do the kitchens have dishwashers?

**Answer 5:** 5 of the 11 kitchens have dishwashers.

**Question 6:** What type of flooring is in the locker rooms?

**Answer 6:** Tile.



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**Question 7:** Who provides soap for the showers?

**Answer 7:** Metro employees provide their own soap for the showers.

**Question 8:** How many janitorial employees work in the evenings? during “monthly”, “quarterly”, “bi-annual” etc. cleanings?

**Answer 8:** This has varied from contractor to contractor. Based on the scope of work and requirements provided in the RFP, the proposer should be able to determine the appropriate number of janitorial employees needed. However, the following was discussed during the walk-through:

- MetroKids daycare cleaning requires one janitorial staff an average 6 hours per night and that does not include quarterly, semi-annual and annual tasks.
- A dedicated day porter shift of 8 hours per day
- Nighttime supervisor/supervisors for all nighttime shifts and supervisors for quarterly, semi-annual and annual tasks.
- A daytime supervisor for at least 15% of the time to oversee the day porter time, respond to Metro cleaning issues and help facilitate supply orders.

In addition, night time janitorial staff as well as quarterly, semi-annual and annual cleaning task staff numbers were not discussed.

**Question 9:** What hours is security staff in the building?

**Answer 9:** 6:00am to 9:45pm Monday through Thursday, 6:00am to 8:45pm Friday and 8:00am to 5:00pm Saturdays. These times may be extended based on scheduled activities within the building.

**Question 10:** Is there a phone available for janitorial staff use?

**Answer 10:** Yes, in the main lobby.

**Question 11:** How many restrooms are there in the daycare facility?

**Answer 11:** 3 multiple fixture bathrooms and sinks.

**Question 12:** Is high dusting including in the scope of work?

**Answer 12:** Yes, this should have been listed under *Section H. Bi-Annual Cleaning Tasks and Items* as number 4. This will require the contractor to dust and clean all areas of the building over 10 feet twice a year.

**Question 13:** Page 12 of the RFP in section E, *Conference Room and Council Chambers number 4*. Item Maintain proper quantity of white board supplies. Please advise what these white board supplies are, what's the proper quantity expectation and, will Metro be providing these supplies or would you like the successful contractor to provide these?

**Answer 13:** Metro provides the white board supplies which consists of 4-5 colored pens, 1 eraser, 1-2 rags and 1 spray bottle filled with mild soap and water. When cleaning the rooms, the contractor will replenish supplies with Metro stock, refill spray bottles and wash rags regularly.



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**Question 14:** Page 13 of the RFP, Quarterly Cleaning Tasks and Items, C, *Interior Window Glass and Bi-Annual Cleaning Tasks and items, A*, Exterior Window Glass and Sills all Levels. Who do we contact to set-up a walk-through of interior and exterior window cleaning requirements to arrive at a proper pricing quotation?

**Answer 14:** If the walk-through is to allow for subcontractor pricing, please contact Property Services at 503-797-1815. The date available for subcontractors to look at the windows will be June 18, 2012 between 9:00am-5:00pm.

All other terms, conditions and requirements of the Request for Proposal remain in full force.

Issued

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