



Wicomico County Purchasing
Rick D. Konrad – Purchasing Agent
125 N. Division St. Room B-3
Salisbury, MD 21801
Ph. 410-548-4805 Fax 410-334-3130

Date: 8/11/2014

Addendum # 1

BID: Airport Cleaning Services

The following are questions, answers, and observations that were made at the pre-bid meeting and walkthrough held on August 6th, 2014 at the Salisbury-Ocean City-Wicomico Regional Airport.

- Q: Please clarify the contract. What will the term be, and what will be the process for indicating that there will be a price increase?
- A: The contract will be a one year contract with two options to renew, for a total of three years, as indicated on page 5 of the bid form, number 4. Price increases are also explained in this section, but please add that any price increases should be indicated in writing to the County before 60 days of the contract renewal date.
- Q: How many people will need to work each shift?
- A: Currently, there is only one worker for each shift.
- Q: Is the scope the same as the previous janitorial bid?
- A: The scope is similar, but more detailed.
- Q: What is the formal protocol for flags?
- A: We will work to review the proper procedure for handling, raising, and lowering flags with the winning bidder.
- Q: Is there a particular time that the Air Traffic Control tower (ATC) will need to be cleaned?
- A: The best chance to clean the ATC would be after the morning rush or lunchtime rush. However, there is the potential for flights to be delayed. Some days will be busy and thus the winning vendor will be asked to just pick up the trash with no other cleaning completed.
- Q: How many passengers does the airport have each year?
- A: Approximately 123,000.
- Q: Who provides the trash liners?
- A: The cleaning company should provide their own trash liners.

Q: Please clarify the “snow removal” that is mentioned in the scope of work.
A: Snow removal will be limited to the front sidewalk in front of the terminal and baggage claim areas. The vendor is not responsible any of the parking lot areas. Please use the new Revised Bid Form which is attached on page 5, where the bidder can indicate an hourly rate for snow removal. Please also note the exact locations where snow will need to be shoveled, on page 7.

Q: Who is the current vendor, and what do they charge?
A: Our current cleaning vendor for the Airport is Mr. Meticulous, and they charge \$5,412.65 per month for their services.

Below are notes taken as a tour of the facilities commenced:

Main Terminal:

- There are 5 bathrooms in the Main Terminal to be cleaned.
- As the cleaning crew is responsible for locking up at the end of the night, there are some cases which a flight will be delayed and come in late (past the end of the evening shift at 1:00 AM) It was estimated that there is an average of 10 days a month that flights are late.
- Vendor will not have a key to the TSA, Sheriff’s Department, or Department of Transportation offices, but will have to work with these offices for times to clean. Only vacuuming and dusting is needed to be done in these offices.
- Shampooing of the carpets in the Administration offices is not required until the carpet is replaced.
- Any furniture to be moved will be moved by the Airport – it is not expected for the cleaning company to move and clean furniture and papers.
- Please do not touch the TSA’s equipment that is in the main lobby. However, behind the counters and the counters themselves will need to be cleaned.

Old Terminal:

- There are two bathrooms, a common area, and the second floor FAA offices to be cleaned.
- It was indicated that there is a leak in the ceiling outside of the two bathrooms, which drips every time there is rainfall. All that is asked is to clean up the stains that this creates.

Air Traffic Control Tower:

- The cleaning employee must travel up five flights of stairs to get to the manager’s office (which contains a bathroom) and the main Air Traffic Control area.

Please also note the attachments which follow this memo on pages 3-7.

Sincerely,
Rick Konrad – Purchasing Agent

Wicomico Regional Airport
 Cleaning Services
 Pre-Bid Meeting
 August 6, 2014

SIGN IN SHEET

Print Name	Organization	Phone #	E-Mail
1. Denise Shellaby	SBY Airport	410-548-4827	dshellaby@wicomocounty.org
2. Terry Jones	SBY Airport	410-548-4827	tjones@wicomocounty.org
3. Andy Peksa	Elevate Cleans	301-639-4130	apeksa@elevatecleans.com
4. Bill Eskridge	MR. METICULOUS	410-860-1400	mremeticulous@verizon.net
5. Nick Eskridge	"	"	"
6. Tanner Pizza	Wic Co Purchasing	410-548-4805	tpizza@wicomocounty.org
7. BOB WALL	CENTRAL BUILDING SER	301-339-0517	BWALL@CENTRALSERVICES.COM

8. Elizabeth Pedraza Central Building Services 443.721.5433 Epedraza@centralservices.com
9. Edwin Lopez Central Building Services 410-200-5241 elopez@central-llc.com
10. CHRIS GALGANO EASTERN INDUSTRIAL SERVICES (908) 347-3874 cgalgano@easternjs.com
11. Dan Robnette Lowen Stone Enterprises 410-749-6183 DRobnette@LSEworks.
ORG
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

REVISED BID FORM (page 1 of 2)

TO: Wicomico County Purchasing Department
Government Office Building
125 N. Division Street Room B-3 (basement)
Salisbury, MD 21801

Date: _____

I hereby acknowledge that I have read all specifications, instructions, and conditions relating to the project "**Cleaning Service – Airport Buildings**". I further acknowledge that I have thoroughly inspected said buildings. I hereby submit the following prices to provide a quality cleaning service in compliance with the aforementioned specifications:

<u>Location</u>	<u>Square Footage</u>	<u>Total Monthly Cost</u>
<u>Daily and Weekly Tasks</u>		
Terminal Common Area & 2 nd floor	16,371 sq. ft.	\$ _____
Terminal TSA Offices	966.5 sq. ft.	\$ _____
Old Terminal Common Area & 2 nd floor	1,546.5 sq. ft.	\$ _____
ATC Tower	872.5 sq. ft.	\$ _____
Monthly Total Daily and Weekly Tasks		\$ _____

<u>Location</u>	<u>Square Footage</u>	<u>Total Monthly Cost</u>
<u>Monthly and Quarterly Tasks</u>		
Terminal Common Area & 2 nd floor	16,371 sq. ft.	\$ _____
Terminal TSA Offices	966.5 sq. ft.	\$ _____
Old Terminal Common Area & 2 nd floor	1,546.5 sq. ft.	\$ _____
ATC Tower	872.5 sq. ft.	\$ _____
Monthly Total for Monthly and Quarterly Tasks		\$ _____

<u>Other Tasks/Rates</u>	<u>Hourly Rate</u>
Per hour rate for Late Flights	\$ _____
Per hour rate for snow shoveling	\$ _____

REVISED BID FORM (page 2 of 2)

Two copies of bid enclosed Yes _____

Addendums Acknowledged (if applicable) - YES _____ #s) _____ N/A _____

Exceptions YES _____ NO _____ If yes please attach on a separate sheet.

NOTE: Attachment A must be filled out and attached to this bid.

*It is understood that invoices for said services will be rendered on a **MONTHLY** basis per building.

Bid Must Be Signed To Be Considered

Signature: _____

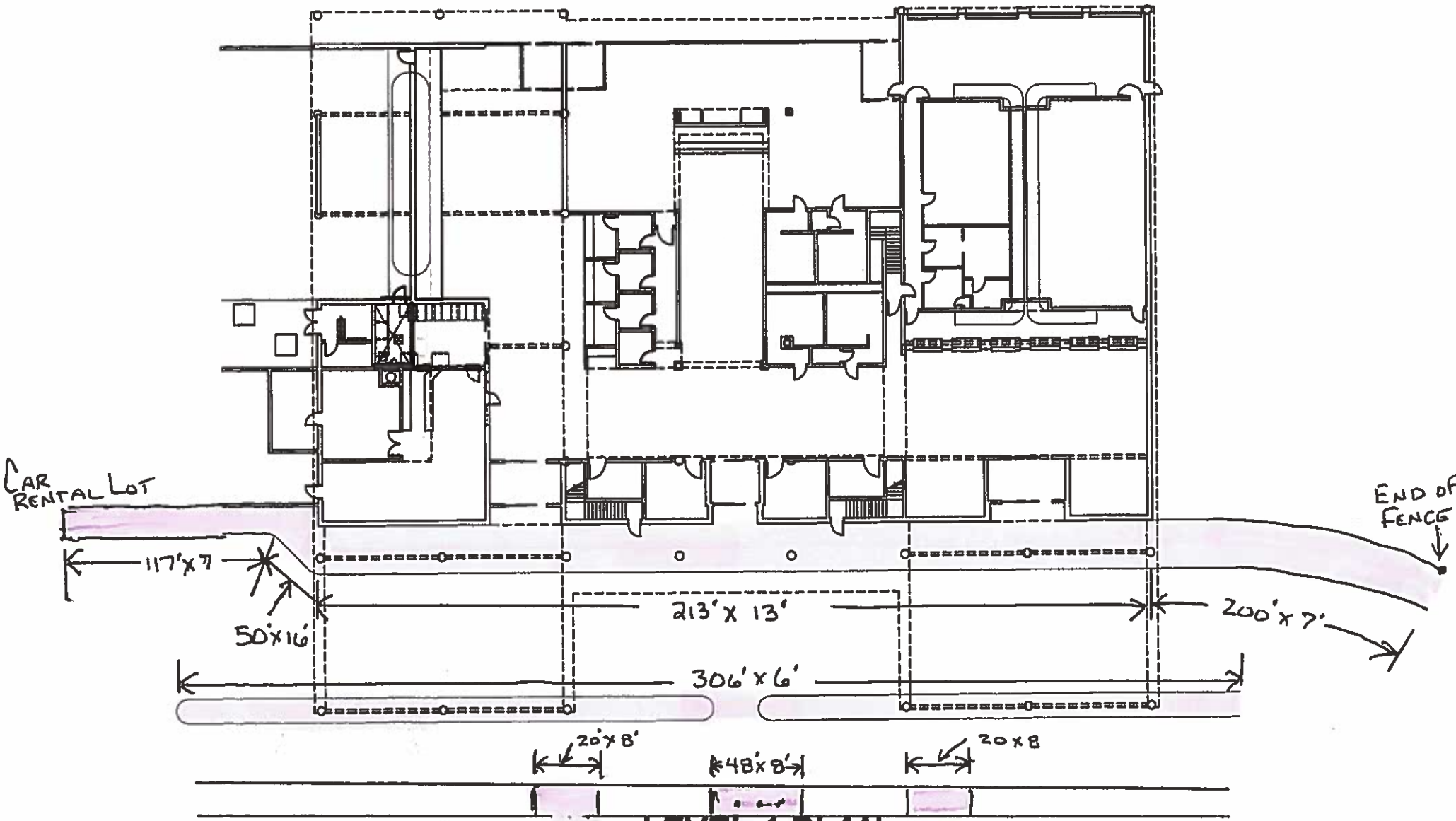
Name: _____

Firm: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____



SNOW REMOVAL PLAN

TOTAL 8328 sq ft.