



Bishop International Airport • FNT

NOT THE ONLY WAY TO FLY. JUST A BETTER ONE.

ADDENDUM #2

FOR

REQUEST FOR BID

FOR

JANITORIAL AND SKYCAP SERVICES

November 20, 2023

Bishop International Airport
3425 West Bristol Road
Flint, MI 48507

To: **All Potential Bidders**

From: Bishop International Airport Authority

Date: November 20, 2023

RE: Addendum #2 to Bishop International Airport Authority Request for Bids for Janitorial and Skycap Services

Questions were submitted and clarifications requested. All comments and questions were reviewed and considered. They are summarized below. If a question or clarification was requested and resulted in no change to the RFB, it is because the Airport Authority did not believe it was in its best interest to make the change.

Only addendum can change the RFB document. If applicable, text to be deleted within a particular Section is ~~crossed-out~~. Text to be added is shown in ***bold italics***. No explanations or interpretations made orally will be considered binding. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered. Only that portion of the affected section is shown, all other portions remain unchanged.

*****ALL PROPOSERS ARE ADVISED THAT RECEIPT OF THIS ADDENDUM MUST BE DULY
ACKNOWLEDGED ON THE ACKNOWLEDGEMENT OF ADDENDA FORM*****

RFB DOCUMENT AMENDMENTS

Amendment 2. (Continuation from Addendum #1).

Attachment C – Schedule of Services amended and attached. See below. *(Removed Light Fixtures from most and Added Daily Vacuuming to heavily trafficked areas)*

QUESTIONS/COMMENTS RECEIVED

Question 2. What is your current spending on custodial services?

The current annual sum for janitorial and skycap services is \$339,960.

Question 3. How many custodians do you typically run during the day and afternoons?

It is the expectation of the Bishop International Airport Authority that the requested services are accomplished. The number of employees required to complete these tasks is to be determined by the Bidder/Contractor.

Question 4. For the trash outside, would a small vehicle (like a gator) be recommended to make it easier for the staff and pickup?

The Bishop International Airport Authority believes it is the Bidders/Contractors discretion if a small vehicle would be beneficial for exterior trash removal.

Question 5. Please share monthly consumption/quantity for each type of consumable shared.

Monthly consumption of consumables is not available. Please refer to 7. a. ii. on Page 3 of the RFB for annual total passengers utilizing the Terminal Building.

Question 6. Our understanding is that hours of cleaning operation are from 6:00am till Midnight 12:00am for continuous cleaning while major cleaning occurs from 12:00am till 4:30am. Is that correct, please clarify or confirm.

That is correct, please refer to Page A-2 regarding cleaning schedules. Continuous cleaning should occur around the hours of the flight schedules, typically 6:00am – 12:00am while major cleaning should occur outside the time of scheduled flights.

Question 7. Please share current status for collective bargaining/union status for janitorial staff and your expectations in this regard.

There is no requirement for Contractor staff to belong to a collective bargaining agreement. The Bishop International Airport Authority believes it is the Bidders/Contractors discretion to identify policies and working conditions of employees assigned to this contract.

Question 8. Please provide breakdown for total cleanable area of 242,000 sq ft into carpeted/tiles/wooden/hard/other type of flooring.

Please see Attachment A for a breakdown of different types and the approximate square footages of flooring surfaces to be cleaned.

Question 9. Please clarify for the award of contract only DBE or any contractor with DBE subcontractor to be considered. (Page 9)

Any contractor will be considered for award. In accordance with the RFB documents Page 9 E. DISADVANTAGED BUSINESS ENTERPRISE para. 2, contractors are encouraged to seek DBE certification, if applicable, and utilize DBE subcontractors if available. In accordance with the RFB documents, there will be no discrimination based on race, color, sex, religion, age, marital status, sexual orientation, national origin, or the presence of any sensory, mental or physical disability in consideration of an award for this contract.

Question 10. Please describe which type of special service is expected.

Special services may occasionally include cleaning of recently vacated office spaces in the Terminal Building or other Bishop International Airport Authority owned buildings on airport property to the standards identified within the RFB documents.

Question 11. Please clarify Window Cleaning scope is only applicable to 8-10' height level cleaning.

The Window Cleaning scope identified in Attachment B Page B-3 is applicable to all windows. Please reference Attachment C – Schedule of Services for frequency of Window Cleaning. Note should be taken from the table General Services Terminal within Attachment C the frequency of Window Cleaning for windows that are out of normal reach.

Question 12. Please clarify the area wise expectation for exterior glass/vents/light fixtures cleaning at height and if this is under the scope of this RFP. Is this to be considered as special service?

All windows and vents in the spaces specifically identified in Attachment A are to be addressed on the schedule identified in Attachment C. Light fixtures identified in the Under Canopy Cleaning for the Sidewalks, Parking Lits and Terminal Drive are to be addressed on the schedule identified in Attachment C. See also RFB Amendment #2 to Attachment C (attached below).

Question 13. Is the full height window cleaning part of the current janitorial and skycap contract?

This item was not specifically included in the current janitorial and skycap contract.

Question 14. Regarding interior and exterior full height window cleaning, can you provide the number of window units and/or total square footage of windows to be cleaned.

There are 3 different standard size windows at the Airport: 43" x 43", 58" x 58", 81" x 81". There are also non-standard size windows due to curvatures and irregularities of the building. In total, there are approximately 1,770 windows sized 43"x43", 8 windows sized 58"x58", and 9 windows sized 81"x81". There is approximately 23,300 sq ft of exterior window glass in the Terminal Building. Approximately 35% of the windows are within an 8-foot reach.

Question 15. Please provide an overview of the full height window accessibility including roof mezzanine windows, i.e. can a lift be transported to the 2nd floor connector area?

Lifts capable of maneuvering through a door 40 inches wide have been and can be lifted with a fork truck into a Passenger Boarding Bridge to access the second floor. The Bishop International Airport Authority Department of Maintenance is able to assist with providing this access.

Question 16. Approximately how many years has it been since the full height window cleaning has been completed?

There is no date on record when the last full-height window cleaning was completed.

Question 17. Are terminal lights and HVAC vents part of the current janitorial and skycap contract?

These items were not specifically included in the current janitorial and skycap contract.

Question 18. Please provide an estimate of the total number of HVAC vents and lights to be cleaned annually, along with an estimate with a percentage of HVAC vents and lights that are above 10 feet in height.

There are approximately 330 HVAC vents/diffusers to be cleaned annually with approximately 35% above 10 feet in height.

There are approximately 100 lights located in the Sidewalk Area that are above 10 feet in height to be cleaned annually with the Under Canopy Cleaning

Question 19. When Contractor is cleaning HVAC vents, are they required to clean surrounding ceiling tile that is soiled? How long has it been since they have been cleaned?

If the surface is wipeable (i.e., painted drywall), ceiling areas surrounding HVAC vents that are soiled should be cleaned. For other areas (i.e., ceiling tiles), the Bishop International Airport Authority Department of Maintenance will replace tiles as needed.

Question 20. What are the requirements for background checks and drug screening?

It is the expectation of the Bishop International Airport Authority that the Bidder/Contractor is responsible for selecting and hiring employees who the Bidder/Contractor determines to be qualified and capable. In accordance with J. IDENTIFICATION on Pages 11 and 12 of the RFB document, contractor employees will be required to submit to a Security Threat Assessment and Criminal History Records Check. Any employee who fails to pass the Security Threat Assessment and Criminal History Records Check due to a TSA disqualifying crime or any other reason will be denied a security badge. The list of current TSA Disqualifying Crimes are listed at the following link - <https://www.tsa.gov/disqualifying-offenses-factors>.

Question 21. What is the cost of badging for employees?

Please reference the RFB document on Pages 11 and 12 under J. IDENTIFICATION.

Question 22. What is the cost of parking for employees?

There is no cost for parking. Access to the employee parking lot is included on the employee's airport ID badge.

Question 23. Can you tell us the previous contract amounts?

Please refer to Question 1.

Question 24. For Skycap services, can you confirm the schedule of what's required? On the walk, it mentioned services starting at 5:00am – 12:00am.

Please see Attachment D – Skycap Requirements for information regarding the minimum skycap schedule. Flight schedule fluctuations do occur seasonally and throughout the year. For reference, **CURRENT** flight schedule is as follows and is subject to change:

Monday – November, 13, 2023				
Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time
United	FNT	ORD	7:30am	
Allegiant	FNT	LAS	9:00am	

ADDENDUM #2

Allegiant	FNT	PGD	10:30am	
American	ORD	FNT		12:04pm
American	FNT	ORD	12:29pm	
American	ORD	FNT		3:34pm
American	FNT	ORD	4:01pm	
United	ORD	FNT		4:06pm
United	FNT	ORD	4:43pm	
Allegiant	PGD	FNT		5:07pm
Allegiant	LAS	FNT		6:12pm
United	ORD	FNT		10:10pm

Tuesday – November 14, 2023

Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time
United	FNT	ORD	7:30am	
Allegiant	FNT	BNA	10:00am	
Allegiant	FNT	PIE	11:00am	
American	ORD	FNT		12:04pm
American	FNT	ORD	12:29pm	
American	ORD	FNT		3:34pm
American	FNT	ORD	4:01pm	
United	ORD	FNT		4:06pm
United	FNT	ORD	4:43pm	
Allegiant	PIE	FNT		5:19pm
Allegiant	BNA	FNT		6:56pm
United	ORD	FNT		10:10pm

Wednesday – November 15, 2023

Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time
United	FNT	ORD	7:30am	
Allegiant	FNT	SFB	9:00am	
American	ORD	FNT		12:04pm
American	FNT	ORD	12:29pm	
Allegiant	PGD	FNT		12:57pm
Allegiant	FNT	PGD	1:47pm	
Allegiant	SFB	FNT		3:13pm
American	ORD	FNT		3:34pm
American	FNT	ORD	4:01pm	
United	ORD	FNT		4:06pm
United	FNT	ORD	4:43pm	
United	ORD	FNT		10:10pm

Thursday – November 16, 2023

Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time
United	FNT	ORD	7:30am	
Allegiant	FNT	BNA	8:30am	
Allegiant	FNT	SRQ	9:00am	
American	ORD	FNT		12:04pm
American	FNT	ORD	12:29pm	

ADDENDUM #2

Allegiant	BNA	FNT		12:43pm
Allegiant	FNT	PIE	1:48pm	
American	ORD	FNT		3:34pm
Allegiant	SRQ	FNT		3:44pm
American	FNT	ORD	4:01pm	
United	ORD	FNT		4:06pm
United	FNT	ORD	4:43pm	
Allegiant	PIE	FNT		8:14pm
United	ORD	FNT		10:10pm

Friday – November 17, 2023

Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time
Allegiant	FNT	SFB	6:30am	
United	FNT	ORD	7:30am	
Allegiant	FNT	JAX	8:00am	
American	ORD	FNT		12:04pm
American	FNT	ORD	12:29pm	
Allegiant	SFB	FNT		12:43pm
Allegiant	JAX	FNT		1:44pm
Allegiant	FNT	LAS	1:48pm	
Allegiant	FNT	PGD	2:40pm	
American	ORD	FNT		3:34pm
American	FNT	ORD	4:01pm	
United	ORD	FNT		4:06pm
United	FNT	ORD	4:43pm	
Allegiant	PGD	FNT		9:27pm
United	ORD	FNT		10:10pm
Allegiant	LAS	FNT		11:02pm

Saturday – November 18, 2023

Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time
Allegiant	FNT	PIE	7:30am	
United	FNT	ORD	7:30am	
Allegiant	FNT	AZA	10:00am	
American	ORD	FNT		12:16pm
American	FNT	ORD	12:42pm	
Allegiant	PIE	FNT		1:56pm
Allegiant	FNT	SFB	3:01pm	
American	ORD	FNT		3:34pm
American	FNT	ORD	4:01pm	
United	ORD	FNT		4:06pm
United	FNT	ORD	4:43pm	
Allegiant	PGD	FNT		5:08pm
Allegiant	FNT	PGD	5:58pm	
Allegiant	AZA	FNT		6:41pm
Allegiant	SFB	FNT		9:14pm
United	ORD	FNT		10:10pm

Sunday – November 19, 2023				
Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time
United	FNT	ORD	7:30am	
Allegiant	FNT	BNA	8:30am	
Allegiant	FNT	SRQ	9:00am	
Allegiant	BNA	FNT		12:43pm
Allegiant	FNT	PIE	1:48pm	
American	ORD	FNT		3:34pm
Allegiant	SRQ	FNT		3:44pm
American	FNT	ORD	4:01pm	
United	ORD	FNT		4:06pm
United	FNT	ORD	4:43pm	
Allegiant	PIE	FNT		8:14pm
United	ORD	FNT		10:10pm

Question 25. Can you provide us a historical on consumables for a year?

Please refer to Question 4.

Question 26. Will the contractor be able to use the lift on site or are we to provide our own lift for windows?

The airport has a 26-foot man lift that will be available for use. Obtaining equipment to reach service areas unreachable with the 26-foot man lift will be the responsibility of the contractor.

Question 27. Are we to provide dog poop disposal bags?

Yes. Please see Attachment B Page B-10 for the Service Animal Relief Area cleaning standards.

Question 28. Are we required to clean the escalators?

Yes. Please see Attachment A Page A-1 and Attachment B Page B-9 regarding escalator cleaning standards.

Question 29. The current passenger statistics provided for 2023 (593,691) equals approximately 1,500 daily passengers. Can you provide an estimate of the total number of airport personnel including all airlines, TSA, vendors, contractors, visitors utilizing or working at the airport?

There are approximately 200-300 individuals that visit the Terminal Building for work on a daily basis. This number typically fluctuates based on the flight schedule, day of the week, time of the year, etc.

*****End of Addendum No. 2*****

Sincerely,

Christopher Yeates

Christopher Yeates, A.A.E.
Chief Operating Officer
Bishop International Airport
Bishop International Airport – Janitorial and Skycap Services RFB
Addendum # 2

ATTACHMENT C – SCHEDULE OF SERVICES

(will be included as “Exhibit C” within the Professional Services Agreement)

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Sidewalks, Parking Lots, Terminal Drive	Sidewalk Sweeping		X						X
	Waste Disposal	X							X
	Litter Removal	X							X
	Window Cleaning (within 8' reach)		X						X
	Sidewalk Pressure Washing						X		X
	Under Canopy Cleaning						X		X
	Snow and Ice Removal (Seasonal)							X	X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Entrance Vestibule Area	Vacuuming	X							X
	Window Cleaning (within 8' reach)		X						X
	Vents & Light Fixtures						X		X
	Carpet Cleaning – Walk Off Mats	X							X
	Carpet Cleaning – Spot Removal							X	X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Elevators & Adjacent Areas	Dusting		X						X
	Metal Cleaning (within 8' reach)	X							X
	Metal Cleaning (full height)					X			X
	Vacuuming	X							X
	Dust Mopping	X							X
	Damp Mopping	X							X
	Wall Washing							X	X
	Vents and Light Fixtures						X		X
	Carpet Cleaning – Pile Lifting			X					X
	Carpet Cleaning – Interim Cleaning				X				X
	Carpet Cleaning – Deep Extraction						X		X
	Carpet Cleaning – Spot Removal							X	X
	Hard Floor Finishing						X		X
	Hard Floor Finish Recoating								X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Escalators & Adjacent Areas	Dusting		X						X
	Sweeping	X							X
	Metal Cleaning (within 8' reach)	X							X
	Metal Cleaning (full height)						X		X
	Glass Cleaning	X							X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Public Open Floor Areas	Dusting		X						X
	Vacuuming	X	X						X
	Dust Mopping	X							X
	Damp Mopping		X						X
	Metal Cleaning	X							X
	Glass Cleaning	X							X
	Wall Washing							X	X
	Upholstery Cleaning							X	X
	Waste Disposal	X							X
	Drinking Fountains	X							X
	Vents & Light Fixtures						X		X
	Horizontal Surfaces	X							X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting*				X				X
	Carpet Cleaning – Interim Cleaning*					X			X
	Carpet Cleaning – Deep Extraction*						X		X
	Carpet Cleaning – Spot Removal							X	X
	Hard Floor Finishing						X		X
	Hard Floor Refinishing								X
	Terrazzo Floor Care		X						X
*Carpet cleaning schedule may be adapted according to use and traffic. Areas of high use and heavy traffic may require more frequent carpet cleaning. Frequency of service in areas of light use and low traffic may be reduced appropriately. Coordination shall occur with Airport.									

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Restrooms	Dusting		X						X
	Plumbing Fixtures & Dispenser Cleaning	X							X
	Dust Mopping	X							X
	Damp Mopping	X							X
	Metal Cleaning		X						X
	Glass Cleaning	X							X
	Wall Washing							X	X
	Waste Disposal	X							X
	Vents & Light Fixtures						X		X
	Horizontal Surfaces	X							X
	Hard Floor Finishing						X		X
	Hard Floor Refinishing								X
	Dispensers and Sharps Containers	X						X	X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Service Animal Relief Area	Dusting		X						X
	Plumbing Fixtures & Dispenser Cleaning	X							X
	Dust Mopping	X							X
	Damp Mopping	X							X
	Metal Cleaning		X						X
	Glass Cleaning	X							X
	Wall Washing		X						X
	Waste Disposal	X							X
	Vents & Light Fixtures						X		X
	Horizontal Surfaces	X							X
	Hard Floor Finishing						X		X
	Hard Floor Recoating								X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Public Seating Areas	Dusting		X						X
	Vacuuming	X	X						X
	Metal Cleaning	X							X
	Glass Cleaning	X							X
	Wall Washing							X	X
	Upholstery Cleaning							X	X
	Waste Disposal	X							X
	Drinking Fountains	X							X
	Vents & Light Fixtures						X		X
	Horizontal Surfaces	X							X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting*				X				X
	Carpet Cleaning – Interim Cleaning*					X			X
	Carpet Cleaning – Deep Extraction*						X		X
	Carpet Cleaning – Spot Removal							X	X

*Carpet cleaning schedule may be adapted according to use and traffic. Areas of high use and heavy traffic may require more frequent carpet cleaning. Frequency of service in areas of light use and low traffic may be reduced appropriately. Coordination shall occur with Airport.

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Stairwells & Halls	Dusting		X						X
	Sweeping		X						X
	Vacuuming		X						X
	Dust Mopping		X						X
	Damp Mopping							X	X
	Drinking Fountains	X							X
	Wall Washing							X	X
	Vents and Light Fixtures						X		X
	Carpet Cleaning – Pile Lifting*				X				X
	Carpet Cleaning – Interim Cleaning*					X			X
	Carpet Cleaning – Deep Extraction*						X		X
	Carpet Cleaning – Spot Removal							X	X
	Hard Floor Finishing						X		X
	Hard Floor Finish Recoating								X
*Carpet cleaning schedule may be adapted according to use and traffic. Areas of high use and heavy traffic may require more frequent carpet cleaning. Frequency of service in areas of light use and low traffic may be reduced appropriately. Coordination shall occur with Airport.									

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Airport Authority Office Areas & Conference Rooms	Dusting		X						X
	Vacuuming	X							X
	Dust Mopping	X							X
	Damp Mopping		X						X
	Wall Washing							X	X
	Upholstery Cleaning							X	X
	Waste Disposal	X							X
	Vents & Light Fixtures						X		X
	Horizontal Surfaces	X							X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting*				X				X
	Carpet Cleaning – Interim Cleaning*					X			X
	Carpet Cleaning – Deep Extraction*						X		X
	Carpet Cleaning – Spot Cleaning							X	X
	Hard Floor Finishing						X		X
	Hard Floor Refinishing								X
*Carpet cleaning schedule may be adapted according to use and traffic. Areas of high use and heavy traffic may require more frequent carpet cleaning. Frequency of service in areas of light use and low traffic may be reduced appropriately. Coordination shall occur with Airport.									

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Passenger Boarding Bridges	Dusting		X						X
	Vacuuming	X	X						X
	Sweeping		X						X
	Damp Mopping		X						X
	Wall Washing							X	X
	Vents & Light Fixtures						X		X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting			X					X
	Carpet Cleaning – Interim Cleaning				X				X
	Carpet Cleaning – Deep Extraction					X			X
	Carpet Cleaning – Spot Removal							X	X
Frequency of services on Passenger Boarding bridges may be adapted according to use and traffic. Services may be needed less frequently on infrequently used bridges (current infrequently used bridges are 3, 4, 5, 9).									

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
TSA Leased Areas	Dusting		X						X
	Vacuuming	X							X
	Dust Mopping	X							X
	Damp Mopping		X						X
	Wall Washing							X	X
	Upholstery Cleaning							X	X
	Waste Disposal	X							X
	Vents & Light Fixtures						X		X
	Horizontal Surfaces	X							X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting				X				X
	Carpet Cleaning – Interim Cleaning					X			X
	Carpet Cleaning – Deep Extraction						X		X
	Carpet Cleaning – Spot Cleaning							X	X
	Hard Floor Finishing						X		X
	Hard Floor Refinishing								X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
General Services Terminal	Exterior Window Cleaning (within 8' reach)			X					X
	Exterior Window Cleaning (full height)						X		X
	Interior Window Cleaning (full height)					X			
	Policing Services							X	X
	Bodily Fluid Spill Cleanup							X	X