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Contract Administration
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Agency of Transportation
Finance & Administration

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September 21, 2020

RFP ADDENDUM # 1

RE: Request for Proposals – Janitorial Services for the Vermont Agency of Transportation (VTrans) Training Center (VTTC) and Central Garage (CG) 2020

The Request for Proposals (RFP) for the above-mentioned services has been modified to clarify the RFP by addressing the following questions:

1. Could you please provide the square footage of each facility, or the location of this information in the RFP?

**A: VTTC Main Building - 9,800 sq. ft.
Extension Building - 8,400 sq. ft.
Central Garage - Total square feet of the building 20,000 sq. ft. Total cleaning square footage 3,131 sq. ft. Attached is a drawing of the building and a breakdown of the square footage. Note: the tool room and parts room in included on the drawing but not included in the cleaning square footage.**

2. What is the average volume of people occupying and/or visiting each facility site on a daily basis?

A: PRECOVID –

VTTC on a daily basis has 18 full time staff members in and out. When we hold in person trainings there could be days there are not any people or days where there could be 75 or more people in and out of the buildings.

Central Garage has 13 Full time employees on site, there can be a visitor from time to time but not often. Of the 13 full time employees 7 of them are working in the Shop and basically use the Shop, Reggie & Amanda's office, the locker room/bathroom and lunchroom daily.

CURRENTLY –

VTTC has one staff member that comes in two days per week and the occasional staff member stopping by to pick up supplies or do mail etc.

Central Garage on most days have 8 full time employees on site with most of them are in the Shop area. There is very little traffic in the front office.

3. Are you able to send me the general contractor bidder list or the planholder list for this project or direct me on where to get it?

A: Requests for proposals that involve services do not track or maintain bidder lists or plan holders, this is a construction type function. This information is not available for contracts for services.

4. The following information is being provided to further clarify the current and future needs regarding janitorial services:

A: Due to the current COVID-19 pandemic and reduced staff at the locations, we will not require daily cleaning for a majority of the buildings. Once a selection has been made, we will negotiate with the selected contractor to establish a modified schedule to allow for cleaning services on a limited basis until we are back at full capacity. Some building locations will require daily cleaning while others will require weekly or monthly cleaning. The details will be negotiated at a later date.

Sincerely,

Caryn Pletzer

Caryn Pletzer
Contracts Specialist II

cc: Contract Manager
Project File