OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION
682 Prospect Street
Berea, Ohio 44017

ADDENDUM NO. 1

REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES
AT THE MIDDLE RIDGE AND VERMILION VALLEY SERVICE PLAZAS

AGREEMENT 2016 SP-5 JS

ISSUE DATE:
January 15, 2016

FACILITY TOUR & PRE-BID CONFERENCE
9:30 A.M. (Eastern) on February 2, 2016

INQUIRY END DATE:
5:00 P.M. (Eastern) on February 5, 2016

OPENING DATE:
5:00 P.M. (Eastern) on February 19, 2016

ATTENTION OF RESPONDING CONTRACTORS IS DIRECTED TO:

ANSWERS TO QUESTIONS THROUGH END OF INQUIRY PERIOD

-AND-

REVISIONS TO CONTRACTOR’S EXHIBIT 3
Areas of Responsibility – Personnel and Supervisory Staff

-AND-

PRE-PROPOSAL MEETING MINUTES & SIGN-IN SHEET

Issued by the Ohio Turnpike and Infrastructure Commission February 9, 2016. Issuance authorized by Andrew Herberger, Manager of Service Plaza Operations, and Mark R. Musson, Director, Contracts Administration.

Andrew Herberger  Date  
Mark R. Musson  Date
ANSWERS TO QUESTIONS THROUGH END OF INQUIRY PERIOD

Q#1  What is the total square footage of the areas that will require custodial services?

A#1  The interior square footage for the plazas’ interior Areas of Responsibility are called out in Exhibit A-2 and Exhibit A-3 of the RFP. Please note that a significant portion of the Areas of Responsibility include the exterior portions of the properties (up to the property lines) as defined in Exhibit A-1. Specifically, Middle Ridge occupies approximately 24.9 acres (including structure, grounds, lanes and parking areas). Vermilion Valley occupies approximately 24.6 acres (including structure, grounds, lanes and parking areas).

Q#2  What I need please is the total cleanable space for each opportunity in order to bring to my team. I do have the SOW on each of these though unsure of total square feet per opportunity. Even a ball park figure will help me move information to necessary leaders.

A#2  See the response to Q#1.

Q#3  Please provide the current Janitorial Service pricing for Middle Ridge and Vermillion Valley Plazas and Blue Heron and Wyandot.

A#3  SP-5: Middle Ridge/Vermilion Valley, Janitorial Services Pricing:

      May 1, 2014 to Dec. 31, 2014:
      $25,375 per month/per plaza
      Jan. 1, 2015 to present:
      Middle Ridge       - $25,961 per month/per plaza
      Vermilion Valley   - $25,967 per month/per plaza

SP-3: Blue Heron and Wyandot; Janitorial Services Pricing
      Jan. 1, 2015 to present:
      Blue Heron       $25,953 per month
      Wyandot          $25,965 per month

Q#4  Can you please provide the total number of dumpster's we are responsible for Vermillion and Middle Ridge plazas and who provides the current dumpster services.
The Selected Contractor is obligated to provide adequate dumpster space for collecting and containing waste materials generated from its Areas of Responsibility. The Commission does not specify the number or volume required; however, the Selected Contractor is obligated to proactively adjust the number of dumpsters or frequency of pickups as conditions require. See PART 2 – SCOPE OF SERVICES at Section G., Paragraphs v and vi. of RFP. Due to space restrictions, the number of on-site dumpsters should be kept to the minimum number in order to meet standards and requirements.

The Commission makes no representation of the appropriateness of the information provided below from a third party. The statement is believed to be accurate and merely provided for informational purposes only. Responding Contractors are solely responsible for whatever significance, if any, they attach to the following:

As of January 2016, there are four dumpsters per plaza provided by Allied Waste for the janitorial contractor. The number of pickups varies by plaza volume, usually 1 to 2 times per week. The number of dumpsters is dictated by the frequency of pickups and seasonal plaza volume.

MODIFICATIONS TO THE RFP

Contractor’s Exhibit 3 concerning the Areas of Responsibility for the Contractor’s Personnel and the Contractor’s Supervisory Staff are deleted in their entirety and replaced with the attached revised versions dated February 4, 2016.

Receipt of Addendum No. 1 to the RFP for Agreement 2016 SP-5 JS is hereby acknowledged:

________________________________________
(Firm Name)

________________________________________
(Signature)

________________________________________
(Printed Name)

Date: ________________________________
By submitting a Proposal, the Responding Contractor acknowledges that the schedule listed in the "MIN. FREQUENCY" column are minimums and that the Contractor will perform any and all "TASKS" with increased frequency when necessary to consistently meet or exceed the "STANDARD".

<table>
<thead>
<tr>
<th>TASK</th>
<th>MIN. FREQUENCY</th>
<th>STANDARD</th>
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<tbody>
<tr>
<td><strong>AREA OF RESPONSIBILITY: CONTRACTORS PERSONNEL</strong></td>
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<tr>
<td>Contracty</td>
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<tr>
<td>Company name visible on uniforms and equipment</td>
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<td></td>
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<td>Uniforms and equipment are identifiable by company</td>
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<td>Contracty</td>
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<td>Proper uniforms being worn neat and clean</td>
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<td>Contracty</td>
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<tr>
<td>Health and hygiene maintained and janitorial tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor staff are fully trained and capable of</td>
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<td>Uniforms consistently in accordance with</td>
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**CONTRACTOR’S EXHIBIT**

**SCHEDULE OF SERVICES AND STANDARDS**

By submitting a Proposal, the Responding Contractor acknowledges that the schedule listed in the “MIN. FREQUENCY” column are minimums and that the Contractor will perform any and all “TASKS” within increased frequency when necessary to consistently meet or exceed the “STANDARD”.

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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Monthly</td>
<td></td>
<td>Monthly hours billing report verified and signed by monthly hours billing report.</td>
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<tr>
<td></td>
<td>Semi-annually</td>
<td></td>
<td>Contractor, Controller, and Liaison</td>
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<tr>
<td></td>
<td>Upon receipt of Supplies</td>
<td></td>
<td>Controller, Superintendent, and Commission’s Plaza Manager</td>
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<tr>
<td></td>
<td>Weekly</td>
<td></td>
<td>A regular meeting is held addressing performance.</td>
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<td></td>
<td>To meet Standards</td>
<td></td>
<td>To meet Standards</td>
</tr>
</tbody>
</table>

**Update 2-4-16**
<table>
<thead>
<tr>
<th>EMAIL</th>
<th>PHONE</th>
<th>COMPANY</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:CPM@cpm.com">CPM@cpm.com</a></td>
<td>414-439-2288</td>
<td>CPM</td>
<td>Steve K. Lescano</td>
</tr>
<tr>
<td><a href="mailto:aaw@22273e.com">aaw@22273e.com</a></td>
<td>414-845-7811</td>
<td>AAW Tec</td>
<td>David J. Soo Loosco</td>
</tr>
<tr>
<td><a href="mailto:vs@fondef.com">vs@fondef.com</a></td>
<td>214-249-7780</td>
<td>Fonde</td>
<td>Vern Computer</td>
</tr>
<tr>
<td><a href="mailto:919@fondef.com">919@fondef.com</a></td>
<td>214-249-7780</td>
<td>Fonde</td>
<td>Joe Gibson</td>
</tr>
<tr>
<td><a href="mailto:E5@all4solutions.com">E5@all4solutions.com</a></td>
<td>312-740-5785</td>
<td>All 4 Solutions, Inc</td>
<td>Elia Gene L. White</td>
</tr>
<tr>
<td>e:<a href="mailto:e@all4solutions.com">e@all4solutions.com</a></td>
<td>312-740-5785</td>
<td>All 4 Solutions, Inc</td>
<td>Elvis K. Matherfield</td>
</tr>
<tr>
<td><a href="mailto:c@214diego.com">c@214diego.com</a></td>
<td>414-740-5718</td>
<td>214 Diego, Inc</td>
<td>Amy R. Rogers</td>
</tr>
<tr>
<td><a href="mailto:c@214diego.com">c@214diego.com</a></td>
<td>414-740-5718</td>
<td>214 Diego, Inc</td>
<td>Andy Stevenson</td>
</tr>
<tr>
<td><a href="mailto:fake@bg.com">fake@bg.com</a></td>
<td>414-547-8380</td>
<td>B&amp;G</td>
<td>GvJ Hauser</td>
</tr>
<tr>
<td><a href="mailto:v@kronerock.com">v@kronerock.com</a></td>
<td>417-395-8839</td>
<td>Kronerock, Inc</td>
<td>Valerie K. руков</td>
</tr>
</tbody>
</table>

**DATE/TIME:** TUESDAY, FEBRUARY 02, 2016 9:30 A.M.-12:00 P.M.  
**PLACE:** VERMILION VALLEY SERVICE PLAZA  
**JANITORIAL SITE VISIT AND PRE-BID MEETING**  
**SIGN IN SHEET**
<table>
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<th>COMPANY</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRANDON DUER @ dimes.com</td>
<td>419-627-0352</td>
<td>RBB Service Ltd</td>
<td>Brandi McCreery</td>
</tr>
<tr>
<td>JESSICA CONRAD @ gmail.com</td>
<td>416-546-2374</td>
<td>Vanderbilt Services Ltd</td>
<td>Linc Gould</td>
</tr>
<tr>
<td>416-590-2286</td>
<td>416-594-2286</td>
<td>Landscape Services Ltd</td>
<td>R. B. Leslie</td>
</tr>
</tbody>
</table>

DATE/TIME: TUESDAY, FEBRUARY 02, 2016  9:30 A.M.-12:00 P.M.

PLAZA: VERMILION VALLEY SERVICE PLAZA

JANITORIAL SITE VISIT AND PRE-BID MEETING SIGN-IN SHEET
Janitorial Pre Bid Meeting VVCR
2/2/2016 Middle Ridge/ Vermilion Valley Janitorial RFP

9:30 am Facility Walk Through

Attending: Daisy Fresh Services, Weaver Industries, Jan Pro, RJ Runge, Summit Building Services, Dove Building Services, RB Services, Crystal Clear, Westin Cleaning and ADW. Drew Herberger, Dana Brown, David DeFlorentis, Mark Musson and Dave McLellan.

10:30 meeting
Scope of Services, RFP Overview and Questions:

1. Review the blue book including: Please read it and be familiar with the requirements;
   • Areas of responsibility;
   • Schedule of services and standards;
   • Statistical data should be reviewed by month to determine volume levels etc.;
   • Staffing Plan. Use template to outline minimum staffing; Managers/supervisors are not included in general staffing;
   • Scheduled Functions;
   • Management and supervision requirements; Proactive management/expectations defined.
2. Events
3. Furnishing of Equipment, Material and Supplies; Requirements
4. Deliveries; Access Gate, Issuance of Transponders, not issued to Sub-contractors.
5. Snow Removal; OTIC and Contractor responsibilities
   a. Snow removal sidewalks and door entrances. All sidewalks need to be done by janitorial company. Sunoco handles snow under the canopy, Turnpike handles snow in the lots.
6. Trash Hauling/Responsibilities; Managed
7. Recycling
8. Floor Mat Requirements/Adjustments
9. RV Parking Area
10. Annual Plan/Quarterly Meetings; Expenses eligible for Price Adjustment
11. Parking and Non-Revenue Privileges
12. Access Cards; Issuance and Inventory
13. Residential considerations for Middle Ridge plaza
14. Evaluations: Contractors exhibit #3 is included in blue book.
   a. We manage to a standard using the schedule of services and standards.

QUESTIONS: Scope of Services
A. Basement floors waxed? No.
B. Burnishers: Propane storage. Evening work.
C. High/Top windows: Safety barriers, methods.

15. MR/VV busiest plazas on the road. Review comparative sales and traffic information.
16. Part 2 section C, staffing plan requirements to submit the staffing plan. Supervisors and managers are not part of the staffing plan.

Proposal Requirements reviewed by Contracts Administration.

1. Proposal Guarantee. Performance Bond 50% of the accepted price proposal;
2. Price Proposal; Per plaza or both; counter proposals; accessibility to smaller companies;
3. Technical Requirements;
4. Narrative response with Contractors exhibit #1;
5. Key individuals on all levels including an org chart and key players on property;
6. Exhibit 2 and Exhibit 3 are included in the blue book. Excel files to be emailed as requested;
7. Timeline of routine and non-routine services;
8. Exceptions or concerns;
9. Non-collusion;
10. Good faith DBE;
   a. All firms need to submit the demonstration of good faith efforts on DBE and MBE obligations on page 53. Defines what good faith efforts are. Partnerships and efforts to potentially sub with appropriate companies. Six questions outlined in detail;
11. Signed Acknowledgement Form;
12. Questions need to be emailed and are then responded to via email to all companies;
13. Submit best proposal. Quality and service then price;
14. Inquiry for RFP. Reviewed all deadlines with the group;
15. Performance bond;
16. Employment data sheet;

QUESTION: Proposal guarantee amount
17. $25,000 is the proposal guaranty regardless of single or both plazas bid on.
18. Good faith partnering on MBE/DBE

GENERAL:
21. Target Award Date: March 21, 2016 Commission Meeting
22. Mention of SP-3 RFP; Site visit schedule

Question: Supplies
23. Multi fold towels only listed as 9 or 10 cases. So paper is built into the price?
24. Are air fresheners and fragrances still part of the list for the janitorial companies? Also shower curtains are provided by the janitorial contractor?
   • Yes.

ACA-Healthcare Cost Discussion
25. Healthcare was mentioned as a concern. Mandatory provision. The hours a month is a consideration for providing medical insurance.
26. Subcontractors need to be identified by the contract holder.
27. Certified payroll not required. Right to audited payroll records.
28. Background checks are not required but a drug free plan policy is required as part of submission. Contractor ultimately responsible for employees.
29. Exhibit D Terrazzo and tile floor care was mentioned due to the specifics of MR/VV.
30. Terrazzo type will be asked electronically via process Re: Kevin Golick.
31. Insurance requirements; by Contracts Administration
32. Question on how much sub on DBE, MBE is allowed. No specific goal. However, not more than 50% subcontracting. Review Schedule of Services, Scheduled Functions; We encourage partnering.