



Addendum #1

Custodial Services Fort Vancouver Regional Libraries Request for Proposals (RFP)

This addendum is in connection to Custodial Services RFP, and questions submitted from September 22, 2025 to September 24, 2025 of the solicitation period.

Inclusion of this document with signature will be required with your Proposal submitted to be considered as responsive.

Question 1: Clarify Proposal Due Date and Time based on the discrepancies noted in the posted RFP.

Answer 1: The due date for proposal submissions is October 20th at 5:00 PM PST.

Question 2: Please let me know if there are any changes to the schedule.

Answer 2: There have not been any changes to the site visit schedule. We do not anticipate changes to the site visit schedule. Any changes to the site visit schedule will be posted as an addendum.

Question 3: Please let me know if there is anything I need to do directly for each site visit.

Answer 3: There is nothing specific needed to prepare ahead of time for the site visits. Come prepared to walk the buildings and take notes on the scope of work.

Question 4: Do the tours begins at each location on the date and time within the schedule.

Answer 4: Yes, the site visits begin at each location at the dates and times outlined on the schedule within the RFP.

Please note, the due date for this proposal **has not** been extended.

All other Terms and conditions of this proposal remain the same.

Signature _____

Printed Name _____

Title _____



Addendum #2

Custodial Services Fort Vancouver Regional Libraries Request for Proposals (RFP)

This addendum is in connection to Custodial Services RFP, and questions submitted from September 25, 2025 to October 2, 2025 of the solicitation period.

Inclusion of this document with signature will be required with your Proposal submitted to be considered as responsive.

Question 1: Will FVRL be looking to select several companies or just one?

Answer 1: We are seeking a janitorial team or a set of janitorial teams to provide routine services (cleaning two to seven times a week at each location) as well as specialty cleaning items such as windows and flooring (two to twelve times a year at each location listed). While our desire is to have one vendor provide services to all locations we're open to other options. Please provide proposals on any / all locations you're able to provide services to for FVRL. (Page 2 of RFP)

FVRL reserves the right to reject any and all proposals received as a result of this RFP, or negotiate separately with any source whatsoever in any manner necessary to serve the best interests of FVRL. Interested Vendors may propose on any or all branches but FVRL will award contracts based on the best service for the individual branch library. (Page 3 of RFP)

Question 2: Will the contract be automatically awarded to the lowest bidder?

Answer 2: The contract(s) will be awarded in accordance with applicable Washington State procurement laws.

Page 3 of the RFP states, in part: A contract will be undertaken with the Vendor(s) whose proposal and reference checks indicate the Vendor to be the best qualified, most responsible, most cost-effective, and most capable of performing the work necessary to provide FVRL with the services, expertise and experience described in this RFP. The contract entered into will consider qualifications, experience and other factors and will be that which is most advantageous to FVRL.

FVRL reserves the right to reject any and all proposals received as a result of this RFP, or negotiate separately with any source whatsoever in any manner necessary to serve the best interests of FVRL. Interested Vendors may propose on any or all branches but FVRL will award contracts based on the best service for the individual branch library.



Question 3: When will the awarded company begin the janitorial services?

Answer 3: The Contract(s) and associated custodial services will be effective January 2026.

Page 4 of the RFP States:

Timeline of Vendor Selection

- September 22, 2025: Request for Proposals Released
- Mandatory Site Visits: (see schedule above)
 - September 29th to October 2nd
 - October 6th to October 9th
- October 15, 2025: Deadline for Questions
- October 20, 2025: Proposals due.
- October 21-28, 2025: Proposals reviewed and follow up efforts, as deemed necessary performed.
- October 31, 2025: Announcement of RFP Award(s).
- November 14, 2025: Contract(s) Established to be effect January 1, 2026.

Question 4: Is there a budget or a number figure that the bid price has to be under?

Answer 4: This process will support FVRL in establishing the appropriate budget for these services. As a local government being prudent and responsible stewards of public funds will always be forefront in our budgeting and procurements processes.

Page 3 of the RFP states, in part: A contract will be undertaken with the Vendor(s) whose proposal and reference checks indicate the Vendor to be the best qualified, most responsible, most cost-effective, and most capable of performing the work necessary to provide FVRL with the services, expertise and experience described in this RFP. The contract entered into will consider qualifications, experience and other factors and will be that which is most advantageous to FVRL.

FVRL reserves the right to reject any and all proposals received as a result of this RFP, or negotiate separately with any source whatsoever in any manner necessary to serve the best interests of FVRL. Interested Vendors may propose on any or all branches but FVRL will award contracts based on the best service for the individual branch library.

Question 5:

- (a) What is the current janitorial services contract price per building, per month? And what is the current annual price for all locations?
- (b) Can we see the current contract pricing?

Answer 5: This information can be obtained through a formal public records request.

Question 6: Does the Vancouver Community Library window cleaning include the entirety of the glass?

Answer 6: Yes – Both inside and outside from top to bottom (floor to ceiling or roof – as applicable).



Question 7: How are special cleaning services scheduled?

Answer 7: Some special cleaning services are scheduled on a routine basis (quarterly – annually – etc.) whereas some are scheduled ad hoc – as needed while respecting required notice of the custodial company as well as branch staff.

Question 8: Please confirm Woodland's Address.

Answer 8: The Woodland Community Library is located at 411 Lakeshore Dr, Woodland WA.

Question 9: Please confirm Battle Ground's Address.

Answer 9: The Battle Ground Community Library is located at 1207 SE 8th Way, Battle Ground WA.

Note of Clarification: Washougal Community Library Address is:

Washougal: 1661 C Street, Washougal, WA.

Please note, the due date for this proposal **has not** been extended.

All other Terms and conditions of this proposal remain the same.

Signature _____

Printed Name _____

Title _____



Addendum #3

Custodial Services Fort Vancouver Regional Libraries Request for Proposals (RFP)

This addendum is in connection to Custodial Services RFP, and questions submitted from October 3, 2025 to October 12, 2025 of the solicitation period. In addition, we are adding a limited scope additional site-visit schedule.

Inclusion of this document with signature will be required with your submitted Proposal to be considered as responsive.

Question 1: Can I bid on a site that I did not attend a mandatory site visit for?

Answer 1: No – Even if you are familiar with the branches, the RFP determined site visits were mandatory for submission. You can submit a proposal for any site you attended a site visit for.

Question 2: Vancouver Community Library – 2x per week exterior paver cleaning:

- a) Please clarify, do you want this work performed with a power washer?
- b) What is the square footage of the areas to be cleaned?
- c) What is the scope or instruction for this type of cleaning to ensure approved cleaning procedures are followed?

Answer 2:

- a) We are requiring a machine scrub; this does not have to specifically be through a power washer.
- b) The area is approximately 400 sq ft.
- c) The scope is that we expect that there to be the cleaning of substances including but not limited to human waste, urine, vomit and stains from food or drink. The instruction is to clean accordingly based on substances present.

Question 3: Are the names for cleaners required as part of the RFP submission or are cleaners' names only required once awarded the contract and the contract has started?

Answer 3: Please complete and submit all Exhibits with your proposal. We require an Exhibit A and B for each location for the proposal to be considered complete and responsive. If specific staff names are unknown, it will be acceptable to put TBD for a name at this time, to be updated with names in the contract. We are looking to evaluate number of staff, experience of staff and hours of individual staff members supporting the efforts of each location.



Question 4: Vancouver Community Library – Day porter. Is the day porter expected to be there 8 hrs. per day, 7 days a week?

Answer 4: That is correct. 8 hours a day, 7 days a week.

Note: Limited to Clark County Sites – added site visit opportunity for Wednesday October 15, 2025:

<i>Mandatory Site-Visit Schedule - Added</i>				
<i>County</i>	<i>Building / Location</i>	<i>Building Size</i>	<i>Date</i>	<i>Time</i>
Clark	Yacolt: 105 E Yacolt Road, Yacolt	1,000 Sq Ft	15-Oct	7:00 AM
Clark	Battle Ground: 1207 SE 8th Way, Battle Ground	14,356 Sq Ft	15-Oct	Meet at Yacolt, 7 am and tour all Clark County sites in the order listed. Estimated tour end time - no later than 2:00 pm.
Clark	La Center: 1411 NE Lockwood Creek Road, La Center	3,380 Sq Ft	15-Oct	
Clark	Ridgefield: 210 N. Main Ave, Ridgefield	7,874 Sq Ft	15-Oct	
Clark	Three Creeks: 800-C NE Tenney Road, Vancouver	13,000 Sq Ft	15-Oct	
Clark	Washougal: 1661 C Street, Washougal	2,400 Sq Ft	15-Oct	
Clark	Cascade Park: 600 NE 136th Ave, Vancouver	24,175 Sq Ft	15-Oct	
Clark	Vancouver Mall: 8700 NE Vancouver Mall Dr. Ste 285, Vancouver	3,575 Sq Ft	15-Oct	
Clark	Vancouver: 901 C Street, Vancouver	65,285 Sq Ft	15-Oct	
Clark	Operations Center: 2018 Grand Blvd, Vancouver	26,000 Sq Ft	15-Oct	

Please note, the due date for this proposal **has not** been extended.

All other “Terms and Conditions” of this proposal remain the same.

Signature _____

Printed Name _____

Title _____



Addendum #4

Custodial Services Fort Vancouver Regional Libraries Request for Proposals (RFP)

This addendum is in connection to Custodial Services RFP, and questions submitted from October 13, 2025 to October 15, 2025 of the solicitation period.

Inclusion of this document with signature will be required with your submitted Proposal to be considered as responsive.

Question 1: Pricing – FVRL is requesting annual cost to be listed, and the broken down to monthly price at bottom of Pricing sheet. (top line says “Proposal – Annual Cost” Bottom lines at sheet say “Monthly-2026 Total).

Assumed question: Please clarify what is needed for pricing proposal.

Answer 1: Each proposal must provide a detailed breakdown of the proposed costs to provide the services by completing the costing form following the final Yale Valley Branch Exhibit C for each location providing a proposal for. It shall be the Vendor’s responsibility to determine the costs of any state and local taxes and business license fees associated with the contract and to include the cost of such in their proposal.

Some services, the monthly routine efforts, will be invoiced and paid monthly while others will be invoiced and paid when they occur. Please provide the total annual amount for each service and we can further determine the per month or per instance cost from there. You can ignore (you can even cross out) the monthly notation on the RFP costing form.

Here are some examples to add clarity (dollar amounts are for example purpose only):

- Washougal Community Library Monthly Janitorial: 104 cleanings at 2 cleanings a week with an annual cost of \$2,106 = \$175.50 per month. *We only expect you to note the annual cost.*
- Cascade Park Community Library Day Porter: 156 cleanings at 3 cleanings a week with an annual cost of \$780 = \$65 per month and = \$5 per each day porter cleaning service. *We only expect you to note the annual cost.*
- Vancouver Community Library carpet cleaning: 3 cleanings a year with an annual cost of \$75 = \$25 per carpet cleaning service to be invoiced / paid at time of service in addition to monthly efforts. *We only expect you to note the annual cost.*

Question 2: Cascade Park - mentions “Public Restrooms - Day Porter 156 times, this time is only for Restrooms, there is no specific time requested by FVRL for Day Porter to be onsite Ex. 4hrs x 3 days

Answer 2: Cascade Park Day Porter service is for the whole building, not just the restrooms. This was intended for 3 times a week for the 52 weeks in the year. The number of hours needed to sufficiently perform this task should be determined by the vendor as part of the proposal submitted.



Question 3: Vancouver (901 C st.) – “Wash all interior partition glass, exterior door glass and exterior side of interior display glass. 1x per week”

- a) Is this to be squeegee cleaned, or spot cleaned with spray and cloth?
- b) Where visible and within reach?
- c) This is part of the day-to-day scope of work, correct?

Answer 3:

- a) Yes - Spot cleaned with spray and cloth.
- b) Yes - Where visible and within reach.
- c) Yes – This is included as part of the daily scope of work.

Question 4: Vancouver (901 C st.) – Interior Glass cleaning (Partitions, Doors, Stairways Panels) 4x per year. We assume this is squeegee clean, correct?

Answer 4: Yes – This is expected to be squeegee cleaned.

Question 5: Exhibits & Other: Complete Exhibits for each location providing a proposal for. To clarify we need to add the scope to the proposal for the locations we are bidding? Just want to make sure since RFP, Pricing, already identifies locations we are bidding for.

Answer 5: Please complete and submit all Exhibits with your proposal as follows:

- We require an Exhibit A and B for each location you’re interested in performing services at (attended a site visit for) for the proposal to be considered complete and responsive. If specific staff names are unknown, it will be acceptable to put TBD for a name at this time, to be updated with names in the contract. We are looking to evaluate number of staff, experience of staff and hours of individual staff members supporting the efforts of each location.
- We require an Exhibit C for each location you’re interested in performing services at (attended a site visit for) for the proposal to be considered complete and responsive. This is to ensure clarity of scope for each proposal received. Nothing more is needed on Exhibit C’s unless you’re recommending change to the scope, as presented, that we need to be aware of. If that’s the case, you’d cross out what is there and hand write the change.

Please note, the due date for this proposal **has not** been extended.

All other “Terms and Conditions” of this proposal remain the same.

Signature _____

Printed Name _____

Title _____