



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 _____