



BLOOMINGTON-NORMAL AIRPORT AUTHORITY

ADDENDUM #1

for
Request for Proposals

Commercial Cleaning Supplies and Paper Goods

Proposals must be received at the Airport Offices by August 18th, 2023 and 10:00 am local time.

Bloomington Normal Airport Authority
3201 CIRA Drive, Suite 200
Bloomington, IL 61704

To certify acknowledgment and receipt of this addendum please complete the following and include with your submissions.

Contents:

- Excluding Cover Page and this signature page, Addendum #1 is seven (7) pages
- Addendum #1 Page 6 – Provides revised language of RFP Page 2 to include clarification on Toilet Seat Liner with addition of footnote (revisions in red)
- Addendum #1 Page 7 – Provides a revised RFP Appendix 1 (page 1 of 2) with an updated Unit Price Worksheet to include addition of 6B (revisions in red)

Printed Name

Signature and Date

On behalf of (Company name)

ADDENDUM #1

for

Request For Proposal (RFP):

Commercial Cleaning Supplies and Paper Goods

August 11, 2023 5:00pm (CST)

Bloomington Normal Airport Authority

Bloomington, Illinois

To All Potential Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession and submit it with a proposal package.

REVISIONS AND REQUEST FOR CHANGE/CLARIFICATION

#1. Page 2, *Commercial Cleaning Supplies Description* – Toilet Seat Liner (REVISION)

Original Description:

“Toilet Seat Liner – Automatic dispensing, single use plastic membrane roll for automatic replacement of toilet seat cover. Rolls should be easy to change.”

Revised Description (footnote added):

“Toilet Seat Liner¹ – Automatic dispensing, single use plastic membrane roll for automatic replacement of toilet seat cover. Rolls should be easy to change.

Footnote added to bottom of Page 2:

¹ Toilet seat liners are unique to a specific manufacturer’s toilet seat and seats will need to be replaced to accommodate a new membrane liner. There are forty (40) toilets at Airport facilities. Please indicate make/model of toilet seat proposed and technical specifications. PROPOSER shall also indicate service offered to come out to Airport to service/repair, clean and maintain seats (i.e., as-need, regularly scheduled, etc.).”

#2. Page 9, Appendix 1, Unit Price Worksheet – Toilet Seat (REVISION)

Original Description:

ITEM	DESCRIPTION	UNIT PRICE
1.	Nitrile Gloves	\$
2.	Commercial Degreaser	\$
3.	Non-Acid Bathroom Cleaner	\$
4.	Multi-purpose Cleaner	\$
5.	Liquid or Foam Hand Soap	\$
6.	Toilet Seat Liner	\$
7.	Urinal Screens	\$

Revised Description (6B added):

ITEM	DESCRIPTION	UNIT PRICE
1.	Nitrile Gloves	\$
2.	Commercial Degreaser	\$
3.	Non-Acid Bathroom Cleaner	\$
4.	Multi-purpose Cleaner	\$
5.	Liquid or Foam Hand Soap	\$
6A.	Toilet Seat Liner	\$
6B.	Toilet Seat	\$
7.	Urinal Screens	\$

#3. Page 2, *Commercial Cleaning Supplies Description* – Nitrile Gloves (REVISION)

Description:

Nitrile Gloves - Seventy-five (75) boxes per year.

Clarification: Please confirm Nitrile Gloves 75 BOXES?

Response: Annual quantities are anticipated to be 75 boxes per year, with 100 gloves per box, size Large

#4. Page 3, *Paper Goods Description* – Garbage Receptacle Liners (CLARIFICATION)

Description:

Garbage Receptacle Liners – Heavy duty, tear and puncture resistant trash bag liners

- *33-Gallon – multiple receptacles require 33-gallon liner, 33”x40”*
- *60-Gallon – multiple receptacles require 60-gallon liner, 38”x58”*

Clarification: What thickness of liner does Airport desire?

Response: A 2-mil thickness will be required for the 60-Gallon and 16-micron will be required for the 33-Gallon.

#5. Page 6, *I. Insurance* – Certificate of Insurance (CLARIFICATION)

Question: Are you able to provide a sample certificate of insurance? If not, we would need to know the certificate holder clause, which is usually your address, but it may be a specific address.

Response: Our office cannot provide a sample certificate of insurance; however, a vender’s insurance company or broker should be able to provide one. The Airport’s address is: Bloomington Normal Airport Authority 3201 CIRA Drive, Suite 200 Bloomington, IL 61704

#6. General – Hand Soap (CLARIFICATION)

Question: Liquid or foam hand soap? What do you currently have

Response: The Airport currently utilizes foam hand soap in the restrooms.

#7. General – Toilet Paper (CLARIFICATION)

Question: Coreless toilet paper What type of toilet paper dispensers (Brand) are you currently using

Response: Coreless toilet paper dispenser manufacturers include Scott and Georgia Pacific

#8. General – Garbage Receptacle Liner Color (CLARIFICATION)

Question: Garbage Receptacle Liner- 33 Gallon Are they clear or black

Response: The Airport currently utilizes clear garbage liners for the 33-Gallon receptacles.

#9. Page 7, L. Contract Terms and Agreement – Price Increase (CLARIFICATION)

Question: I have concerns on page 7 about only a 4% price increase will be allowed one time a year. Most recently our industry, like most other industries were seeing double digit percentage price increases several times a year. Although things have seem to stabilized most recently, there is a chance prices can again can have some sort of significant increase due to outside influences. The most recent record prices were contributed to Covid and the Ukraine war. It's concerning for me for prices to be held for that length of time and with that small of an increase without incurring profit losses. Is it possible to accept a verbal or written notification of price increases as they occur? And, if a larger price increase is 5% or larger, a letter from the manufacturer would need to be provided to document larger increases.

Response: The Airport requires set unit prices per annual agreement, with an annual cap of 4%. Should unique global circumstances arise, the Airport would entertain a written request and justification for a unit price, rate or other charges increase outside the agreed upon prices, but will be at the sole discretion of the Airport Authority to approve or deny such a request.

C. Scope of Services Requested

BNAA is requesting a proposal for a weekly, and as-needed, commercial cleaning supply and paper goods vendor to fulfil, deliver and maintain the requirements of this solicitation.

1. Commercial Cleaning Supplies Description:

- **Nitrile Gloves** – Various sizes, disposal gloves.
- **Commercial Degreaser** – A heavy duty (commercial/industrial) water-based concentrate that is used to cut grease.
- **Non-Acid Bathroom Cleaner** – A Germicidal cleaner-disinfectant concentrate specifically designed to clean and disinfect toilet bowls, urinals and other hard, nonporous restroom surfaces.
- **Multi-purpose Cleaner** – Commercial grade cleaning concentrate used to break down organic materials used to clean a variety of surfaces.
- **Liquid or Foam Hand Soap** – An antibacterial hand soap that is gentle on hands and can refill various dispensers throughout the facilities.
- **Toilet Seat Liner¹** – Automatic dispensing, single use plastic membrane roll for automatic replacement of toilet seat cover. Rolls should be easy to change.
- **Urinal Screens** – Built in anti-splash and deodorizer or fragrance infused, that should last for a minimum of 30 days.

The awarded vendor will be required to provide these supplies on a scheduled weekly, or as-needed basis, as determined by the Airport.

Annual quantities are anticipated to be as follows (combined for both site locations):

- **Nitrile Gloves** - Seventy-five (75) boxes per year.
- **Commercial Degreaser** – Forty-five (45) quart size bottles per year.
- **Non-Acid Bathroom Cleaner** – Twenty (20) liters per year.
- **Multi-purpose Cleaner** – Fifty-five (55) gallons per year.
- **Liquid or Foam Hand Soap** – Twenty (20) gallons per year.
- **Toilet Seat Liner** – Seventeen (17) cases per year (64 rolls or 8,000 seats per case).
- **Urinal Screens** – One hundred sixty (160) screens per year.

¹ Toilet seat liners are unique to a specific manufacturer's toilet seat and seats will need to be replaced to accommodate a new membrane liner. There are forty (40) toilets at Airport facilities. Please indicate make/model of toilet seat proposed and technical specifications. PROPOSER shall also indicate service offered to come out to Airport to service/repair, clean and maintain seats (i.e., as-need, regularly scheduled, etc.).

Appendix 1
UNIT PRICE WORKSHEET (page 1 of 2)
Commercial Cleaning Supply Bid:

ITEM	DESCRIPTION	UNIT PRICE
1.	Nitrile Gloves	\$
2.	Commercial Degreaser	\$
3.	Non-Acid Bathroom Cleaner	\$
4.	Multi-purpose Cleaner	\$
5.	Liquid or Foam Hand Soap	\$
6A.	Toilet Seat Liner	\$
6B.	Toilet Seat	\$
7.	Urinal Screens	\$

Paper Goods Bid:

ITEM	DESCRIPTION	UNIT PRICE
8.	Paper Towels	\$
9A.	“Cored” Toilet Paper	\$
9B.	“Coreless” Toilet Paper	\$
10A.	Garbage Receptacle Liner – 33 Gallon	\$