



November 4, 2022

**TO: HOLDERS LIST**

**SUBJECT: Janitorial Services 2023  
RFP NO. 071766**

**ADDENDUM NUMBER # 03**

This addendum is issued to add or modify the following within the RFP:

Add the following occupancy report to Exhibit 11:

**Exhibit 11  
SAMPLE OCCUPANCY REPORT  
THE FABULICH CENTER**

502 Occupied Usable 2,040 Rentable 2,400		503 Occupied Usable 425 Rentable 500		505 Occupied Usable 5,531 Rentable 6,507		506 Vacant Usable 718 Rentable 844		507 Occupied Usable 528 Rentable 622		508 Occupied Usable 383 Rentable 451		509 Occupied Usable 564 Rentable 664		510 Occupied Usable 327 Rentable 385		511 Occupied Usable 816 Rentable 960		512 Occupied Usable 728 Rentable 854		513 Occupied Usable 281 Rentable 331	
405 Occupied Usable 12,686 Rentable 14,532																					
301 Occupied Usable 353 Rentable 422		302 Occupied Usable 994 Rentable 1,190		303 Occupied Usable 751 Rentable 899		304 Occupied Usable 1,902 Rentable 2,276		305 Occupied Usable 2,911 Rentable 3,484		307 Occupied Usable 315 Rentable 377		308 Occupied Usable 1,379 Rentable 1,651		309 Occupied Usable 1,245 Rentable 1,490		310 Occupied Usable 774 Rentable 926		311 Occupied Usable 1,497 Rentable 1,792			
200 Occupied Usable 4,750 Rentable 5,517						202 Port Maintenance Usable 2,176 Rentable 2,527		208 Occupied Usable 1,032 Rentable 1,198		209 Occupied Usable 1,242 Rentable 1,442		210 Occupied Usable 1,255 Rentable 1,458		211 Occupied Usable 1,247 Rentable 1,449							
100 Occupied Usable 368 Rentable 418		103 Port CR Usable 445 Rentable 505		104 Port Commission CR Usable 1,974 Rentable 2,238				105 Port Kitchen/CR Usable 451 Rentable 511		106 Port Security Department Usable 2,570 Rentable 2,914				107 Vending Room Usable 218 Rentable 247		110 Port/Seaport Alliance CR Usable 4,256 Rentable 4,825					
Legend: Port Occupied		Leased		Vacant																	
Leased RSF 54,195		Leased USF 46,322		Vacant USF 718																	
Vacant RSF 844		Port Occupier 12,090																			
Port Occupier 13,767		Total USF 59,130																			
Total RSF 68,806		Occupancy RSF % 79%		Occupancy USF % 78%																	
Occupancy RSF % 1%		Vacancy RSF % 1%		Vacancy USF % 1%																	
Port Occupied % 20%		Port Occupied USF % 20%																			

Update the Offer Sheet (Attachment B). An updated offer sheet template will be added to this Procurements page as Addendum 03A for your use in preparing a proposal.

- Change NWSA Admin from “Monthly” to “Rate per cleaning”.
- Change number 13. “EB1 Gate House” to “NWSA Admin”.
- Change header on Fabulich Center from “Rate per Usable Square Foot” to “Monthly Rate”.
- Update Fabulich Center Carpet Restoration / Cleaning (number 11.) to clarify two (2) cleanings per year.

**ATTACHMENT B - OFFER SHEET**  
 Page 1 of 1  
**Port of Tacoma**  
 RFP# 071766  
 Title: Janitorial Services



All cleaning rates shall be inclusive of consumables, labor, and equipment.

Facility	Monthly Rate
1a. Administration - Sitcum Plaza Number of times per year for carpet restoration cleaning <b>two (2)</b> and,	\$ _____ per month
1b. Number of times per year for interior window cleaning <b>two (2)</b> .	
2a. Maintenance Facility Cleaning	\$ _____ per month
2b. Carpet Restoration Cleaning per usable square foot. State recommended number of cleanings per year <b>two (2)</b> .	\$ _____ per usable SF
3. Main Gate House	\$ _____ per month
4. EB 1 Gate House	\$ _____ per month
5. Blair Gate House	\$ _____ per month
<del>6. EB1 Customer Service Bldg.</del>	<del>\$ _____ per month</del>
<del>7. NWSA Admin</del>	<del>\$ _____ per month</del>
8. US Customs & Border Protection	\$ _____ per month
<del>9. SSA Gate Guard House &amp; Bldg. 175</del>	<del>\$ _____ per month</del>
<b>Total Monthly Cost</b>	\$ _____
	<b>Rate per usable square foot Monthly Rate</b>
10. Fabulich Center (Port to provide a monthly occupancy report to Contractor.)	\$ _____
11. Carpet Restoration/Cleaning. <b>Number of cleanings per year two (2)</b> .	\$ _____
	<b>Rate per cleaning</b>
12. Blair Gate House (rate per cleaning)	\$ _____
13. <del>EB 1 Gate House</del> <b>NWSA Admin</b>	\$ _____
	<b>Rate per hour</b>
14. Non-Recurring General Cleaning	\$ _____
15. Non-Recurring Interior Window/Glass Cleaning	\$ _____
	<b>Rate per usable square foot</b>
16. Non- Recurring Carpet Restoration/Cleaning	\$ _____