



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055
<http://sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#13-0083
CUSTODIAL SERVICES

ADDENDUM #2

August 23, 2013

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Custodial Services for various County facilities.

Questions and/or statements of clarification are in **bold** font, answers to specific questions are *italicized*.

1. **Public Works cleaning schedule Monday – Friday / 12:00 PM to 5:00 PM.**
Extended cleaning hours (from 2:00 PM – 5:00 PM) to 12:00 PM - 5:00 PM.
2. **(2) Additional sites added (floor care only – quarterly service for vinyl and semiannual service for carpet):**
 - **Adult Residential, 623 E. Elm**
 - **Adult Service Center, 622 E. Central**
3. **Request for Site Tour Schedule**
Please see following pages (2) two and (3) three.

Firms interested in submitting a bid, must respond with complete information and all supplementary materials and **deliver on or before 1:45 p.m. (CDT), Tuesday, September 24, 2013.** Late bids will not be accepted and will not receive consideration for final award.

Vendors are responsible for checking the website and **acknowledging any addendum on the bid response form.**

Gunda Angelica
Purchasing Agent

Building Tours

| MONDAY, AUGUST 26, 2013 | | | | |
|-----------------------------------|------------------------------------|-----------------------|-----------------------|--|
| ID | COUNTY BUILDING | ADDRESS | Time* | INSTRUCTION |
| 1. | Main Courthouse (MCH) | 525 N. Main | 1:00 p.m.- 2:30 p.m. | Park in County Garage: 603 N Main. Bring parking ticket for validation. Meet in basement training room. |
| 2. | Adult Detention Facility (ADF) | 141 W. Elm | 2:45 p.m. - 3:15 p.m. | Park in County Garage: 603 N Main. Bring parking ticket for validation. Meet in lobby. |
| 3. | Historic Courthouse (HCH) | 510 N. Main | 3:15 p.m. - 4:15 p.m. | Park in County Garage: 603 N Main. Bring parking ticket for validation. Meet on 1 st floor at elevator lobby. |
| 4. | Munger Building | 538 N. Main | 4:15 p.m. - 5:00 p.m. | Park in County Garage: 603 N Main. Bring parking ticket for validation. Meet on 1 st floor, west entry. |
| TUESDAY, AUGUST 27, 2013 | | | | |
| ID | COUNTY BUILDING | ADDRESS | Time* | INSTRUCTION |
| 1. | Drug Court | 3803 E. Harry Ste 121 | 1:00 p.m.- 1:45 p.m. | Meet in lobby. |
| 2. | Offender Registration Unit | 3803 E. Harry Ste 119 | 1:45 p.m. - 2:00 p.m. | Meet in lobby. |
| 3. | Juvenile Field Services | 3803 E. Harry Ste 125 | 2:00 p.m. - 2:30 p.m. | Meet in lobby. |
| 4. | Department of Housing | 3803 E. Harry | 2:30 p.m. - 2:45 p.m. | Meet in lobby. |
| 5. | Appraiser Office | 4035 E. Harry | 2:45 p.m. - 3:30 p.m. | Meet in lobby. |
| WEDNESDAY, AUGUST 28, 2013 | | | | |
| ID | COUNTY BUILDING | ADDRESS | Time* | INSTRUCTION |
| 1. | Fleet Management Admin | 1021 Stillwell | 1:00 p.m. - 1:45 p.m. | Park in Public Works parking on east side building, at east end of parking lot. Meet in lobby of Fleet Management. |
| 2. | Fleet Management East Shop | 1015 Stillwell | 1:45 p.m. - 2:00 p.m. | Park in Public Works parking on east side building, at east end of parking lot. Meet in lobby of Fleet Management. |
| 3. | Radio Shop | 1015 Stillwell | 2:00 p.m. - 2:15 p.m. | Park in Public Works parking on east side building, at east end of parking lot. Meet in front of Radio Shop building. |
| 4. | EMS Building | 1015 Stillwell | 2:30 p.m. - 3:00 p.m. | Park in Public Works parking on east side building, at east end of parking lot. Meet in lobby, first floor north side. |
| 5. | Public Works-Main | 1144 S. Seneca | 3:15 p.m. - 4:00 p.m. | Park in Public Works parking on east side building, at east end of parking lot. Meet in lobby of public works |
| THURSDAY, AUGUST 29, 2013 | | | | |
| ID | COUNTY BUILDING | ADDRESS | Time* | INSTRUCTION |
| 1. | Forensic Science Center | 1109 N. Minneapolis | 1:00 p.m. - 1:45 p.m. | Park on east side or Minneapolis street, no parking on 10 th street. Meet in Lobby. |
| 2. | Adult Intensive Supervision (AISP) | 905 N. Main | 1:45 p.m. - 2:00 p.m. | Meet in Lobby. |
| 3. | Public Safety Center | 714 N. Main | 2:15 p.m. - 3:00 p.m. | Park on east. Meet at Lobby on West side. |
| 4. | Adult Residential | 623 E. Elm | 3:15 p.m. - 3:30 p.m. | Park on West side lot. |
| 5. | Adult Service Center | 622 E. Central | 3:30 p.m. - 3:45 p.m. | Park on West side lot. |

*= times listed are tentative after first building toured. Depending on the progression of the first building toured, the schedule will require some flexibility. The tour may take shorter or longer time than expected. The county will tour the facility one time only.

(Continued on page 3)

WEDNESDAY, SEPTEMBER 4, 2013

| ID | COUNTY BUILDING | ADDRESS | Time* | INSTRUCTION |
|----|------------------------|--------------|-----------------------|--|
| 1. | Comcare Administration | 635 N. Main | 1:00 p.m.- 1:30 p.m. | Park in County Garage: 603 N. Main. Bring parking ticket for validation. Meet in lobby on south east side of building. |
| 2. | Comcare CDDO | 615 N. Main | 1:45 p.m. – 2:15 p.m. | Park in County Garage: 603 N. Main. Bring parking ticket for validation. Meet in lobby on first floor. |
| 3. | Comcare ATS | 940 N. Waco | 2:30 p.m. - 3:00 p.m. | Meet in front lobby. |
| 4. | Comcare Crisis | 934 N. Water | 3:15 p.m. – 3:45 p.m. | Meet in front lobby. |

THURSDAY, SEPTEMBER 5, 2013

| ID | COUNTY BUILDING | ADDRESS | Time* | INSTRUCTION |
|----|---------------------|---------------------------------|-----------------------|---------------------|
| 1. | Comcare CSS | 1969 W. 21 st Street | 1:00 p.m.- 1:45 p.m. | Meet in front lobby |
| 2. | Comcare CSS Med | 1929 W. 21 st Street | 1:45 p.m. – 2:00 p.m. | Meet in front lobby |
| 3. | Comcare Center City | 154 N. Topeka | 2:30 p.m. – 3:00 p.m. | Meet in front lobby |
| 4. | Comcare SCOAP | 1720 N. Morris | 3:15 p.m. – 3:45 p.m. | Meet in front lobby |

FRIDAY, SEPTEMBER 6, 2013

| ID | COUNTY BUILDING | ADDRESS | Time* | INSTRUCTION |
|----|----------------------------|-----------------------|------------------------|--|
| 1. | Health Department | 434 N. Oliver Ste 110 | 9:00 a.m.- 9:30 a.m. | Meet in lobby on west side. |
| 2. | Office of Medical Director | 4343 N Woodlawn | 9:45 a.m.- 10:15 a.m. | Enter on west side through concrete breezeway. Breezeway ramps to basement level. Meet in west end hall. |
| - | BREAK FOR LUNCH | - | 10:30 a.m.-11:30 a.m. | - |
| 3. | Health Department | 2716 W Central | 12:00 p.m.-12:30p.m. | Meet in lobby. Park on North end of Health Dept. Lot |
| 4. | Department of Aging | 2622 W Central | 12:30 p.m. - 1:00 p.m. | Meet in North lobby on first floor. |
| 5. | Juvenile Court | 1015 S Minnesota | 1:15 p.m. - 1:45 p.m. | Meet in southwest lobby of court building. |
| 6. | Juvenile DA | 1015 S Minnesota | 1:45 p.m. – 2:15 p.m. | Meet in west end waiting room. |

Tour of buildings completed.

*= times listed are tentative after first building toured. Depending on the progression of the first building toured, the schedule will require some flexibility. The tour may take shorter or longer time than expected. The county will tour the facility one time only.