



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

PURCHASING DEPARTMENT

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<http://sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#16-0102
CUSTODIAL SERVICES FOR FACILITIES
Addendum #3

December 16, 2016

The following is to ensure that vendors have complete information prior to submitting a bid. Here are some clarifications regarding the bid for Custodial Services for Facilities.

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

MAIN COURTHOUSE

1. Do the cells need to be cleaned in the 8th floor Sheriff's dept.?

Answer: No.

2. Does the vendor need to take out the community trash and clean the kitchenette in the 8th floor Sheriff's dept.?

Answer: Yes

3. What supplies does the county provide in the 8th floor Sheriff's dept?

Answer: Soap and liners.

4. When do the commissioners' offices need to be cleaned?

Answer: Only during David Portley's absence and then only clean the carpet.

5. In the commissioners' offices, how often should the glass desktops be cleaned?

Answer: Once per year. This includes removal with suction cups. Vendor is not responsible for removal of items from the desks.

6. How often should the Commissioners' conference room be cleaned?

Answer: Daily

7. How often should the stairwell between 3rd and 4th floors (stairs used by sheriffs for prisoners) be cleaned?

Answer: Once every six months. This stairwell is usually locked.

8. How often should the foyer and glass be cleaned in the Sheriff Investigations area on 2nd floor?

Answer: Daily

9. Is the vendor responsible to clean the investigations rooms in the District Attorney office?

Answer: The investigators mostly clean those rooms.

10. How often should the administrative offices be cleaned in the District Attorney office?

Answer: Daily but if the door is closed, don't go in. Trash cans are often left in the hall.

11. How often should the stairs be cleaned in the District Attorney office?

Answer: Nightly

12. Should sinks, refrigerators and microwaves be cleaned?

Answer: Refrigerators and microwaves no and sinks only if they are empty. Do not wash any dishes.

13. If office doors are locked do they need to be cleaned?

Answer: No. Staff will put their trash in the hall.

14. How often should public areas be cleaned?

Answer: Daily

15. Will the vendor need to take care of recycling?

Answer: No

16. What needs to be cleaned outdoors?

Answer: Clean 30' out from all exterior doors.

17. Should the vendor expect to be observed while working?

Answer: Yes. Vendors should expect to be watched via security cameras. For this reason it is also important to follow the procedures concerning lighting; in many areas the lights will need to be left on so security personnel can monitor the room.

18. How many court rooms, jury rooms and restrooms are there?

Answer: 27 Court rooms, 13 Jury rooms, 37 restrooms.

19. How many stalls are in each restroom?

Answer: Men's – 2 Stalls 1st floor to 11th floor, Women's – 1st floor jury restroom 4 stalls, 2nd floor 5 stalls, 3rd floor to 11th floor 2 stalls each restroom.

20. What cleaning is necessary in the court rooms?

Answer: Full clean in all court rooms, jury rooms and restrooms. Vacuuming, sweeping, mopping and cleaning fixtures in restrooms. Wiping down all tables and chairs.

21. Will the vendor background checks be done before or after the contracts are awarded?

Answer: After the contract has been awarded.

ADULT DETENTION FACILITY

1. Should the records room be cleaned?

Answer: No, unless asked to.

2. What is the day porter shift?

Answer: 1pm - 2:30pm. It takes about two hours to full clean, but that should not be necessary every day.

3. If an administrative office door is closed, should the room be cleaned?

Answer: Knock on the door and offer to clean the room.

4. What supplies does the county provide?

Answer: Soap and paper towels.

5. How often should the kitchen be cleaned?

Answer: Daily

MUNGER BUILDING

1. How often should the offices be cleaned?

Answer: Weekly

HISTORIC COURTHOUSE

1. How often should the Elections area be cleaned?

Answer: During an election, daily. When there is no election clean at night. The unisex restroom should be cleaned daily year-around.

2. Is there elevator access for the 4th floor?

Answer: A key is necessary to access the 4th floor from the elevator.

FLEET MANAGEMENT

1. How often should the shop office be cleaned?

Answer: Once per week.

2. How often should Rex Victory's office be cleaned?

Answer: Once a week including trash.

3. What is the vendor's area of responsibility in the vehicle area?

Answer: Only clean the hall; not the vehicle area.

FLEET MANAGEMENT ADMIN.

1. Will the vendor need to clean the microwaves?

Answer: No

RADIO SHOP

1. Will the vendor need to clean the offices in the front NE corner of the building?

Answer: No

FORENSIC SCIENCE CENTER

1. What is the cleaning schedule?

Answer: Business hours, usually 8am to 1pm.

2. Will the vendor need to change the sheets in the 'dorm' area?

Answer: No

3. Will the DNA Lab need to be cleaned?

Answer: No

4. How often should the labs be cleaned?

Answer: Vacuum once per week and take out the trash when needed.

5. What cleaning is necessary in the back entrance foyer?

Answer: Clean the glass and mop twice weekly.

6. Will the vendor need to use any certain type of cleaning chemicals in the labs?

Answer: No. The floor does not require a disinfectant.

7. How often should the air vents be cleaned?

Answer: Twice per year.

8. Will the walk-in coolers need to be cleaned?

Answer: No

9. Should the biology lab be cleaned?

Answer: Yes; knock on the door and ask to clean.

PUBLIC SAFETY – 911 BUILDING

1. Who is responsible to move the supplies from the Court House to the Public Safety Center?

Answer: The vendor. The vendor will get keys to do this.

2. What is the cleaning schedule?

Answer: Seven days a week including holidays. Shift starts before 5:00pm.

3. Should the central vacuum can and filter be emptied/cleaned by the vendor?

Answer: Yes

4. What needs to be cleaned in the 911 call center?

Answer: Shampoo the call center and hall carpet 2X yearly. Take out the trash daily.

JUVENILE COURT

1. When should the cleaning be done?

Answer: At night. Start cleaning at 4:30pm. Need to always leave the keys in the building.

2. How often should the glass table tops be cleaned?

Answer: Annually.

3. How many court rooms are there?

Answer: Five court rooms and each has two interview rooms.

4. Should the judges' aids rooms be cleaned?

Answer: Once a week vacuum. They will put their trash cans in the hall.

5. When should the judges' chambers be cleaned?

Answer: At 3:30pm on Wednesdays and an officer needs to be present.

6. What needs to be cleaned outdoors?

Answer: Clean 30' out from all exterior doors.

7. How should the cells be cleaned?

Answer: On Wednesdays wash the walls with the water hose. There are two juvenile cells and 2 adult cells. Start cleaning the cells first thing.

JUVENILE DA

1. How often should the offices be cleaned?

Answer: Nightly

2. How often should the stairwells be cleaned?

Answer: Nightly

3. Should the offices be cleaned?

Answer: Once a week but if the door is closed don't go in.

4. Should the records room be cleaned?

Answer: Yes. It is best to do this early and it requires a key.

5. How often is the Lobby cleaned?

Answer: Daily, full clean

6. Does the patio need to be cleaned?

Answer: Yes, it needs to be swept. Block the door open (the alarm will not sound).

7. What is the policy on cell phone usage?

Answer: Cell phones can only be used at night when the clients are gone.

RONALD REAGAN BUILDING

1. When will the two empty floors be inhabited?

Answer: We project to have those floors inhabited by fall of 2017. When that happens purchasing will contact the vendor to amend the contract.

2. How is the trash taken care of?

Answer: The break rooms have 'community' trash cans. The vendor needs to empty them on Fridays. Keep five liners in each can.

3. What does the vendor need to access the building?

Answer: The East door requires a badge to enter.

4. What outdoor cleaning is required?

Answer: The vendor needs to clean 30' out from all exterior doors.

5. How often should the 3rd floor conference room be cleaned?

Answer: Check daily. The blinds should be cleaned four times per year, but don't clean the curtains.

6. How should the break room floors be deep cleaned?

Answer: No wax is needed, just scrubbing.

7. What needs to be cleaned in the break rooms?

Answer: Floors, wipe the tables and countertops and towels. Do not clean the microwaves.

Firms interested in submitting a proposal, must respond with complete information and **deliver on or before 1:45 p.m. CST Tuesday December 20, 2016**. Late proposals will not be accepted and will not receive consideration for final award.

Please remember that each individual RFP must be bid as all or nothing.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID RESPONSE PAGE.”



Britt Rosencutter
Purchasing Agent